



TOWN OF OLDS HERITAGE MANAGEMENT PLAN - 2010



PREPARED BY
OLDS HISTORICAL SOCIETY - MOUNTAIN VIEW MUSEUM

March 2010



Municipal Heritage
Partnership Program



Canada's
Historic Places

Lieux patrimoniaux
du Canada



Acknowledgements

Government of Canada & The Government of Alberta

The Town of Olds gratefully acknowledges the contribution of the Government of Canada in supporting its participation in the Historic Places Initiative and the Government of Alberta in supporting its participation in the Municipal Heritage Partnership Program.



**Municipal Heritage
Partnership Program**



**Canada's
Historic Places**

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du Canada**



Town of Olds & Our Community

The Olds Historical Society would like to thank the Town of Olds for their continued Heritage Preservation efforts.

The Olds Historical Society would like to extend the warmest thanks to our community. This document could not exist without overwhelming community support and the outstanding work that The Olds Institute for Community and Regional Development & Uptowne Olds accomplished in spearheading the heritage initiatives in Olds.

Olds is a community with pride in its heritage, and we are proud to call Olds home.



OLDS HISTORICAL SOCIETY - MOUNTAIN VIEW MUSEUM



PREPARED BY
OLDS HISTORICAL SOCIETY - MOUNTAIN VIEW MUSEUM

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THANK YOU TO OUR SOCIETY MEMBERS AND EXECUTIVE FOR THEIR VISION & INSIGHT

OLDS HISTORICAL SOCIETY - PAST, PRESENT, FUTURE.



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Introduction & Background

Here is the glory of the past, the symbol of stability, the structures that our fathers and their fathers erected, the visual reminder of another time that gives every town a sense of continuity. **Pierre Berton**

Introduction

The announcement of the Town of Olds continued participation in the Municipal Heritage Partnership Program (MHPP) was received with great enthusiasm by the community of Olds. By continuing with such projects, the Town is reaffirming its commitment to its past and preservation for future generations.

Not only did this decision present the Town with an exceptional opportunity to continue to support the Provincial-wide initiative, but it also gives the Town the necessary tools for future heritage planning.

A properly informed set of heritage management tools requires detailed work through various phases. MHPP has designed a path to assist municipalities to best prepare themselves for future management of their precious resources.

The path follows three phases: **Identification**, **Evaluation**, and **Management** (planning). The definitive goal for these three phases is ongoing **Stewardship** through the implementation of a Heritage Management Plan.

The Town of Olds has already started its **Identification** process through the initial Heritage Survey. It has embarked on continuing **Evaluation** through the development of the Heritage Inventory, and has now decided to move forward with **Management** through the completion of the Town of Olds Heritage Management Plan. This truly represents a watershed (and major victory) for **Olds Heritage**.



What is a Heritage Management Plan?

Cultural Resource Management, specifically heritage management, is an integral component of any heritage preservation program. In order to fully realize the goals of the community – in regards to heritage and cultural resources – a Plan is needed.

The Plan gives directive towards all the stated goals – and providing a guided path with the necessary tools and framework to reach those goals. In terms of preservation and conservation, Stewardship becomes the primary goal. A Heritage Plan helps a community become the stewards of their heritage.

In order to reach this **Stewardship Goal**, the **Olds Heritage Management Plan** must take into account: the community's needs and interests; long range objectives; the Town's place in history and within the

historic fabric of Canada. A Management Plan devoid of these items is a Plan headed for failure – and likely would never be implemented. Due diligence and care are requirements for completing a heritage plan – deep community knowledge, support, acumen and awareness will make a Plan a success.



Town of Olds - Statistics Canada & Alberta Municipal Affairs

The Town of Olds (32-1-W5) was Incorporated as a Village on May 26, 1896 and as a Town on July 1, 1905. As of the 2006 Census, it had an official population of 7,248 (10% increase from 2001) and covered a total area of 11.5 Sq Km.


Records indicate that the Town is dominated by residential interest, but commercial areas and interests are a fast growing segment in Olds. Statistics Canada also shows that 7% of pre-1985 assessed dwellings in Olds are in need of major repair, maintenance or assistance. Conjecture would indicate that a similar statistic could represent commercial buildings and non-assessed structures - therefore, using 7% as the base over 200 older structures in town are at risk.

The fact that the town is expanding residentially, commercially and in total area at a steady pace, and that many older structures are deteriorating or in ill-repair, has important implications for cultural and heritage areas.

Heritage Background

Olds' current heritage programming began in January 2007 when the Town of Olds began working with the Olds Institute for Community and Regional Development (OICRD) to enhance the attractiveness and revitalize the Olds core.

As the OICRD and the Town of Olds began their investigation both groups agreed that a Main Street program in Olds would bring a wealth of opportunities to the Uptowne core and could enhance the entire community.



Alberta
MUNICIPAL AFFAIRS

Location and History Profile

Created on 9/4/2009 8:00:55PM

Town of Olds

Municipal Code: 0239

Location Description [View Location Map](#) (url to the pdf location map)

<u>Twp</u>	<u>Rge</u>	<u>Mer</u>	<u>Longitude</u>	<u>Latitude</u>
32	1	W5	114°6'	51°47'

Rural neighbour: Mountain View County

Incorporation History

[Municipal Boundary Document Search](#) (url to search results page of Annexation PDF's)

Status: Town	Effective Date: July 01, 1905
Authority: Order in Council	Authority Date: June 13, 1905
Gazette: June 30, 1905, p. 5	
Comments: Erected as the Town of Olds.	

Status: Village	Effective Date: May 26, 1896
Authority: Order in Council	Authority Date: May 26, 1896
Gazette: Jun 01, 1896, p. 76	
Comments: Erected as the Village of Olds.	



Government of Alberta - Image reproduced for reference and not in affiliation with AMSP

The **Alberta Main Street Program (AMSP)** has recently undergone a major restructuring. The renewed AMSP places more emphasis upon the preservation of historical buildings and sites than the previous program.

Within the 'new paradigm' a community is required to use the **Municipal Heritage Partnership Program (MHPP)** – a means towards Main Street. MHPP is designed to help municipalities manage their heritage/cultural resources.

MHPP offers support and direction for identification, protection and management of heritage sites, and consists primarily of cost-shared funding, guidance and capacity building tools. The Province is committed to helping municipalities become Stewards of their own unique heritage.



**Municipal Heritage
Partnership Program**

MHPP Survey

The first step in a structured municipal heritage program is Identification. In Alberta (via MHPP) Identification is completed through a Heritage Survey of the Town.

A Survey collects information and works to identify the heritage resources in the community – buildings, structures, and landscapes that contribute to the culture and heritage of the Town.

In June 2007, Council agreed to provide \$20,000 and directed the Administration to make an application for a Heritage Survey grant from the Municipal Heritage Partnership Program (MHPP).

In October 2007, the MHPP agreed to contribute \$20,000 towards the Olds Municipal Heritage Survey Project.

The Future of Main Street: A New Paradigm

The Alberta Main Street Program provides a membership network, funding and expertise to municipalities to help restore historic integrity and architectural character to traditional main streets across Alberta. Under a new paradigm, AMSP aims to establish a strong network of accredited Alberta Main Street communities, committed to conserving their historic places.

History of AMSP, Heritage Canada Foundation, National Trust

The Alberta Main Street Program was initially established in 1987 by a three party agreement between the Alberta Historical Resources Foundation, the Heritage Canada Foundation, and Alberta Culture and Community Spirit (then Alberta Culture and Multiculturalism). Supported by the Alberta Historical Resources Foundation funded by lottery fund proceeds, the program provides professional advice, resources and expertise to communities committed to conserving their historic commercial districts. This led to the appropriate rehabilitation of storefronts in Alberta's historic downtown areas. The program uses the "Four-Point Approach" – Organization, Design, Marketing and Economic Development – to celebrate the unique historic and architectural character of main streets throughout Alberta. Main Street communities capitalize on their heritage resources as a grassroots mechanism to increase local pride, generate business opportunities, and enhance the marketability and economic drivers to help solidify the image of their historic main street area.

Government of Alberta
www.albertamainstreet.org

In November 2008, an initial Heritage Survey of 114 sites was completed. The Survey was focused primarily in the Uptowne area with additional concentration in heritage rich areas east of the CRP tracks.

Places of Interest

One of the tangible results of a MHPP Survey is the creation of a Places of Interest List (POIL). This list helps define what is important-significant to the community - a list of findings and community interest registered during the Survey process. Currently, Olds has a beginning template and brief place listing for the POIL.

MHPP Inventory

The second step in a structured municipal heritage program is Evaluation. In Alberta (via MHPP) Evaluation is completed through a Heritage Inventory.

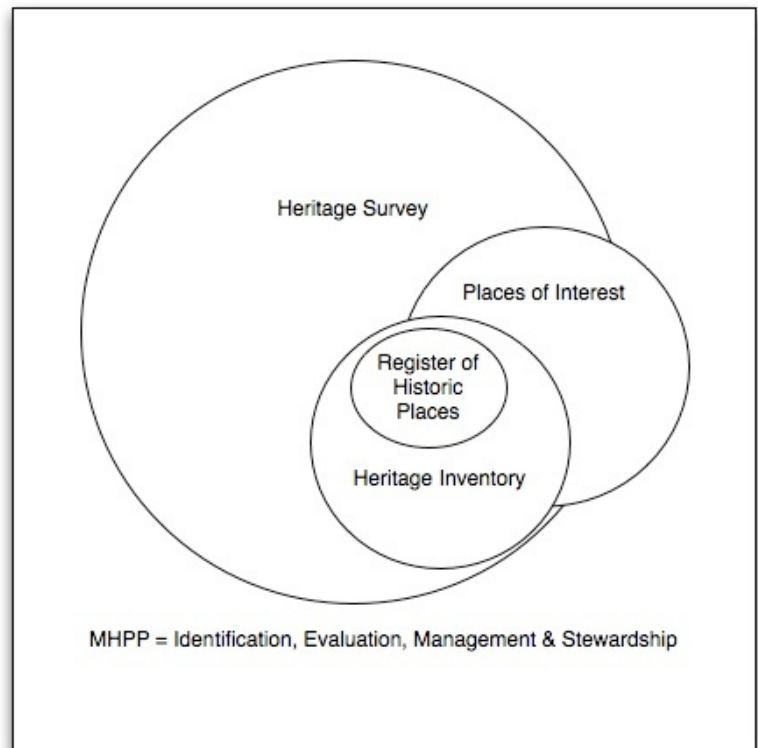
An inventory is a filtered list of a municipality's significant historic places. This is prepared by evaluating the Heritage Survey using specific criteria to evaluate their significance and integrity. Resources that meet the criteria graduate to the Heritage Inventory.

In March 2008, the Town made a funding request to the Province of Alberta for a Heritage Inventory project. July 2008 the town was awarded a matching grant from the MHPP in the amount of \$20,000 to complete the Town of Olds Heritage Inventory.

In November 2009, a final draft of the initial Heritage Inventory was complete. Twenty-five (25) sites were listed on the Inventory.

Register of Historic Places

Sites that have been elevated to the Inventory are eligible to be elevated to a Register of Historic Places - a listing of protected heritage sites. Currently, Olds has four protected heritage sites, these four sites represent the start of the Olds Register of Historic Places.



Built Heritage Context – Review

The following is a point-form listing of key events, periods and people rounding-out the context of Olds' Built Heritage. This is presented for context purposes - information is drawn from the Heritage Inventory and its associated research files.

