



City of
Saskatoon
Office of the City Clerk

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February 27, 2014

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Mr. Don Greer
Mr. Brent Penner
Ms. Patti McGillivray

Dear Committee Members:

NOTICE OF MEETING
MUNICIPAL HERITAGE ADVISORY COMMITTEE

Please take note of the following meeting of the above-noted Committee:

DATE: Wednesday, March 5, 2014

TIME: 11:30 a.m.

PLACE: Committee Room "A", Second Floor, North Wing, City Hall

A copy of the agenda is attached.

Please notify the City Clerk's Office in advance of the meeting if you are unable to attend.

Yours truly,

Janice Hudson
Janice Hudson, A/Committee Secretary
Municipal Heritage Advisory Committee

JH:lo

Attachment

cc: Director of Recreation & Sport, Community Services Department
Director of Community Development, Community Services Department
Urban Design Manager, Neighbourhood Planning, Community Services Department
Heritage and Design Coordinator, Planning and Development, Community Services Department
Senior Planner II, Development Review Section, Community Services Department
Director of Planning and Development, Community Services Department
Director of Communications
City Manager
City Solicitor

Quorum Requirements: 9 members

The date of the next meeting is April 2, 2014.

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AGENDA

(OPEN TO PUBLIC)

MUNICIPAL HERITAGE ADVISORY COMMITTEE

MARCH 5, 2014 AT 11:30 A.M., COMMITTEE ROOM "A", SECOND FLOOR, NORTH WING, CITY HALL

1. Minutes - of meeting held on February 12, 2014.
2. Report of the Chair
(File No. CK. 225-18)
3. Report of the Heritage Coordinator
(File No. CK. 225-18)
4. Heritage Policy and Program Review – Implementation
(File No. CK. 710-1)

Attached is a report of the General Manager, Community Services Department dated February 11, 2014, intending to update City Council on the implementation of the Heritage Policy and Program Review, as well as implement items including proposed amendments to the Civic Heritage Policy, changes to Heritage Conservation Program Incentives, and the creation of the Saskatoon Register of Historic Places.

5. Membership Renewal – 2014-2015
Architectural Heritage Society of Saskatchewan
(File No. CK. 225-18)

Attached is a Membership Application/Renewal for 2014-2015 from the Architectural Heritage Society of Saskatchewan. The annual fee is \$20.00. Information regarding the referenced annual meeting is forthcoming.

6. Publications
(File No. CK. 225-18)
 - a) Heritage Saskatchewan Newsletter – February 18, 2014 (sent by email dated February 18, 2014)

TO: Secretary, Municipal Heritage Advisory Committee
FROM: General Manager, Community Services Department
DATE: February 11, 2014
SUBJECT: Heritage Policy and Program Review – Implementation
FILE NO.: CK 710-1 and PL 710-8

RECOMMENDATION: that the following report be forwarded to the Planning and Operations Committee recommending that a report be submitted to City Council recommending:

- 1) that the revised Civic Heritage Policy No. C10-020, as outlined in this report and as set out in Attachment 2, including the Heritage Conservation Program Incentives, be approved; and
- 2) that the Saskatoon Register of Historic Places be created and made publicly available.

TOPIC AND PURPOSE

The intent of this report is to update City Council on the implementation of the Heritage Policy and Program Review (Heritage Review), as well as implement priority items, including proposed amendments to Civic Heritage Policy No. C10-020 (Civic Heritage Policy), changes to Heritage Conservation Program Incentives, and the creation of the Saskatoon Register of Historic Places (Register).

REPORT HIGHLIGHTS

1. Proposed amendments to the Civic Heritage Policy will expand the definition of heritage and provide strategic direction on the conservation of tangible and intangible heritage resources in the City of Saskatoon (City).
2. The Register will identify key heritage resources and properties in our community. The Register will be available to the public and will be posted on the City's website upon launching of the new website.
3. Changes to the Heritage Conservation Program Incentives are proposed to remove current disincentives to heritage conservation, develop enhanced incentive funding options for properties that do not pay taxes, and enhance the range of conservation incentives for heritage homeowners.

STRATEGIC GOALS

This report supports the City's Strategic Goal of Quality of Life which states:

"Culture thrives in Saskatoon where diverse traditions, religions and languages are respected and celebrated. As a community, we find new and creative ways to showcase our city's built, natural and cultural heritage. Every citizen feels a sense of belonging."

The report also supports the City's Strategic Goal of Sustainable Growth by supporting the long-term strategy of preserving the character of heritage buildings and historic landmarks.

BACKGROUND

During its March 26, 2013 meeting, the Planning and Operations Committee considered a report of the General Manager, Community Services Department, and resolved:

- "1) that the implementation plan for the Heritage Policy and Program Review be referred to the Municipal Heritage Advisory Committee for review and report back to the Planning and Operations Committee; and
- 2) that the Planning and Development Branch, following this review by the Municipal Heritage Advisory Committee, prepare reports to implement recommendations in the Heritage Policy and Program Review including identifying sources of funding where appropriate."

