

COUNCIL POLICY

HISTORIC PLACES



CITY OF
Lethbridge

Policy Number: CC-33
 Approved by: City Council
 Effective Date: September 17, 2007
 Last Review Date:
 Next Revision Date:
 Policy Owner: Planning and Design

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to provide services to the community. Historic Places have economic, cultural, and aesthetic value, and the preservation of Historic Places enriches the community. Historic Places are at risk due to redevelopment. The purpose of this policy is to recognize and protect the community's historically important places.

DEFINITIONS

Term	Description
Designation Bylaw	A Bylaw that designates an Historic Place as a Municipal Historic Resource or Municipal Historic Area under the Historical Resources Act.
Heritage Value	Heritage Value is the assessed value of an Historic Place or potential Historic Place as regards to its aesthetic, historic, scientific, cultural, social or spiritual importance of significance for past, present or future generations. The Heritage Value of an Historic Place is reflected in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. Heritage Value is determined by application of the City of Lethbridge heritage evaluation criteria for determining significance and integrity, which are outlined in the Heritage Management Plan.
Historic Place	A structure, building, group of buildings, district, landscape, archaeological site or other place in the city that has been formally recognized for its Heritage Value by listing on the Lethbridge Inventory of Historic Places.
Lethbridge Inventory of Historic Places (or "Heritage Inventory")	A list of Historic Places that have been assessed by the City of Lethbridge as having sufficient Heritage Value to potentially warrant designation as a Municipal Historic Resource/Area. The list includes both places that have been designated and those that have not. A listing on the Inventory of Historic Places does not carry any legal heritage protection.

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Lethbridge Register of Historic Places (or "Heritage Register")	A list of Historic Places that have been designated by the City of Lethbridge as Municipal Historic Resources or Municipal Historic Areas.
Mandatory Documentation	The locational data of the property, and a Statement of Significance.
Municipal Historic Area	Any area within the city whose preservation City Council considers to be in the public interest to preserve. A Municipal Historic Area forms part of the municipality's Land Use Bylaw and allows a municipality to prohibit or regulate and control the use and development of land and the demolition, removal, construction or reconstruction of buildings within the Municipal Historic Area.
Municipal Historic Resource	Any historic resource within the city, whose preservation City Council considers to be in the public interest, together with any land in or on which it is located that may be specified in a bylaw passed pursuant to the Historical Resources Act. Once designated as a Municipal Historic Resource, no person shall destroy, disturb, alter, restore or repair the Municipal Historic Resource or remove any historic object from that Municipal Historic Resource, without the written approval of City Council or a person appointed by City Council for that purpose.
Statement of Significance	A statement that identifies the description, Heritage Value, and character-defining elements of an Historic Place. A Statement of Significance is required for an Historic Place to be listed on the Canadian Register of Historic Places.

POLICY STATEMENT

It is the policy of the City of Lethbridge to identify those places that have significant historical value to the City of Lethbridge and support the respective owners in the preservation and conservation of those places.

RESPONSIBILITIES

A. City Council must:

1. Consider recommendations of Administration on:
 - 1.1 Proposed Designation Bylaws.
 - 1.2 Requests for intervention approvals that require a decision by City Council (as established in the City of Lethbridge Heritage Management Plan).

B. Property Owners must:

1. Apply to the City of Lethbridge for a Designation Bylaw if they want their property to be designated as a Municipal Historic Resource/Area.

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2. Sign an agreement indemnifying the City of Lethbridge from any decrease in economic value that results from a Designation Bylaw.
3. Maintain and preserve their Municipal Historic Resource/Area in accordance with the applicable Designation Bylaw.

C. Administration must:

1. Establish and maintain a committee, called the Historic Places Advisory Committee, by:
 - 1.1 Developing a Terms of Reference for the committee.
 - 1.2 Appointing committee members.
2. Establish and maintain a process by which property owners can apply to have their property designated as a Municipal Historic Resource/Area. This includes:
 - 2.1 Establishing an application process for owners of potential Historic Places.
 - 2.2 Ensuring all applicants have submitted the Mandatory Documentation to the City, as set out by the Province.
 - 2.3 Providing ongoing support to the Historic Places Advisory Committee.
 - 2.4 Preparing proposed Designation Bylaws for City Council.
 - 2.5 Establishing and maintaining the Lethbridge Register of Historic Places.
 - 2.6 Applying to the Province of Alberta to have the City's Municipal Historic Resources/Areas listed on the Alberta Register of Historic Places.
 - 2.7 Cause a certified copy of the Designation Bylaw to be registered at the appropriate land titles office.
3. Notify the owners of property to be newly listed on the Lethbridge Inventory of Historic Places that their property is to be listed as such.
4. Notify the community of the Historic Places Policy.

D. Historic Places Advisory Committee must:

1. Evaluate and make recommendations to Administration regarding the potential designation of Municipal Historic Resources/Areas. The Historic Places Advisory Committee's recommendations are made in the form of a draft Designation Bylaw, and include:
 - 1.1 The historical significance of a property.
 - 1.2 The integrity of the property's historically significant features.
2. Advocate to and advise Administration on matters relating to locally important Historic Places.

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POLICY REVIEW

This policy shall be reviewed by City Council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

SUPPORTING REFERENCES AND RESOURCES

- *Historical Resources Act*
- Standards and Guidelines for the Conservation of Historic Places in Canada
- City of Lethbridge: Inventory of Historic Places
- City of Lethbridge Heritage Management Plan

REVISION HISTORY

Review Date	Description
Sep. 17, 2007	New Policy – Effective Date.
Jul. 20, 2015	Changed name of policy to Historic Places; references to “heritage” changed to “historic”
Jul. 9, 2024	Last review date and next revision date updated.
XX. XX, 2025	Amended to reflect change of status of HPAC to an Administrative Committee and other minor updates to harmonize with the Heritage Management Plan.