- **1885:** The first ten homesteading families in the olds area arrived in 1885 and claimed land ten miles north of the future Town of Olds.
- **1890:** In 1890 the federal government chartered the creation of the Calgary and Edmonton Railroad.
- **1890:** The first settler to arrive in Olds was David Shannon. Shannon would go on to become a significant builder and prominent citizen in Olds.
- **1890/91:** The C&E (now operated by the CPR) owned the town site and was responsible for surveying streets and lots - lots were surveyed in a simple grid pattern.
 - Olds was laid out in a railway linear plan. This plan was characterized by the development of commercial lots facing the railway line.
- **1890s:** An early industry in Olds was the brick plant which provided materials for buildings and businesses. Surviving examples are the home located at 5114 52nd Street (Gebert House) and the two-storey commercial building at 5116 50th Avenue (Post Office).
- **1891:** The Dominion Lands Office opened in Olds to provide land title services to the new settlers in the community and region.
- **1891:** The first residential development to occur in Olds was west of railway avenue west, followed a few years later by development east of the track.
- **1892:** In April 1892 the Olds Post Office opened as the first post office in present day Mountain View County.
- **1892:** The first local school opened in 1892, that same year, buildings in Olds included: railway station, freight shed, water tank, two general stores, a hardware store, a hotel and bar.
- **1896:** Olds is incorporated as The Village of Olds.
- **1899:** The original fair grounds were located in today's subdivision of Silverthorn, but in 1917 the fair and exhibition relocated to its current location south of 53rd street.



39

Tuesday, May 26, 1896.

The several conditions required by The Village Ordinance in respect thereof having been complied with, His Honour the Lieutenant-Governor in Council has been pleased to create by Order from the date hereof the following tract of land as a Village under the provisions of the said Ordinance, to be known as The Village of Olds :

The north half of Section 32 Township 32 Range 1 west of the Fifth Dominion Lands Meridian.

By the same Order F. W. Frith was appointed to act as Returning Officer at the first election of Overseer.

- **1900:** Between 1900 and 1914, Olds replaced some of the early wooden structures with brick and stone.
- **1901:** The Olds Cemetery was established in 1901.
- **1902:** A new school is built.
- **1904:** The Merchant's Bank is built.
- **1904:** A fire destroyed nine buildings including the post office and the Olds Gazette office.
- **1905:** In 1905 the town bought a grader and built several additional streets.
- **1906 :** The first grain elevator is built.
- **1906:** Olds established a cottage hospital.
- **1907:** The Victoria Hotel is built.
- **1908 :** A fire hall was built.
- **1909:** The cottage hospital was replaced by a lager hospital.
- **1910:** In 1910 the CPR was able to enlarge their yard.
- **1910s:** Prominent builders at the time included Willard Brockway, the Shannon family, the Kaiser brothers, and Viggo Steffensen
 - Brockway helped build the hotel in 1906, built all the large houses on 50th street east around 1909, and was responsible for the construction of the first curling rink.
 - David Shannon and his sons also contributed to Olds early residential building stock. His son Martin worked on many of the Olds School of Agriculture buildings and was involved in rebuilding several commercial buildings on 50th avenue after the 1922 fire.
 - The Kaiser brothers were responsible for remodelling the Shackleton residence.
 - Viggo Steffensen constructed the Kemp Block, the Olds Associate Clinic, the Elks Hall, and the Roman Catholic, Lutheran and United Churches.
- **1912 :** The new post office is built.
- **1912:** In the 1900's a slough emerged in the centre of town. The businesses and sidewalks had to be build on stilts to protect business and pedestrians. In 1912 the slough was drained.
- **1913:** The new high school is built.
- **1913:** Olds became home to Olds College (an agricultural college).



- **1919:** Four separate fires claimed an entire block of Railway Avenue, followed three days later by three other buildings, the power plant and the Alberta Hotel.
- **1920s:** Several garages and service stations were established to accommodate the influx of new cars.
- **1922:** A fire destroyed most of the buildings between 50th street and 51st street; the majority of the buildings were rebuilt soon after, although Davey Block and Kemp Block were not until 1926 and 1928.
- **1927:** Streets were gravelled and concrete sidewalks were added.
- **1930:** A new school was built to accommodate the students from grade 1 to 12.
- **1940s:** A fire damaged the Catholic Church in the 1940's.
- **1944:** The new municipal hospital was opened to the public.
- **1947:** Olds started to modernize its propane heating.
- **1949:** Olds adds water and sewer service.
- **1951:** Olds Hotel is completed.
- **1952:** The Olds Armoury and the Olds Federal Building are built.
- **1956:** Olds adds natural gas service.
- **1956 :** Fire destroyed the 1900 Presbyterian Church.
- **1958:** Olds put blacktop down on the downtown roads.
- **1958:** The last remaining livery barn burned down and the Olds Fire Hall was demolished.
- **1960s:** Highway 27 undergoes commercial development.
- **1962:** The town annexed five acres from the county east of the railway.
- **1969:** A quarter section of land was added to the north-west part of town.
- **1978:** The last major fire happened on Halloween 1978 when the fire destroyed the arena, the AG Society's Cow Palace, the curling rink, several homes, two grain elevators, four annexes and three rail cars. As a result of these recurring fires, Olds commercial centre has undergone several dramatic changes and much of it has been rebuilt at one time or another.



The Plan - Values, Purpose & Objectives



Heritage Value

The Town of Olds and its community are committed to **Heritage Preservation**.

Stewardship supporting continued use and adaptive reuse of our **Historic Resources** not only honours our past, but gives foundation for future generations so that, as Olds continues to grow our collective sense of place and our unique significance are not marginalized or lost.

Our historic places play a major role in culture, education, the social fabric and the future development of our community.

The Town of Olds recognizes that **Heritage Management** can play a key role in: economic development; revitalization; tourism; building community, organizational and /or governmental partnerships; sustainability; marketing; and in outreach/ communications for the municipality.

Primary Goal of the Plan

The Plan has one primary goal:

Stewardship of the Cultural and Historic Resources of the Town of Olds.

This Plan, when taken as a whole, is designed to actualize this goal; however, the Plan itself can be broken-down into distinct parts, each with its own scope and goals. As such the Plan works as a framework and tool for:

- Implementation of Heritage Programming
- Stewardship of Heritage Resources
- Incentives for Heritage Planning and Property Owners
- Awareness for Heritage Programming and Policy
- The Issues and Obstacles of Olds Heritage
- Olds Heritage Operational Guide

Purpose & Objectives

From the Terms of Reference – Request for Proposal – Town of Olds Heritage Management Plan:

Heritage conservation has many potential cultural, social and economic benefits. Conserving heritage allows a community to retain and convey a sense of its history, and provides aesthetic enrichment as well as educational opportunities. Heritage resources help us understand where we have come from so that we can appreciate the continuity in our built environment from past to present to future. Historic buildings become landmarks and touchstones for the community, and the retention of historic elements serves to moderate the impact of rapid change. Key landmark buildings, monuments, historic homes and period streetscapes all add to the vibrancy and character of Olds.

- Heritage conservation allows a community to retain and convey a sense of its unique history.*
- A coordinated approach to heritage planning can take advantage of partnership opportunities with senior levels of government, and engage the private and volunteer sectors.*
- Heritage initiatives have a strong positive impact developing complete communities and creating a vibrant culture of creativity and innovation.*
- The preservation of historical sites supports tourism development and education. Heritage conservation is now inextricably linked with tourism, and many regional examples show the success of this approach. Cultural and heritage-based tourism is now the fastest growing segment of the growing tourism industry.*
- Flexible heritage planning can assist owners in retaining historic resources.*
- Other benefits of strong heritage policies include creating distinctive neighbourhoods, preserving cultural heritage, providing community identity and pride and combating social problems by engaging youth in the history and identity of their community.*
- The restoration and preservation of heritage buildings can be marketed as a tool to create positive economic development and cultural sustainability of the town.*

Operational Guide Creation

A major purpose of the Plan is to create an Operational Guide – so that from day-one of the Plan completion, heritage management can begin in earnest in Olds.

In many ways, Olds has been proactive in terms of its heritage. The community has pushed forward towards becoming an Alberta Main Street Community, Council has come together with property owners to protect valuable resources, and cultural organizations have long forwarded heritage issues and programming in Olds.

The Operational Guide will allow the Town's **formal** heritage management to catch-up to the written and unwritten policy and procedures that exist in Olds – thus allowing for immediate stewardship.

Plan & Policy

As written, this Plan is a strategic management plan with an operational component. Therefore, the plan itself does not represent policy. In its current state it functions as a guide towards successful heritage management for the Town of Olds. It certainly represents a starting point – with turnkey operations and an Action Plan reaching 5 years into the future.

No portion of this Plan supersedes any formal policy. Portions of this plan are designed to be drafted into policy when and if public interest and Council supports such a move.

Existing Policy For Olds

The Town of Olds has several policy tools that relate (directly and/or indirectly) to heritage management. This existing policy is in no-way altered by this Plan – in fact the Town of Olds Heritage Management Plan is designed to work hand-in-hand with previous policy and documentation. If and where conflicts may appear, existing policy always takes immediate precedence - formal review and adaptation may be required during the administration of this Plan.

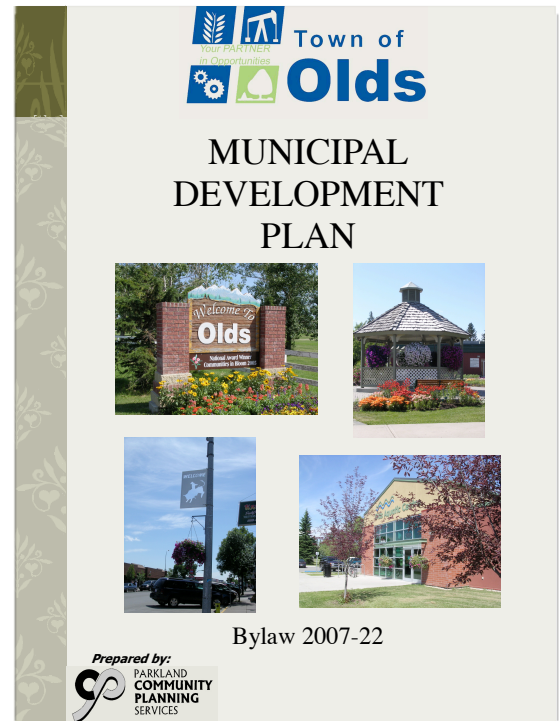
Four existing policies have been identified as Town of Olds heritage management tools:

1. Town of Olds Land Use Bylaw
2. Olds Strategic Sustainability Plan (OSSP)
3. Town of Olds Municipal Development Plan (MDP)
4. Town of Olds MHR-Bylaw(s)

Town of Olds Municipal Development Plan

While all four management tools have lasting importance to heritage preservation in Olds, The Town of Olds Municipal Development Plan offered a catalyst to launch this plan (8.7), and likewise contains the framework and tools to make this plan actionable.

Heritage management issues can be evidenced throughout the document; however, Section 8.0 offers the most depth, and it is printed here (in its entirety) for reference purposes: Bylaw 2007-22, Town of Olds Municipal Development Plan.



8.0 Heritage Preservation

Goal

To preserve and interpret heritage resources as an expression of community identity and pride and to encourage the preservation of significant sites and buildings.

Objectives

(a) Encourage the conservation and retention of buildings of historic or architectural significance.

(b) Recognize the importance of Olds' heritage in creating a unique sense of place and fostering community identity.

(c) Ensure compatible development with heritage properties.