The report included an Implementation Plan for the Heritage Review. Attachment 1 provides an update to the priority implementation items identified in the March 26, 2013 report.

REPORT

As part of the Implementation Plan for the Heritage Review, several priority items were identified. This report addresses the following priority items:

- 1) proposed amendments to the Civic Heritage Policy;
- 2) the creation of the Register; and
- 3) changes to the Heritage Conservation Program Incentives.

Revised Civic Heritage Policy

The Civic Heritage Policy was created in 1996. The Administration is proposing amendments to the Civic Heritage Policy to expand the definition of heritage and provide strategic direction on the conservation of tangible and intangible heritage resources (see Attachment 2).

A companion document to the Civic Heritage Policy will be developed which will link the policy with implementation actions identified in the Heritage Review. The Administration will be submitting an information report with this companion document when it is completed.

Saskatoon Register of Historic Places (Register)

The Heritage Review recommended the creation of a heritage register that identifies key heritage resources and properties in our community. The Register will include:

- 1) properties that are designated as heritage properties;
- 2) properties listed under the Demolition Permit Bylaw No. 6770;
- 3) properties which have been evaluated and have achieved the criteria to be eligible for municipal designation; and,
- 4) properties listed on the Community Heritage Register. The Community Heritage Register lists properties that have heritage merit but are not Designated Municipal Heritage properties. Due to poor uptake, the Community Heritage Register will be dissolved.

Development activity on properties listed on the Register will be monitored by the Administration.

The Register would be publicly available online once the City's new website has been launched (anticipated November 2014). Attachment 3 outlines the process for creating the Register and for listing properties on the Register.

Heritage Conservation Program Incentives

The City's Heritage Conservation Program provides financial assistance in the form of tax abatements and grants for heritage conservation projects. Details on the incentives offered are outlined in Section 5.0 of the revised Civic Heritage Policy (refer to Attachment 2). Incentives are proposed for:

- 1) fixed elements;
- 2) non-governmental and other tax exempt properties;
- 3) heritage homes;
- 4) flexible elements; and,
- 5) maintenance grants.

Incentives are being amended to remove current disincentives to heritage conservation (e.g. access to tax incentives once every 25 years has been changed to once every 10 years), develop enhanced incentive funding options for properties that do not pay taxes, and enhance the range of conservation incentives and options for heritage home owners.

Incentives are available only for those properties that are designated a Municipal Heritage Property.

OPTIONS TO THE RECOMMENDATION

City Council has the option to not support the proposed amendments to the Civic Heritage Policy or to direct the Administration to not create the Register. In this case, further direction would be required.

POLICY IMPLICATIONS

The proposed amendments to the Civic Heritage Policy (see Attachment 2) will provide strategic direction for heritage conservation and reflect current best practices for heritage conservation in the city.

FINANCIAL IMPLICATIONS

The Heritage Conservation Program is funded by the Operating Budget. The 2014 budgeted contribution was \$181,200, which includes a \$57,600 allocation to the Heritage Reserve Fund. The Heritage Reserve Fund provides funding for tax abatements and grants for heritage properties, research, and programming (e.g. Doors Open Saskatoon), and funding for other projects. The current balance of the Heritage Reserve Fund, as of December 31, 2013, is \$226,857.

The Administration does not anticipate that the changes to the Heritage Conservation Program will require an increased contribution to the Heritage Reserve Fund at this time. Should an implementation item require additional funding, the item will be brought forward in a separate report prior to implementation identifying the funding source.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Heritage Review involved extensive stakeholder involvement including workshops and individual interviews. On March 8, 2012, a public open house was held to present the draft Heritage Review.

COMMUNICATION PLAN

Marketing and promotion of the program changes have begun, including the preparation of a marketing plan, updated branding for the program, and preparation of print- and web-based materials. Marketing and promotion of the program will include an updated website, brochures, and the companion document detailed in this report.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Implementation of the priority aspects of the Heritage Review will be completed by the end of 2014.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no CPTED implications.

PUBLIC NOTICE

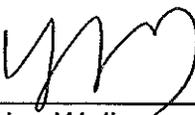
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

ATTACHMENTS

1. City of Saskatoon Heritage Policy and Program Review
2. Draft Amendments to Civic Heritage Policy No. C10-020 – January 2014
3. Saskatoon Register of Historic Places

Written by: Christine Gutmann, Heritage and Design Coordinator

Reviewed by:


 Alan Wallace
 Director of Planning and Development

Approved by:


 Randy Grauer, General Manager
 Community Services Department
 Dated: February 21, 2014

Approved by:


 Murray Totland, City Manager
 Dated: Feb 26/2014

CITY OF SASKATOON HERITAGE POLICY AND PROGRAM REVIEW
Priority Implementation Items – January 2014

During its March 26, 2013 meeting, the Planning and Operations Committee considered a report of the General Manager, Community Services Department, which identified items from the Heritage Policy and Program Review (Heritage Review) which were considered to be a priority for implementation. This chart provides an update to these priority items. Items 1, 2, and 3 are being implemented through the January 21, 2014 report. Implementation of the priority aspects of the Heritage Review will be completed by the end of 2014.