Policies

8.1 List of Historically Significant Properties

The Town shall maintain a register of historically, architecturally and culturally significant properties and, where appropriate, shall consider the protection of properties with municipal or provincial historic designation.

8.2 Partnerships for Heritage Preservation

The Town shall cooperate with other orders of government, private agencies and individuals in the preservation of historic sites.

8.3 Community Awareness

The Town shall promote community awareness about the importance and value to the community of heritage preservation and shall also promote heritage preservation awareness programs such as historic walking tours.

8.4 Compatible Development

Through provision in the Land Use Bylaw, the Town should require development and signage proposals complement the design, character, or appearance of historic buildings.

8.5 Facilitate Adaptive Reuse

Wherever possible, the Town should facilitate the adaptive reuse of historic buildings in order to preserve the identity and history of Olds' built environment, and demonstrate a commitment to sustainable building techniques. To meet provincial and municipal building codes, the Town shall also consider building code equivalencies where necessary and appropriate.

8.6 Use of Heritage Buildings for Civic Purposes

The Town should consider the adaptive reuse of historical buildings for civic functions and facilities and make them a priority in order to demonstrate civic leadership.

8.7 Heritage Management Plan

The Town shall consider the development of a Heritage Management Plan to develop a strategy for ensuring Olds' heritage resources and sites are protected well into the future.

Town of Olds, Bylaw 2007-22: Municipal Development Plan



Historical Resources Act & Municipal Government Act

There are two key pieces of legislation in Alberta that make allowances for Heritage Planning and Management (spec. protection of and assistance for historic properties): The Alberta Historical Resources Act and the Alberta Municipal Government Act.

As the names suggest the Alberta Historical Resources Act is fair more applicable Act in terms of core heritage. While a majority of the Act relates to Provincial Historic Resources, Parts 2 and 4 have wider reach and expand to include municipal level management.

The Alberta Municipal Government Act's power, in terms of heritage, rests in the Land Use Bylaw – which allows a municipality to protect and control land uses.

Proper heritage management should take into account, and use both Acts when planning and creating applicable policy for a municipality. Currently the Town of Olds relies more specifically on the Historical Resources Act for its heritage programming.

Alberta Historical Resources Act

The Alberta Historical Resources Act establishes the framework and policy for protecting Heritage Sites in Alberta. It contains tools for both the Provincial and Municipal Governments - including tools/processes for identification and designations. It also establishes the Alberta Historical Resources Foundation (AHRF), a major funding source for Heritage and Heritage Sites.

Alberta Municipal Government Act

The Alberta Municipal Government Act establishes many of the powers and limits of local governments in Alberta. Specific to Heritage, Sections 26, 27 and 28 relate to the powers of the Land Use Bylaw - a tool that gives legal authority to a municipality for regulation of land usage.



Community

How will we know it's us without our past? John Steinbeck

Public Input-Comment

A heritage management plan is a community endeavor. It serves the public interest and as such should take the utmost consideration to represent the community – be built by community input. The Olds Historical Society (OHS) has represented the heritage interest of Olds and the Olds community for over 37 years. It is with pride that we continue to represent the community in the drafting of this heritage plan.

OHS certainly feels that it represents the community's interest in the heritage field; however, as Olds is a diverse community, the OHS understands that it alone cannot interpret the community wants and needs. As such, the writing of this plan has been guided and assisted by a wider cross-section of the Olds community.



Community Partners and Interested Parties Review

Currently there are three major heritage stake-holders in the Town of Olds - each with its own mandate and interest in the field.

- **Town of Olds**
- **Olds Historical Society**
- **Uptowne Olds**

While these stake-holders have a vital role to play in Olds heritage, they are not the only interested parties in community. Many organizations, individuals, small business and corporate entities have a vested interest in heritage management.

Examples include:

- Community Organizations - e.g. Communities in Bloom, Olds Legion, Kiwanis, etc.
- Service Groups - e.g. Elks, Eastern Star, Lions, etc.
- Community Events: e.g. Olds Fashioned Christmas
- Heritage Property Owners
- Small Business in heritage property
- Olds College and local/regional Schools
- Heritage Trades - masons, carpenters, etc.
- Businesses with deep history and sense of community - e.g. Olds CO-OP, Craigs, etc.

It is important that all groups recognize the diversity of interest at stake. Cooperation for the benefit of heritage is key – oftentimes conflicting ideas stall discourse rather than affect new ends.

Annual Olds Heritage Community Forum

On November 30, 2009, the first Annual Olds Heritage Community Forum was held in Council Chambers at Town Hall. This was the Community's first chance to come out and learn about heritage management – and what Olds is doing in support of local Culture and Heritage.

It was also an opportunity to raise the community voice and to assist the drafting of this document. Open time for questions and a written survey offered advice, suggestion and comments, which have greatly informed this Plan. The **Action Plan, Issues and Obstacles** and the **Operational Guide** were all impacted by this community event.

This was the *First* Annual Olds Heritage Community Forum. Continuing every year, this event will continue to grow and help shape heritage programming in Olds.

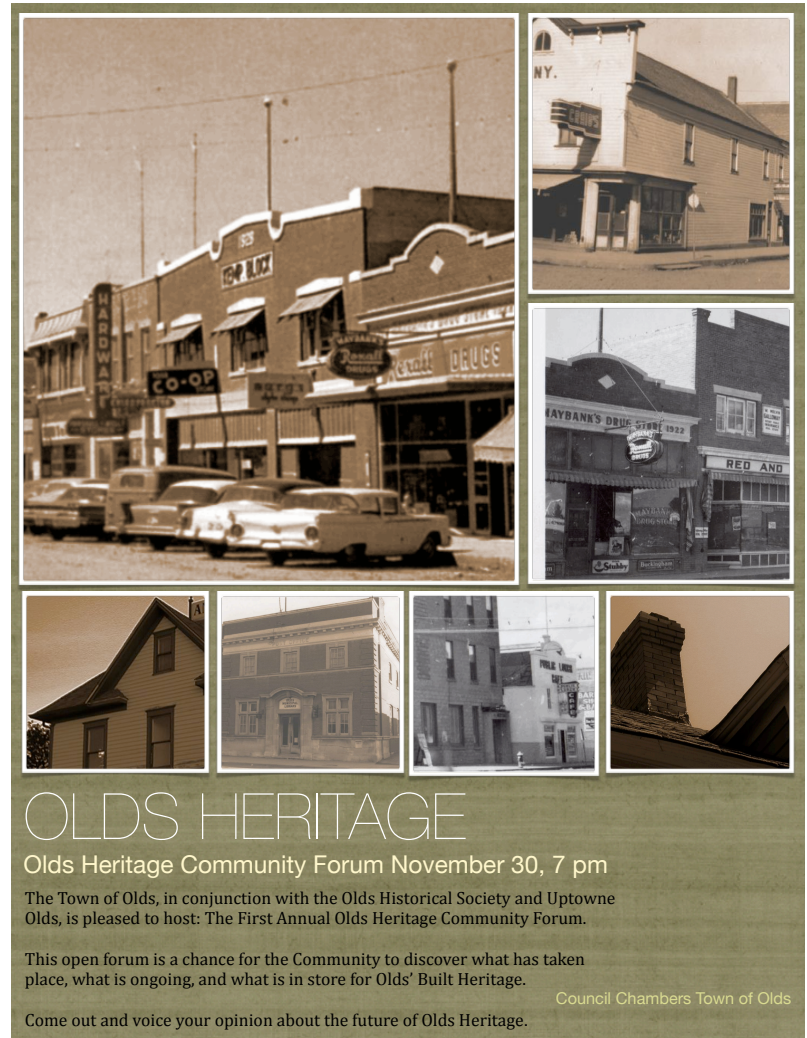
Town Workshops 1&2

The first of two Workshops with Town Staff was held on November 19, 2009.

This first workshop was designed as a primer for town staff on Heritage Planning and Management. It was an informal presentation followed by open Q&A with the attendees.

For many staff members it was their first opportunity to learn about heritage management – spec. what Olds has already accomplished and the direction Olds is moving. Several questions came up throughout the meeting – many of which helped to shape the **Operational Guide** section of the Plan.

The second workshop will follow the formal submission of this Plan. It will specifically address the **Action Plan, Issues and Obstacles**, and the **Operational Guide** sections of this Plan.



Heritage Advisory Committee

Under this Plan, a Heritage Advisory Committee (HAC) will be formed to function as a proactive voice for the community, stake-holders, and interested organizations.

The HAC will play a major roll for the future of heritage management in Olds. The group will meet quarterly to discuss the heritage and cultural resource management of the Town. Additionally, it will function in an advisory capacity for the Olds-Alberta Main Street Program. It will assist as an Advisory to the Heritage Advisor for the Town, and will function as the voice of the community in all heritage and cultural issues.

Draft Terms of Reference for the HAC are attached as an appendix – HAC development makes up a portion of the **Action Plan**.



Action Plan

This action plan was designed through consultation with the community, the experience of the staff at the Olds Historic Society-Mountain View Museum and through research. For the purpose of drafting this plan, over thirty heritage planning and cultural resource documents were reviewed. This review provided a filtered list of best practices, which were then compared to the Olds scenario and community interest.

The following action plan represents a comprehensive approach to heritage management – and wherever elements have been unintentionally excluded, the Plan itself (**Implementation 1.5**) allows for alteration of the Plan prior to a formal 5 year review.



Action Plan - Acronym Quick Reference

- AMSP - Alberta Main Street Program
- GIS - Graphic Information System
- HAC - Heritage Advisory Committee
- LUB - Land Use Bylaw
- MDP - Municipal Development Plan
- MHA - Municipal Historic Area
- MHPP - Municipal Heritage Partnership Program
- MHR - Municipal Historic Resource
- OHPO - Olds Heritage Preservation Office
- OICRD - Olds Institute for Community and Regional Development
- OSSP - Olds Strategic Sustainability Plan
- POIL - Places of Interest List
- TOWN - Town of Olds

1.0 - Implementation



1.1 - Implementation – Adoption of the Town of Olds Heritage Management Plan

Goal: Council to endorse the Town of Olds Heritage Management Plan.

Scope: Immediate

Action-Recommendation:

Town of Olds should endorse the Town of Olds Heritage Management Plan.

1.2 - Implementation – Olds Heritage

Goal: Town of Olds to appoint a Heritage Advisor.

Scope: Immediate

Action-Recommendation:

This Plan requires a designated person (or persons) to administer the Plan, and to function as Heritage Advisor to the Town of Olds. This is either completed through position creation or adding it to a previously established workload.

2010 Recommendation:

Create the Olds Heritage Preservation Office (OHPO) in conjunction with Olds Institute for Community and Regional Development (OICRD), Uptowne Olds, and the Olds Historical Society.

Creation of the OHPO has already been approved by Council, and The Town of Olds Budget 2010 has funding allocated (via OICRD) for this purpose – as such, the OHPO will start April 1, 2010.

Please see: **Appendix F** for further details.

1.3 - Implementation – HAC Formation

Goal: Organize the Heritage Advisory Committee (HAC)

Scope: Immediate

Action-Recommendation:

The Town of Olds Heritage Management Plan requires that an advisory group be formed to help inform and guide the Plan.

For draft version of Terms of Reference see **Appendix E**

1.4 - Implementation –Work Plan

Goal: Heritage Advisor should establish a Heritage Management Work Plan.

Scope: Immediate

Action-Recommendation:

Using the framework contained in this Plan, the Heritage Advisor should create a Heritage Management Work Plan with specific goals and benchmarks for Immediate, Short Term and Median Goals – as well as addressing Long Term Goals and Priorities.

The Plan should also pre-schedule HAC meetings.

1.5 - Implementation – Flexibility in Programming

Goal: Work with the Town and its community to refine the Plan.

Scope: Ongoing

Action-Recommendation:

The Plan is a new document – and as such will require flexibility and refining in its application in Olds. The first few years of the Plan's life span will require adaptability in order to best serve the community.

Refining and adaptation will take place at the procedural level (with specific notation for how and why an adaption was made) – and will not immediately necessitate a text change. Notes will be compiled by Heritage Advisor and reviewed by the HAC. This will help inform future revisions of the Plan. Immediate changes to the Plan can be made with agreement between the Heritage Advisor and HAC with Town's consent – formal report on the applicable Amendment must be filed with CAO and be open to discussion prior to any textual change.

1.6 - Implementation – Alignment

Goal: Align all heritage programming with extant Heritage Programs.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should continually review Provincial and Federal heritage programming, initiatives and mandates to ensure that Olds Heritage Programming is in full alignment with those initiatives.

1.7 - Implementation – Review the Plan

Goal: Establish a review of the current Heritage Management Plan.

Scope: Long Term

Action-Recommendation:

The current Town of Olds Heritage Management Plan should be reviewed, adapted and/or rewritten every 5 years. HAC and Heritage Advisor should initiate the formal review starting in year 5 (2015) after implementation.



2.0 - Stewardship



2.1 - Stewardship – Identify

Goal: Update the Olds Heritage Survey.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should develop and implement a plan to annually update the Olds Heritage Survey. Currently the Survey stands at 114 sites -- the Olds Heritage Survey should be a blanket survey of all sites 50+ years old and a selective survey of all sites 35+ years old. Under this system, ~400 sites require survey work to be completed.

During the drafting of this plan there have been several community requests to have sites added to the Survey (and Inventory). Currently, there is much interest and community pressure to continue the Heritage Survey of Olds.

Pursuant the draft **Operational Guide** (a portion of this Heritage Management Plan), up to 25 sites per year are slated for Survey. Survey must be completed in accordance with Provincial and /or Federal Guidelines – currently guided by the Provincial Heritage Survey Program.

2.1.1 - Stewardship – Identify - POIL

Goal: Redraft POIL from Olds Heritage Survey.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should redraft the Places of Interest List to match Provincial (MHPP) requirements, and to better represent the interest and input of the community.

The Places of Interest List should then be updated concurrently with Survey update.

2.2 - Stewardship –Evaluate

Goal: Update the Olds Heritage Inventory

Scope: Short Term - Ongoing

Action-Recommendation:

Heritage Advisor should develop and implement a plan to annually update the Olds Heritage Inventory. The current Inventory includes 25 sites. A review of the Places of Interest List and the Heritage Survey is required to keep the Inventory up-to-date.

As there has been significant community pressure regarding the Inventory, all eligible sites should be elevated to the Inventory as soon as possible – which allows owners the ability to apply for MHR-Bylaw protection.

Updating the Inventory includes completing Statements of Significance and Statements of Integrity in accordance with Provincial and /or Federal Guidelines – currently guided by the Municipal Heritage Partnership Program.

2.3 - Stewardship –Land Use

Goal: Review Inventory Sites and Land Use

Scope: Short Term

Action-Recommendation:

Heritage Manger should develop and implement a plan to review each Inventory Site (spec. Register Sites) in terms of Land Use.

Land Use must be in concert with heritage programming and policy – legislation or amendments to Land Use Bylaw may be required.

Heritage Advisor should make formal reports to HAC and Town regarding each Inventory Site specifically noting any existing or future Land Use issues.

Heritage Advisor will assist in the resolution of any such issues (as directed by HAC and Town).

2.4 - Stewardship – Historic Areas

Goal: Identify any Potential Historic Areas

Scope: Short Term

Action-Recommendation:

Heritage Advisor, working with the HAC, should identify any areas in the Town Of Olds which should qualify as a Municipal Historic Areas (MHA).

If areas qualify, a MHA-Bylaw should be drafted and presented to Council – ramification with the Land Use Bylaw should be explored prior to addressing Council on MHAs.

Note: Review of Uptowne and East Village should be addressed first – public input and a cursory examination shows that these areas may merit MHA.

2.5 - Stewardship – Protection

Goal: Establish and Maintain the Olds Heritage Register

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should establish and maintain the Olds Heritage Register of Historic Places. This is the formal listing of the Sites in Olds that are protected with an Municipal Historic Resources Bylaw.

See **Appendix D** for Draft Register Application

2.5.1 - Stewardship – Protection – Designation Policy and Guidelines

Goal: Establish policy related to designation.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should establish and maintain policy and guidelines for elevation of Sites to the Olds Register of Historic Places.

Draft guidelines are available under **Operational Guide**. These guidelines should be reviewed, tested and applied (or altered as required).

2.5.2 - Stewardship – Protection – Coordination

Goal: Ensure the coordination between Olds Heritage files and Town.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should develop and maintain a system to coordinate heritage files with the Town's databases. All files pertaining to Survey Sites, Inventory Sites and Register Sites should be coordinated with the Town's various databases.

2.5.3 - Stewardship – Protection – Standards and Guidelines

Goal: Ensure conservation via *Standards and Guidelines*.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should ensure that all heritage work in Olds meets the: *Standards and Guidelines for the Conservation of Historic Places in Canada*.

This includes Advisor review of all heritage projects and/or coordinating review with Heritage Advisors of Historic Resource Management Branch, Alberta Culture and Community Spirit.

Print Documents (and online links) should be made available to property owners, contractors and tradesmen/craftsmen:

- *Standards and Guidelines for the Conservation of Historic Places in Canada*
- *Guidelines for the Rehabilitation of Designated Historic Places*
- *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
- *"Heritage Notes" Series*
- *Technical Preservation Series – Preservation Publications*



2.5.4 - Stewardship – Protection – Monitoring

Goal: Establish policy related to minimum property standards.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should establish policy related to the care and maintenance of Municipal Historic Resources – Minimum Property Standards to stem demolition through neglect.

This may require a MHR-Minimum Property Standards Bylaw **OR** amendment to the LUB.

2.5.6 - Stewardship – Protection – Monitoring

Goal: Establish a system of Register Sites review and observation.

Scope: Short Term - Ongoing

Action-Recommendation:

Heritage Advisor should establish and maintain a system of review and observation for Register Sites. This should include photography of the site, and Heritage Site Reports.

Standardize form or reporting will be required – as well as a system to coordinate reports with existing heritage files.

2.5.7 - Stewardship – Protection – Development Permit Review

Goal: Establish a system for review of Town Development Permits.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should establish and coordinate a system for review of Development Permits with relevance to heritage properties (both Inventory and Register Sites).

See **Operational Guide** for a draft system of review.

2.6 - Stewardship – Design Guide

Goal: Establish an Olds Heritage Design Guide.

Scope: Median Term

Action-Recommendation:

Heritage Advisor should work to establish an Olds Heritage Design Guide – to guide restoration, repair, maintenance and development in Olds. Research should be conducted to establish the feasibility of the Guide.

This Guide should also align and be coordinated with any Olds AMSP design guides that may be evidenced through Main Street projects and development.

2.7 - Stewardship – Building Codes

Goal: Work with Town regarding Building Codes for heritage properties

Scope: Short Term - Ongoing

Action-Recommendation:

Heritage Advisor should work with the Town to resolve issues related to Building Codes and heritage properties. This should be an as needed (as applied) action – re-searching issues as development dictates.

An *As Applied* Heritage Building Code database should be compiled to help guide future issues. Best practice models from other jurisdictions should be compiled for review.

2.8 - Stewardship – Policy

Goal: Help to influence policy and sustainability.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should actively work with the Town of Olds (Council, et al) to help influence policy and sustainability for heritage preservation/conservation and heritage programming.

2.8.1 - Stewardship – Policy – Heritage Planning

Goal: Assist with all planning and policy related to heritage.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should assist with all planning, policy and legislation related to heritage management, heritage sites & historic places, and heritage programming (including economic development and tourism) for the Town.

This includes the Alberta Main Street Program as applied to the Town of Olds.

2.8.2 - Stewardship – Policy – Olds Strategic Sustainability Plan

Goal: Assist with Olds Strategic Sustainability Plan

Scope: Short Term

Action-Recommendation:

Assist and give input in the review and renewal of the Olds Strategic Sustainability Plan with regards to Cultural Resource Management as well as general arts, cultural and heritage content.

2.8.3 - Stewardship – Policy – Municipal Development Plan

Goal: Assist with Municipal Development Plan

Scope: Short Term

Action-Recommendation:

Assist and give input in the review and redraft of the Olds Municipal Development Plan with regards to Cultural Resource Management as well as general arts, cultural and heritage content.

2.9 - Stewardship – GIS & Assessment

Goal: Ensure that heritage programming is linked to GIS **and/or** Assessment.

Scope: Median Term

Action-Recommendation:

All Olds Heritage Information (Register, Inventory, Survey and Research Files) should be tied to GIS and Assessment services for the Town. Likewise the Heritage Advisor should have this information available in office.

2.10 - Stewardship – Landscapes

Goal: Ensure coordination with Cultural Landscape management.

Scope: Ongoing

Action-Recommendation:

Heritage programming should be aligned with all Town initiatives involving Cultural Landscapes – this includes: landscapes, parks, green spaces, environmental and natural reserves.

Working co-operatively with organizations (i.e. **Communities in Bloom**) to help build upon the work that has been completed, and assisting in future initiatives related to these Cultural Resources.

2.11 - Stewardship – Cultural Landscape Plan

Goal: Encourage the Town towards a Cultural Landscape Plan

Scope: Median Term

Action-Recommendation:

Heritage Advisor should work with the HAC and Communities in Bloom to encourage the Town of Olds to consider drafting a Cultural Landscape Plan to work in concert with the Heritage Management Plan.

Define the Plan goal and objectives – and review rational for drafting such a plan.

3.0 - Incentives



3.1 - Incentives – Incentive Development

Goal: Develop a package of incentives of heritage programming.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should research, test, and develop a package of incentives for heritage projects and heritage properties. This should include both financial and non-financial incentives.

Specific recommendations for immediate review are available in **Appendix B**. **Appendix B** should be reviewed by HAC and Town – working towards eventual Council adoption.

3.2 - Incentives – Olds Heritage Foundation

Goal: Research community's ability to form a Foundation to assist heritage funding.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should research foundation formation – legalities and feasibility – to support heritage programs and heritage properties.

Findings should be presented to HAC and Town with specific recommendations regarding implementation.

3.3 - Incentives – Provide Funding Advice

Goal: Provide funding advice to heritage interest.

Scope: Short Term - Ongoing

Action-Recommendation:

Heritage Advisor should establish and maintain system to assist heritage interests and property owners with funding sources.

This includes maintaining records and/or database of existing programs (Municipal, Provincial, Federal, Corporate, et al) – and offering advice on applying for funding.

This **may** include functioning as a first level liaison with funding agency and/or assisting with applications/grants writing.

3.4 - Incentives – Provide Technical Advice

Goal: Provide technical advice to heritage property owners.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should establish and maintain a system to provide Technical Advice and Recommendations to heritage property owners (not restricted to MHR).

This includes advice such as: preservation, restoration, retrofitting, renovation, remodelling, stabilization, etc.

3.5 - Incentives – Contractor and Architect Database

Goal: Establish a contractor and architect database.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should establish and maintain a database of heritage contractors, tradesmen, craftsmen and architects. This list should be available to all property owners in Olds – and should list only those who understand, meet and comply with the appropriate '**Standards and Guidelines**'.

Care must be used to ensure that this is a list only, and not an advertisement service and shows **no preference** towards any service provider.

3.6 - Incentives – Explore partnerships with Olds College and Olds High School

Goal: Explore partnerships with educational facilities.

Scope: Median Term

Action-Recommendation:

Heritage Advisor should explore partnerships with educational facilities (including Olds College and Olds High School) to establish heritage trades programming and classes (masonry, carpentry, metalwork, etc.).

3.7 - Incentives – Volunteer Database

Goal: Establish a volunteer database.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should establish a volunteer database and co-operative service for heritage projects and heritage conservation work.

This provides valuable service and co-operation in the community as well as helping to off-set fees and supplement funding (including matching portion of grant applications) for heritage projects.

3.8 - Incentives – Research Assistance

Goal: Work to provide research assistance for heritage projects.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should work with the Olds Historical Society to establish research assistance for heritage projects and properties.

Guidance and direct services should be available to the community. Advisor should work with the Olds Historical Society to develop a schedule of services (including applicable fees, if any).

At minimum a list of available resources in the Region (Mountain View County) should be assembled to help guide researchers in historical research.

4.0 - Awareness



4.1 - Awareness – Communications Plan

Goal: Develop a Communications Plan for Olds Heritage.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should develop a Communications Plan for Olds Heritage. It should include how to raise awareness related to heritage programming and services offered in the Town of Olds.

The Communications Plan should be developed in concert with all heritage stakeholders in the Town.

4.2 - Awareness – Communications Plan - Promotion

Goal: Develop a system of PR and promotions utilizing both print and new media.

Scope: Short Term

Action-Recommendation:

As a part of the Communications Plan, the Heritage Advisor should develop a system of information delivery and promotions utilizing both print and new media.

The Olds Heritage website and brochure template, established during the writing of this Plan, establishes a starting point for these promotions – but should not be the only resources and delivery medium.

4.3 - Awareness – Educational Package

Goal: Develop an educational package for heritage property owners.

Scope: Median Term

Action-Recommendation:

As an extension to the Communications Plan, the Heritage Manager should develop an educational/information package for heritage property owners.

This package is for both MHR owners and those with interest in heritage preservation, and should include: preservation tips, incentives, funding sources, Town policy/procedure, etc.

4.4 - Awareness – Alberta Main Street Program

Goal: Work with stake-holders to raise awareness regarding AMSP.

Scope: Short Term

Action-Recommendation:

Heritage Advisor should work with stake-holders to develop a plan to inform and promote the Alberta Main Street Program within Olds.

4.5 - Awareness – Heritage Workshops

Goal: Provide workshops to the Town and community regarding Olds Heritage.

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should conduct Heritage Workshops on a regular basis for: Town Staff, Heritage property owners, and Heritage stake-holders.

Town Staff Workshops should be held quarterly and function as an update (following the quarterly HAC meeting).

4.6 - Awareness – Olds Heritage Community Forum

Goal: Continue the Annual Olds Heritage Community Forum

Scope: Immediate - Ongoing

Action-Recommendation:

Heritage Advisor should continue the annual Olds Heritage Community Forum. In order to increase attendance and success, date / time should be reconsidered.

4.7 - Awareness – Promote Partnerships

Goal: Work to promote partnerships in the community.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should work to promote partnerships among organizations, property owners, and the general public – helping to secure support, broaden interest and grow capacity in the community.

This work should also include targeting corporate and business interest and support.

4.8 - Awareness – Plaque and Recognition Program

Goal: Maintain the current plaque and recognition program.

Scope: Ongoing

Action-Recommendation:

Heritage Advisor should support the Town's and Communities in Bloom's current plaque and recognition program – and help to secure its long-term application in Olds. This may include: selections and nominations; research; facilitation; technical recommendations (spec. regarding plaques on MHR); etc.

If requested, the Advisor should be prepared to spearhead recognition initiatives if so requested by the Town and / or Communities in Bloom.

Issues & Obstacles

The following is a list of issues and obstacles that were identified during the drafting of this Plan. It will be the onus of the administrator of this Plan to work towards resolutions for these issues. This list does not contain specific recommendations for actions - and is presented here for reference purposes.

- **Public Concern**
 - Concerns were voiced over too much Government control over private property.
- **Property Owner Interest**
 - Some Heritage property owners are reticent in regards to heritage programming.
- **Funding**
 - Currently there is only one primary funding source for both private and corporate owned heritage properties.
- **Tax Incentives**
 - Federal, Provincial and Olds Municipal Tax Credits would be an advantage to local heritage programming, but are currently not available.
- **Neglect**
 - Many older properties suffer from neglect (oftentimes causing loss of integrity).
- **Development**
 - There is heavy development pressure in many areas in Olds.

Endangered Areas

Many areas in Olds are under heavy development pressure. In that regard, there are several areas in town where heritage structures – and cultural landscapes - face intangible losses due to demolition and development.

While the Olds Historical Society could certainly make recommendations pursuant to historical significance, it is far more important to consider the views of the public.

During public input sessions several areas and development issues were identified by the community:

- Uptowne
- East Village
- School recreation fields (Green Space North of Highway 27)
- Deer Meadow Reserve



Operational Guide & Procedures

The following is a brief operational guide and is intended to be a starting point for the Town's Heritage Advisor. This rough guide sets out procedure for the current heritage programming of the Town so that heritage management and the Heritage Advisor can begin in earnest, day-one.

As the **Action Plan** is executed, this guide will grow and be adapted to fit the Town Heritage Management Framework and best serve the public interest.

Oversight

As mentioned in the **Action Plan**, the Olds Heritage Management Plan requires a Steward for implementation. Additionally, being that Olds already has Heritage Policy in place, it is made even more important that a Steward take on the Heritage Advisor role.

Working with the Town, the Heritage Advisor assumes responsibility for administration of the Plan and Operational Guide.

All actionable and operational items from the Olds Heritage Management Plan will be initiated and/or reviewed by the Heritage Advisor.

Checks-and-Balance for the Heritage Advisor will come through the Heritage Advisory Committee (HAC), and through Quarterly reporting to the Town (Council, CAO or appointed supervisor). All work of the Heritage Advisor (and associated department) will be transparent to the entire Olds community – and will be subject to report and review.



Heritage Survey

Pursuant to the **Action Plan**, updating of the Olds Heritage Survey will be an annual project – with predefined targets for each updating.

The Survey process will be guided by community input/interest and historic research.

In general a blanket survey of target areas will be conducted. Target areas will be no more than 25 structures. Sites outside of the target areas may be included in the Annual Survey if considered High

Priority. Property owners can request to have their site added to the Annual Survey List, and these sites may be elevated to High Priority during the Survey period.

Annual Survey Lists will be prepared by the Heritage Advisor and reviewed by the HAC and Town.

Heritage Inventory

Pursuant the **Action Plan**, updating of the Olds Heritage Inventory will be an annual project. Each year the Heritage Advisor will review the Heritage Survey and Places Of Interest List to nominate sites for review. Sites can also be added to the Annual Inventory Review List by the HAC, Town or can be nominated by the public and/or property owners.

Sites meeting pre-defined criteria may be elevated to the Olds Heritage Inventory. All sites which are elevated must have Mandatory Documentation completed prior to being listed on the Inventory.

Mandatory Documentation

For a Site to be elevated to the Inventory, Mandatory Documentation must be completed. This Mandatory Documentation will meet all Provincial and Federal Standards – and will be coordinated with the Provincial Authority.

Currently the Provincial Authority is: Municipal Heritage Partnership Program, Municipal Heritage Services, Heritage Resource Management Branch, Alberta Culture and Community Spirit **AND** the Alberta Register of Historic Places.

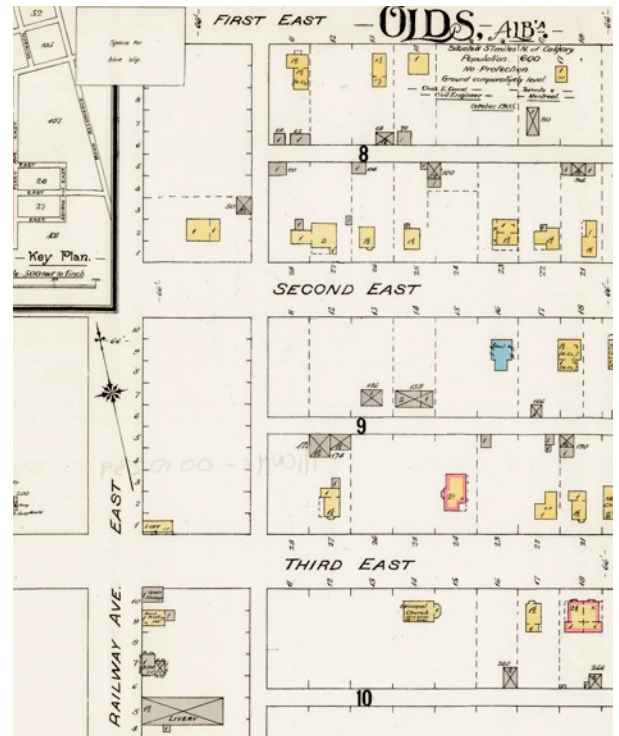
For all new sites elevated to the Inventory, there may be a cost related to the completion of Mandatory Documentation.

Prior to the completion of any Mandatory Documentation, the Heritage Advisor will prepare a report (with budget-cost estimate) for the HAC and Town.

Register

The Olds Heritage Register is the formal listing of protected sites in Olds. These sites are protected as Municipal Historic Resources under the Alberta Historical Resources Act. The Council of the Town of Olds must pass a Bylaw protecting these sites.

The procedure for making an MHR is outlined in the Act, and the Heritage Advisor must follow this policy, guide and mandate when assisting and advising Town/Council related to the Register and MHR elevation. See **Appendix H** for specific help with this process.

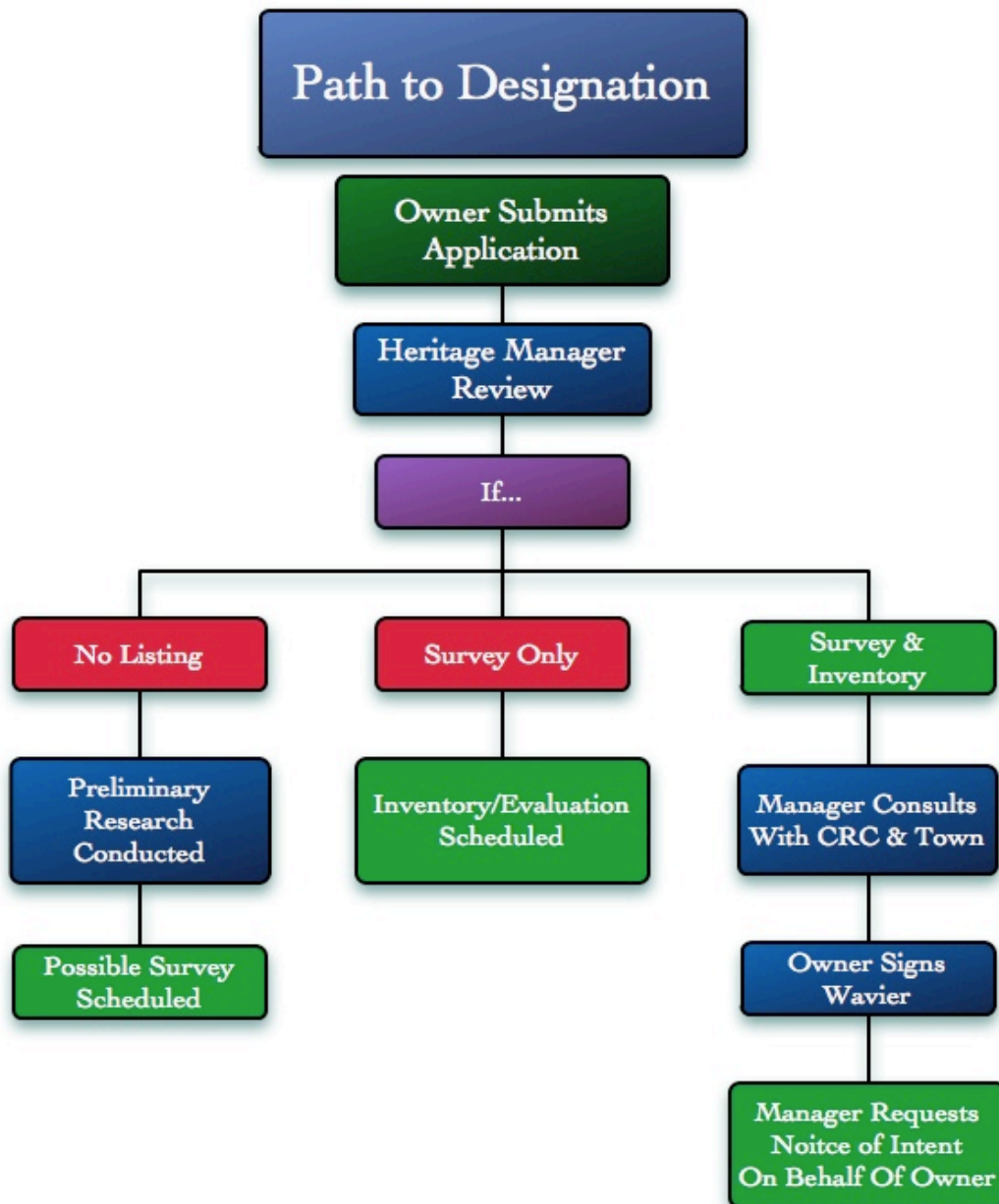


Application

In order for a property to become an MHR – and be listed on the Register – the property owner (or tenant) must complete the Olds Heritage Register Application. All applications are reviewed by the Heritage Advisor. The Heritage Advisor then reports with recommendations to the HAC and Town.

In order to be considered, a property must meet four criteria:

1. Listed on the Olds Heritage Survey
2. Listed on the Olds Heritage Inventory
3. Completed Mandatory Documentation
4. Property owner consent and request via Application



Bylaw

If the Heritage Advisor, HAC and Town approve the Olds Heritage Register Application, the property owner will be issued a *Notice of Intent to Designate a Municipal Historic Resource*. The Heritage Advisor accompanied by the property owner will make a formal request of Council to initiate this process.

Sixty-days after the notice has been issued, a Bylaw protecting the site as a MHR will be drafted and brought to Council. If upon Third Reading Council approves the Bylaw, the site becomes an MHR. The Site is then required to meet the terms of the MHR-Bylaw.

After the Bylaw is passed, the Heritage Advisor will assist in the completion and filing of all information/material related to the MHR (Mandatory Documentation for the Alberta and Canadian Register, land titles, etc.).

Unique Identifier

In addition to its Bylaw Number as an identifier, each MHR will also receive a unique Identifier for the coordination of files, for Olds Heritage Register Listing and for the Alberta Register of Historic Places listing.

The number will follow this format: MHR001-2009.

MHR – Represents its Heritage Status

001 – Represents its numeric order in reference to Bylaw Number – this will not reset annually, but will continue sequentially regardless of year.

2009 – Represents year of designation.

Maintenance Standards and Review

Sites that have been protected as a MHR (through Bylaw) should meet a minimum standard of maintenance to avoid Demolition by Neglect. Until a time that policy is in place (see **Action Plan**), the Heritage Advisor will use the bylaw and discretion as the guiding oversight.

A MHR should be photographed and Heritage Site Reports completed every 6 months to properly track the MHR.

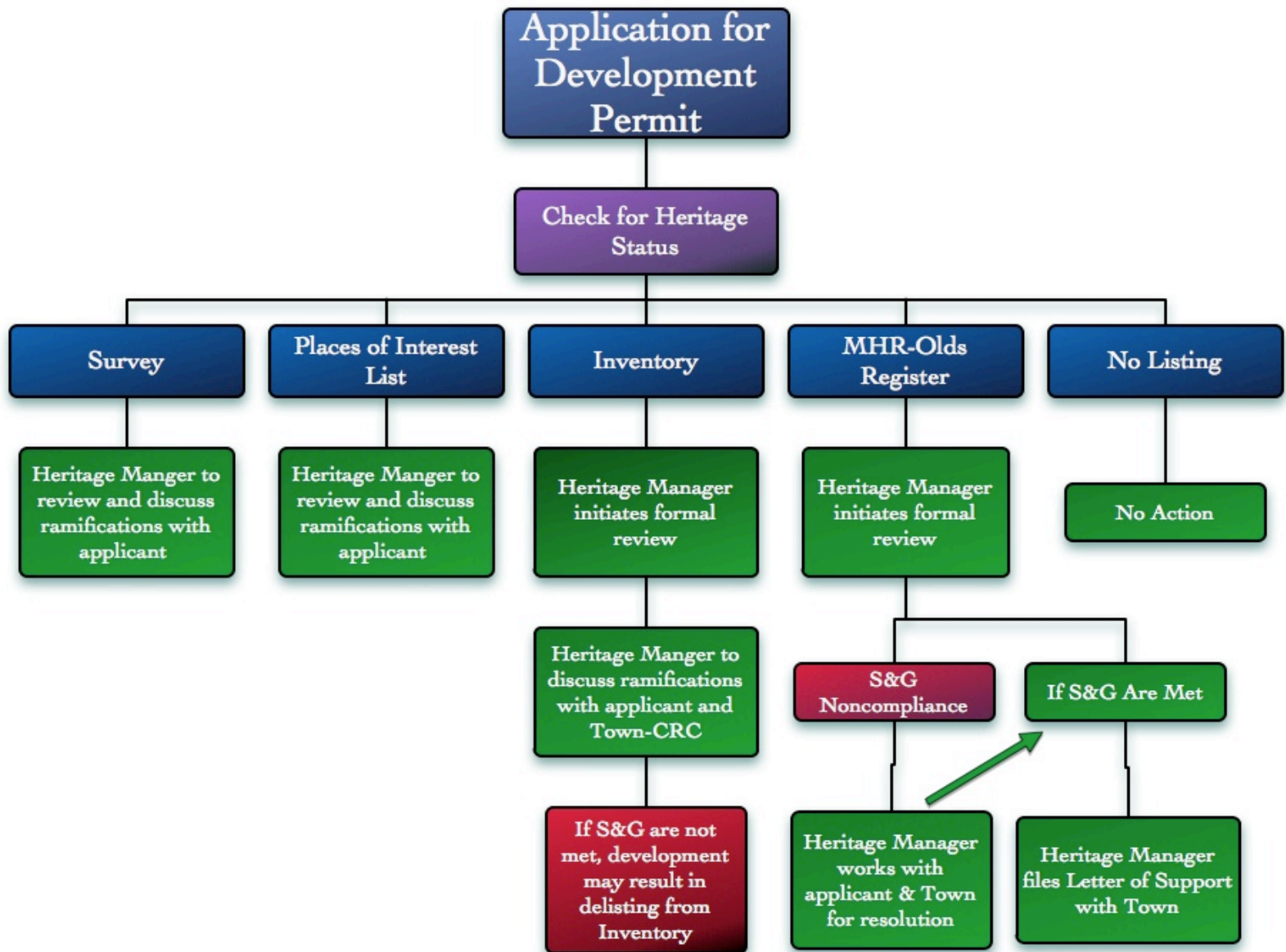
Building Permit and Review

As stipulated in the MHR-Bylaw, all intervention on a MHR requires review and approval by the Town and/or Heritage Advisor. This includes a *Heritage* review for any Building Permit related to an MHR.

When a Building Permit Application is reviewed, the Heritage Advisor should work with Planning and Development to ensure that all intervention on a MHR meets the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

The Heritage Advisor should prepare a formal Letter of Support or Letter of Noncompliance for each instance of intervention related to a MHR.

Building Permit and Review - Chart:



Appendix A

Heritage Reference Glossary

The following Heritage Reference Glossary is printed here for reference purposes. Some of the terminology is used in the preceding document, while a larger portion makes up verbiage in use by heritage professionals. This Glossary is a combination of content generated by the Olds Historical Society, from reference deemed to be public domain and from MHPP documentation.

Adaptive Use: *Use of a building or structure for a purpose different from the historical - with structural or design changes to facilitate new use.*

Alberta Historical Resources Foundation (AHRF): *Created in 1973, the foundation assists in the preservation and interpretation of Alberta's historical resources, primarily through the encouragement and sponsorship of community heritage initiatives. It is governed by a Board of Directors consisting of private citizens drawn from all regions of the province. The foundation acts as the single window for Alberta Lottery Fund support to heritage in Alberta.*

Alberta Main Street Program (AMSP): *The Alberta Main Street Program provides a membership network, funding and expertise to municipalities to help restore historic integrity and architectural character to traditional main streets across Alberta.*

Alberta Register of Historic Places (ARHP): *The formal listing of protected historic places in Alberta.*

Conservation: *Efforts that are aimed at protecting the Character-Defining Elements of a historic place - to help retain its heritage value and significance.*

Canadian Register of Historic Places: *The pan-Canadian list of historic places of local, provincial, territorial and national significance. The Canadian Register of Historic Places is administered by the Government of Canada, in collaboration with Provincial and Territorial Governments.*

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

Commercial Heritage Properties Incentive Fund (CHPIF): *The Government of Canada's financial incentives to engage a broad range of taxable Canadian corporations in preserving Canada's heritage properties, to the benefit of Canadians and communities throughout Canada - currently (2010) suspended.*

Cultural Resource: *See Historic Place.*

De-listing: *Refers to the formal removal of specific Heritage Status.*

Demolition by Neglect: *Allowing a site to fall into such a state of disrepair that it becomes necessary or desirable to demolish it - oftentimes resulting in de-listing of the site.*

Designation: *Legal protection of a Heritage Site - offering protection and allowing for oversight of alterations and demolition.*

Documentation Standards: *Required information for each nomination of a historic place to the Canadian Register of Historic Places.*

Formal Recognition: *Designated or otherwise recognized by or under federal, provincial or territorial law or a municipal by-law or ordinance.*

Heritage Inventory: *A filtered list of a municipality's significant historic places.*

Heritage Register: *A formal listing of protected historic places.*

Heritage Site: *See **Historic Place**.*

Heritage Survey: *A community-based project that gathers information about potential heritage sites within a jurisdiction.*

Heritage Status: *The official/formal status of a heritage site (e.g. protected).*

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

Historic Place: *A historic place is a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction. Historic Place typically refers to sites with specific recognition and/or protection, whereas **Heritage Site, Historic Resource and Cultural Resource** may or may-not carry formal recognition or protection.*

Historic Places Initiative (HPI): *The Historic Places Initiative is a pan-Canadian collaboration between federal, provincial and territorial governments. It will encourage people and communities across the country to get more involved in helping conserve historic places. It will introduce tools that were previously unavailable (Canadian Register of Historic Places, Standards and Guidelines and certification process) in order to assist Canadians with heritage conservation projects.*

Historic Resource: *See **Historic Place**.*

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

Inventory: *See **Heritage Inventory**.*

Main Street Program: *See **Alberta Main Street Program**.*

Mandatory Documentation: *Required information for each nomination of a historic place to the Alberta Register of Historic Places.*

Minimal Intervention: *Action with the least physical intervention.*

Municipal Heritage Partnership Program (MHPP): *The Municipal Heritage Partnership Program is designed to help municipalities manage their historic places. Support from the MHPP, for identification and protection of local historic places, consists primarily of cost-shared funding, guidance and capacity building tools. The province is committed to helping municipalities become stewards of their own unique heritage and the guiding force for the protection of what each community determines to be historically important.*

Municipal Historic Resource (MHR): *The Historical Resources Act empowers municipalities to legally protect locally significant places through designation as Municipal Historic Resources. The designation, in the form of a bylaw, is issued and maintained by the local municipal council.*

Notice of Intent: Notice of Intent to Designate a Municipal Historic Resource: *the Historical Resources Act requires the municipal government to serve 60 days notice to the owner of the property that is being designated a Municipal Historic Resource.*

Places of Interest List (POIL): *A POIL is a preliminary, non-evaluative list of potential historic places derived from a completed Heritage Survey. It acts as a stepping stone to the formal evaluation process.*

Preservation: *Protecting, maintaining, and/or stabilizing the existing fabric and integrity of a historic place, or an individual component, while protecting its heritage value.*

Rehabilitation: *Utilizing **Conservation** and **Preservation** during repair of a historic place to ensure future use.*

Register: *See **Heritage Register**.*

Registry: *See **Heritage Register**.*

Restoration: *Utilizing **Conservation** and **Preservation** while restoring/ returning a historic place (or component) to a historically accurate period of significance.*

Site: *See **Historic Place**.*

Stabilization: *The introduction of new materials to supplement existing ones which no longer perform their proper function. Stabilization is designed to be reversible.*

Standards and Guidelines (S&G): *Refers to the Parks Canada document: *The Standards and Guidelines for the Conservation of Historic Places in Canada*. It is considered the primary guide for Heritage Preservation and Conservation work in Canada.*

Statement of Significance (SOS): *Making up a portion of **Mandatory Documentation**, it is a statement that identifies the description, heritage value, and Character-Defining Elements of a historic place.*

Status: *See **Heritage Status**.*

Survey: *See **Heritage Survey**.*

Sympathetic Additions: *Additions to structures which follow or complement the style and/or form of the original building.*

Appendix B

Potential Incentive Guide

The Town of Olds Heritage Management Plan is a plan grounded in the ideals and theory of heritage planning, and delivers a sound strategic management plan. The programming developed by the plan lays a foundation that will help secure Olds' heritage for the future generations.

In order to fully actualize the success of this plan, **Action Plan** category 3.0 **Incentives** must not be overlooked or marginalized.

While sound statutory theory and ideals can legally protect our Cultural Resources, it is to the greater benefit of the Resources to influence the community and property owners by the most favourable means. It is commonly accepted that heritage programming is more successful when a Municipality offers greater support rather than greater constraints.

Striking a 'fair' and manageable balance between statutory protection, development constraints and incentives provides the framework and increases the likelihood of success in heritage programming.

This recommendation list represents a starting point as Olds begins to implement the Heritage Management Plan

Recommendations for Olds Heritage Preservation Incentives

Financial

1. Heritage Grants Program

- 1.1. Town of Olds should consider grants to heritage property owners to encourage heritage preservation and conservation activities
 - 1.1.1. Grants should only be offered to sites protected by MHR-Bylaw
 - 1.1.2. Grants could be marginal
 - 1.1.2.1. Used to off-set and boost other funding opportunities
 - 1.1.2.2. Used to raise heritage awareness and promote further preservation activities

2. Property Tax Relaxation

- 2.1. Town of Olds should consider reducing the property tax rate on designated heritage properties (MHR)
 - 2.1.1. Fixed percentage reduction (+25%)
- 2.2. **Or** Town of Olds should consider limiting increases due to preservation activities (which in-turn increase property values)
 - 2.2.1. Property owners can invest more into their properties without concerns of rapidly increasing Assessment values.

3. No Interest Loans

- 3.1. The Town of Olds should consider setting-up a system of No Interest Loans for designated heritage properties (MHR)
 - 3.1.1. Funding (or portion of) could come from heritage property taxes, fees created for specific heritage services and/or a fund set-up by the municipality, local organizations and business interest

4. Foundation Creation - Support

- 4.1. The Town of Olds should support the creation of a foundation to help fund heritage preservation
 - 4.1.1. Pursuant to **Action Plan 3.2**, Olds Heritage will examine the possibilities of creating a foundation to support local heritage
 - 4.1.2. Olds Heritage Foundation could offer grants and loans - playing an integral role in the Town of Olds formal Heritage Incentive program

5. Service Clubs

- 5.1. Town of Olds should work with local Service Clubs to increase heritage awareness and funding opportunities

Non-Financial

1. Technical Advice

- 1.1. Town of Olds should offer technical advice to property owners.
 - 1.1.1. Offering Heritage preservation recommendations, issues and tips
 - 1.1.2. Support property owners and/or act as liaison with Provincial and Federal heritage advisors

2. Documents and Reference

- 2.1. Town of Olds should maintain a reference library for heritage property owners
 - 2.1.1. Technical bulletins
 - 2.1.2. *Standards and Guidelines for the Conservation of Historic Places in Canada*
 - 2.1.3. Best practices modules

3. Information Databases

- 3.1. Town of Olds should maintain database of heritage preservation information
 - 3.1.1. Funding sources
 - 3.1.2. Heritage professionals
 - 3.1.3. Heritage craftsmen and contractors

4. Research Assistance

- 4.1. Town of Olds should offer research assistance to property owners
 - 4.1.1. Historical research for elevation to Inventory or Register
 - 4.1.2. Assistance with Mandatory Documentation for listing on Provincial and Federal Registers

Appendix C

MHR-Bylaw

Town of Olds Bylaw No 000000

A Bylaw of the Town of Olds to Designate
At 0000-00 Avenue: Plan, Block, Lot
As a Municipal Historic Resource

WHEREAS the Historical Resources Act, R.S.A. 2000, c. H-9 permits Council to designate any historic resource within a municipality whose preservation Council considers to be in the public interest, together with any specified land in or on which it is located, as a Municipal Historic Resource; and

WHEREAS the preservation of _____, located at 0000-00 Avenue Olds, Alberta is deemed in the public interest as described in Schedule "A" Statement of Significance and Description of Character Defining Elements; and

NOW THEREFORE, the Council of the Town of Olds, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

1. Building Designated as a Municipal Historic Resource

The building known as _____ (specifically described in Schedule "A"), being located at 0000-00 Avenue and legally described as Plan, Block, Lot , in the Town of Olds, Alberta is hereby designated as a Municipal Historic Resource.

2. Permitted Repairs, Rehabilitation and Alterations

The designated Municipal Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms of Bylaw No. 0000 and its attachments.

2.1 Regulated Portions (Character Defining Elements)

No persons shall alter in anyway the Character Defining Elements of the Municipal Historic Resource (as enumerated in Schedule "A") without prior written approval.

Intervention of the **Regulated Portions** of the Municipal Historic Resource require review and approval by Council or the Authorized Representatives of the Town of Olds, and must be in accordance with the terms of the Parks Canada publication: *'Standards and Guidelines for the Conservation of Historic Places in Canada.'*

2.2 Non-Regulated Portions

With prior written consent, all portions of the building and property not specifically classified as a Character Defining Element may be repaired, rehabilitated, altered or otherwise permanently affected.

Intervention and/or alterations of the **Non-Regulated Portions** of the Municipal Historic Resource require review and approval by Council or the Authorized Representatives of the Town of Olds to ensure that **Regulated Portions** will not be impacted.

3. Administrator: Council and/or Authorized Representatives

Council of the Town of Olds or the Authorized Representative of the Town of Olds is authorized and hereby appointed to administer the implementation of any matters arising from the matters set out in Bylaw No. 0000-00 and its attachments.

Authorized Representatives of the Town of Olds may include:

- Chief Administrative Officer
- Director of Operational Services
- Heritage Advisor

Or any appointments thereof.

4. Compensation

No compensation pursuant to Section 28 of the Historical Resources Act is owing.

The owners of the Municipal Historic Resource and/or property as described shall accept total liability and hold harmless The Town of Olds from and against all financial and/or economic losses, suits, charges and claims for compensation arising from the designation of the resource.

This wavier of liability does not preclude any incentives that may be related to the preservation of the designated resource.

5. Effective Date

In accordance with Section 26 (4) of the Historical Resources Act this Bylaw shall come into force on the date it is passed.

Read a first time this ____ day of _____ 2011.

Read a second time this ____ day of _____ 2011.

Received Unanimous Consent for presentation of third reading this ____ day of _____ 2011.

Read a third and final time this ____ day of _____ 2011.

Judy Dahl, Mayor

Norm McInnis
Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer this _____ day of 2011.

Appendix D

Olds Heritage Register Application

Olds Register of Historic Places Application for Elevation to Register			
Applicant Information			
Name:			
Phone:	Email:	Alternate Phone:	
Mailing Address:			
Town/City:	Province:	Postal Code:	
Property Information			
Legal Location (Lot-Block-Plan):			
Municipal Address:			
Listed On Heritage Survey?	Yes	No	Don't Know
Listed On Heritage Inventory?	Yes	No	Don't Know
Own	Rent	How long?	Current Use: (i.e. Residence)
Historic Information			
Historic Name: (i.e. Hartman House)			
Build/Renovation Dates:	Previous Owners:		
Architect:		Builder:	
Historic Usage: (i.e. Residence, Creamery, etc.)			
History			
Current Renovation/Restoration Plans			
Signatures			
Signature of Applicant:			Date:

Appendix E

HAC Terms of Reference

Town of Olds Heritage Advisory Committee (HAC) Draft Terms of Reference - March 2010

1. Title

Committee shall be known as the Town of Olds Heritage Advisory Committee (HAC)

2. Roles and Objectives

The Town of Olds Heritage Advisory Committee is a special committee formed as a result of the Town of Olds Heritage Management Plan. The Committee is volunteer based, and the role of the Committee is strictly advisory.

It provides a forum of open discussion, consultation, recommendations for the Cultural Resources of the Town of Olds; oversight and stewardship for the Town of Olds Heritage Management Plan; oversight and stewardship for the Olds-Alberta Main Street Project.

Cultural Resources and Built Heritage, including:

- Built Heritage
- Cultural Landscapes
- Natural Heritage
- Main Street Programming

Specific Goals & Purposes:

1. To provide input from the community in relation to Olds Cultural Resources.
2. To provide advice and recommendations to Town Council via Olds Heritage.
3. To act as an advisory for the Alberta Main Street Project in Olds.

4. Membership

In addition to the Olds Heritage Advisor, the Committee should consist of at least one member of the following organizations:

- Town of Olds
- Olds Historical Society
- Uptowne Olds
- The Olds Institute
- Communities in Bloom

Additionally, membership should include citizen members (with no formal affiliation to the above listed groups).

The standing HAC should consist of a minimum 7 members, with a quorum of 4 (not including the Olds Heritage Advisor).

5. Duties

Chair - TBA

Operational Co-Chair - Olds Heritage Advisor

Secretary - TBA

Meeting agenda will be prepared by the De-factor Co-Chair (Olds Heritage Advisor) no less than one week prior to meeting date.

Meeting notes will be prepared by the Secretary within 2 weeks after meeting date.

Approved agenda and meeting notes will be public documents - published to www.oldsheritage.com and held on file at the Olds Heritage Preservation Office.

When and if voting is required, each member receives one vote - the Olds Heritage Advisor is exempt from voting. Simple majority carries the vote - locked, equal vote carried by Chair.

6. Meetings

Meetings will be held quarterly (4).

Proposed meeting months January, April, August, October.

January & August meetings are in concert with Alberta Historical Resources Foundation Grant timelines.

Proposed day: third Wednesday of month

Proposed time: 7pm

Meetings will be held at the Mountain View Museum - Olds Heritage Preservation Office.

All meetings will be open to the public.

Appendix F

Olds Heritage Preservation Office

Olds Heritage Preservation Office

The Olds Heritage Preservation Office (Olds Heritage) represents a partnership between Public (Town of Olds), Private (Uptowne Business owners) and Non-profit (Olds Historical Society) working together for Heritage Preservation in Olds.



The three primary heritage stake-holders in Olds are working together for mutual benefit and greater benefit to the community. Working to provide for: the Mountain View Museum, the Olds-Alberta Main Street Program, and heritage management for the Town of Olds.

The position of **Olds Heritage Manager** becomes the primary Steward & Curator for Olds Heritage. The position is funded through joint agreements with: Olds Historical Society, Uptowne Olds and the Town of Olds (2010 Budget via the Olds Institute for Community and Regional Development).

The **Olds Heritage Manager** reports directly to the respective funding source: OHS, Uptowne and the Town (2010 via OICRD) as well as quarterly reporting to the Heritage Advisory Committee.

Appendix G

Heritage Canada - Key Facts & Messages

This Heritage Canada fact sheet is reprinted here for reference and context purposes. It is available in its original format at: http://www.heritagecanada.org/pdf/Key_Facts_and_Messages_E.pdf



Building Rehabilitation is an Exceptional Economic Stimulant

- Community revitalization – property renewal attracts new businesses and residents and increases property values; and
- Jobs – rehabilitation creates more jobs than new construction.

US Rehabilitation Tax Incentive has Proven Track Record

In the United States, The Economic Recovery Tax Act of 1981 introduced heritage-friendly changes to the federal tax system designed to stimulate the economy. The results are impressive:

- Over \$36 billion in private investment in historic buildings leveraged (5 times more than tax credits);
- An average of 45 new jobs created by each project; and
- Over 350,000 housing units created, 60,000 of them low and moderate income housing.

The US tax system provides a 20% federal tax credit for rehabilitation of heritage buildings and a 10% tax credit for the rehabilitation of non-heritage, non-residential buildings built before 1936.

Canadian Communities and Key Stakeholders Agree a Rehabilitation Incentive Is Needed

Thousands of Canadians and over a dozen Canadian municipalities have endorsed the Heritage Canada Foundation's resolution calling for federal tax rehabilitation tax incentive. Provincial and territorial governments are on board. The Canadian Urban Institute and the Royal Architectural Institute of Canada emphatically endorse tax incentives. In September 2008, the Federation of Canadian Municipalities threw their weight behind this call for a rehabilitation tax incentive.

A Heritage Rehabilitation Tax Incentive Can Be Up and Running Quickly

A pilot program to test such an incentive was successfully completed by Parks Canada Agency during 2003-2007. The requisite tools to administer a tax incentive are already in place:

- The Canadian Register of Historic Places identifies properties eligible for heritage tax measures;
- Standards and Guidelines have been published and adopted; and
- Trained agents are in place in every province to certify the tax-supported work.

More Good Reasons to Encourage Heritage Building Rehabilitation:

- Curb landfill - reduce Canada's annual 10 million tonnes of construction and demolition waste;
- Reduce emissions and energy consumption- rehab uses less than half the energy of new construction;
- Optimize Existing Infrastructure – rehab avoids new road, sewer, and hydro infrastructure; and
- Save our heritage – Canada has lost over 20% of its pre-1920 buildings in the last 30 years.

Appendix H

Municipal Heritage Partnership Program - MHR Guide

This MHPP guide is reprinted here for informational purposes, and to help guide the MHR portions of the Operational Guide. It is available in its original format at: <http://www.mhpp.ab.ca/designation.html>



Municipal designation and mandatory documentation process

The Historical Resources Act empowers municipalities to legally protect locally significant places through designation as Municipal Historic Resources, as outlined in section 26-8 of the Act. The designation, in the form of a bylaw, is issued and maintained by the local municipal council.

When designating a place as a historic resource and listing it as a historic place on the Alberta and Canadian Registers of Historic Places, there are several steps to follow to ensure the place is correctly protected and documented. The following steps will help resource owners gain access to opportunities for ongoing cost-sharing programs for conservation from the Government of Canada and The Alberta Historical Resources Foundation.

Please note that this is not to be construed as legal advice – all steps outlined below for which there are legal implications should be considered with your local legal counsel.

1. Identify the place which may merit protection through designation

- *Places can be identified through a comprehensive evaluative inventory or on a site-by-site basis, with local knowledge and thorough understanding of why the place is important.*
- *Individual owners may approach the municipality for designation based on advice from local heritage groups or Preservation Advisors of Alberta Tourism, Parks, Recreation, & Culture's Historic Resources Management Branch.*

2. Evaluate the place to ensure it qualifies as a Historical Resource

- *Evaluation against the five criteria of significance adopted by the Government of Alberta is a good way to determine if the place is truly one of historic significance and deserving of designation.*
- *An evaluation can result in a draft or final Statement of Significance which will help articulate the values of the place and outline the physical elements which should be conserved over time.*
- *The draft or final Statement of Significance will help to make the case for designation to a municipal council and will make completing the remaining mandatory documentation, required for listing on the Alberta and Canadian Registers of Historic Places, much easier (see point 8).*

3. Discuss designation with the owner and obtain permission to legally protect the place

- Section 26 (6) of the Historical Resources Act outlines the protective measures of designation as a Municipal Historic Resource.
- Because municipal designation prevents the destruction, disturbance, alteration, restoration or repair of a historic resource without the consent of council or its appointee, it is wise to seek the consent of the owner to proceed with designation. If the owner does not consent and the municipality still designates against the owner's wishes, then the municipality may be liable for any decrease in economic value due the designation.
- Recent research into the economic impact of designation shows that many properties do not decrease in value due to designation and in fact often increase in value. No guarantees can be provided regarding this; however economic trends look favourable for designation.

4. Issue a notice of intention to designate

- Section 26 (2) of the Historical Resources Act requires the municipal government to serve 60 days notice to the owner of the property that is being designated a Municipal Historic Resource.
- The notice is active for 120 days and any property under notice is granted all the protections of designation until the 120 days have ended. The notice must be active for a minimum of 60 days before a municipal government may legally designate the place a Municipal Historic Resource.
- Send the notice of intention to designate by registered mail so that upon receipt of the notice by the owner 120 days can be tracked.

5. Compensation agreement

- Section 28 of the Historical Resources Act protects the rights of the property owner if the designation compromises the economic value of the place.
- The municipality, in coordination with its local legal counsel, should create an agreement with the owner regarding compensation. This will protect the municipality from future claims of compensation due to the designation. Agreements may eliminate the local government obligation to compensate the owner. The municipality can also choose to provide local level incentives for municipal designations as part of the agreement.
- Incentives exist at the provincial and federal levels for designation and conservation. However, to qualify for maximum funding available, the place must be designated a Municipal Historic Resource and listed on the Alberta and Canadian Registers of Historic Places.
- Compensation agreements should always be contingent upon the successful designation of the place for which the agreement exists.

6. Municipal Historic Resource Designation bylaw

- Section 26 (2) of the Historical Resources Act states that after the notice of intention has been active for 60 days, the municipal council may pass a bylaw designating the place as a Municipal Historic Resource. The Municipal government should also have received consent of the owner to designate and a compensation agreement should have been signed by all parties.
- The bylaw should include a full legal description of the site being protected, a common or historic name of the resource and a brief description of the protected components of the site, for example: a house alone versus a house and lands.
- The Act mandates that once the place is municipally designated the owner must apply to the municipality to authorize any destruction, disturbance, alteration or repair to the historic resource.
- Authorized changes to the historic resource should be in accordance with the established Statement of Significance (see section 8) and the Standards and Guidelines for the Conservation of Historic Places in Canada.

7. Register the designation on title

- The Historical Resources Act requires that the designating bylaw is registered on the title with the appropriate land titles office for the property that has been protected. Once the bylaw is registered on title, the designation is complete.
- Whenever possible, a copy of the bylaw and registration on title should be provided to the provincial Registrar of Historic Places.

8. Complete mandatory documentation for listing on the Alberta and Canadian Registers of Historic Places.

- Once a Municipal Historic Resource is designated, mandatory documentation must be completed for a historic place to be listed on the registers.
- Mandatory documentation is descriptive information about the historic place including location, designation, digital images and statements of significance and integrity.
- A statement of significance tells why a place is important and what parts of it must be protected or conserved to best understand its significance.
- A statement of integrity demonstrates that sufficient historic materials and attributes of the place remain for it to best convey its significance.
- The Statements of Significance and Integrity are specialized documents and you may require professional assistance. Cost sharing opportunities for completion of mandatory documentation are available.

9. Submit mandatory documentation to the Provincial Registrar for nomination to the Alberta and Canadian registers of Historic Places.

- Once completed the mandatory documentation can be submitted online to the provincial Registrar of Historic Places who will review all nominations to the register.
- Once a place has been accepted as having clearly articulated its significance, retained its historic integrity and documentation is accurately completed, it will be placed on both the Alberta and Canadian Registers of Historic Places.
- Mandatory documentation which does not meet provincial standards will be returned with advice for improvement. Further advice and help for mandatory documentation is available through Alberta Tourism, Parks, Recreation, & Culture's Municipal Heritage Partnership Program. www.mhpp.ab.ca
- Once the place is listed on the register it is eligible to apply for conservation grants and will be available for wide viewing online at www.albertahistoricplaces.ca and www.historicplaces.ca.

Appendix I

Research

The research for the Olds Heritage Management Plan was primarily an extensive study on existing plans, statistics and reports. Heritage Management is not a new field - and while 'new' ideas were not precluded - there is a wealth of information, procedures and policies already in place, which can function as a best practice (or worse practice) pool from which to draw information.

In addition to the bibliographic studies, information requests and inquiries were made to several communities and/or governing bodies to help complete the Olds Plan.

The preceding document can be deemed a 'sum-of-all-parts' in reference to the following Bibliography and Informational Contact Log. While devoid of citation, the Olds Heritage Management Plan does not suggest to be the origin of the ideas, actions, and planning contained within - there is far too much common ground among Heritage Management worldwide to make such a suggestion. Using the the Municipal Heritage Partnership Program as the primary guide, in general the Olds Plan has adapted and reused: 'tried', court-tested applications and ideas - through research and consultation with the following sources:

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State Historic Preservation Office in Oklahoma - Tomorrow's Legacy: Oklahoma's Statewide Preservation Plan & Economic Impact

Parks Canada - Standards & Guidelines, adapting for municipal use

Municipal Affairs, Government of Alberta - Municipal Tax Assessment

City of Cape Town (South Africa) - Programming and communications policy

West Virginia Division of Culture and History - review and compliance

Historic Downtown Yankton - Main Street Programming and Heritage Management issues



Municipal Heritage
Partnership Program



Canada's
Historic Places

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