ITEM NO.	ITEM	EXPLANATION	STATUS
1	Civic Heritage Policy	A new Civic Heritage Policy will expand the definition of heritage and provide direction for the conservation of tangible and intangible heritage resources.	Completed through the adoption of the new Civic Heritage Policy.
2	Saskatoon Register of Historic Places (Register)	The Heritage Review recommended the creation of a heritage register that identifies key resources and properties in our community. Development activity on the properties will be monitored by the Administration.	Completed through the creation of the Register.
3	Heritage Conservation Program Incentives	The Heritage Conservation Program Incentives are being amended to provide property owners with new incentives and to streamline the process in some cases.	Completed through the adoption of the new Civic Heritage Policy.
4	Evaluation of Heritage Significance	The Heritage Review recommended that a thematic method and the development of Statements of Significance (SOS) for evaluating heritage significance be used. These methods are consistent with the Standards and Guidelines for the Conservation of Historic Places in Canada.	Following review by the Municipal Heritage Advisory Committee (MHAC) and stakeholders, the Administration will implement this method to evaluate heritage significance.
5	Official Community Plan (OCP) and Zoning Bylaw Amendments	The OCP and Zoning Bylaw will be amended to allow for greater flexibility in the redevelopment of heritage properties.	Administration will be submitting a report to the Municipal Planning Commission outlining changes to the OCP and Zoning Bylaw.
6	Changes to the Heritage Property (Approval of Alterations) Bylaw No. 8356	The Heritage Property (Approval of Alterations) Bylaw No. 8356 will be revised to delegate approval to the Administration of minor alterations and repairs.	Administration will be submitting a report to MHAC outlining changes be made to the Heritage Property (Approval of Alterations) Bylaw No. 8356.

CITY OF SASKATOON HERITAGE POLICY AND PROGRAM REVIEW
Priority Implementation Items – January 2014

ITEM NO.	ITEM	EXPLANATION	STATUS
7	MHAC Mandate	The Heritage Review recommended the MHAC be enabled to bring issues to City Council that are of heritage importance. Currently the MHAC mandate states that it can advise City Council on heritage issues; however, the mandate does not specifically state that issues can be brought forward to City Council.	Administration will be submitting a report on this.
8	Marketing, Promotion, and Rebranding	Marketing and promotion of the program changes will be undertaken.	Administration will prepare marketing materials and promote the changes to the heritage program.
9	Research – Municipal Best Practices	Further research will be undertaken to identify and assess municipal best practices and economic case studies for heritage integration.	Administration will conduct research of other jurisdictions.
10	Research – Economic Case Studies	Economic case study of existing heritage conservation projects will be undertaken.	Administration will conduct research to measure the economic impact of heritage conservation in Saskatoon.
11	City-Owned Heritage Property	Identify city-owned assets and prepare conservation and maintenance agreements for these properties.	This is a large project and may require additional financial resources. (Due to resources, this project may not be commenced until 2015).

Draft Amendments to Civic Heritage Policy No. C10-020 – January 2014**1.0 Purpose**

To support and facilitate the conservation, management, and interpretation of both tangible and intangible heritage resources, including documentary heritage, in a planned, selective, and cost-feasible manner for the benefit of current and future generations of Saskatoon citizens and visitors.

2.0 Definitions

In its broadest sense, heritage is any resource or group of resources, natural or cultural, tangible or intangible, that a community recognizes for its value as a witness to history or memory. The preservation of our heritage resources is essential to the character of our city. Protection and conservation can coexist with growth and redevelopment.

- a) Built Heritage/Tangible Heritage – Physical objects and sites including buildings, landscapes, streetscapes, structures, monuments, installations, or physical remains.
- b) Natural Heritage – A resource which has biological, ecological, geological, or similar environmental or scientific significance, and/or an area where there is detectable archeological and paleontological evidence.
- c) Intangible Cultural Heritage – The practices, representations, expressions, knowledge, skills, as well as the instruments, objects, artifacts, and cultural spaces associated therewith, that communities, groups, and, in some cases, individuals recognize as part of their cultural heritage; constantly recreated by communities and groups in response to their environment, their interaction with nature, and their history which provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human activity.
- d) Documentary Heritage - A document that records something with a deliberate intellectual purpose. Elements considered as part of this includes: mobile; consists of signs/codes, sounds and/or images; can be conserved (the supports are inert elements); can be reproduced and transported; is the result of a deliberate documentation process. These characteristics exclude elements that are part of a fixed structure.
- e) Cultural Landscape – A landscape designed and created intentionally by man; an organically evolved landscape which may be a relict (or fossil) landscape or a continuing landscape; or an associative cultural landscape which may be valued because of the religious, artistic, or cultural associates of the natural element.
- f) Saskatoon Register of Historic Places (Register) – A list of sites with qualities or characteristics that are recognized as having significant heritage value.
- g) 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 associates or meanings.
- h) Municipally Designated Properties – Municipally Designated Properties are recognized as being of major significance to the history of our community. The owner of a Municipally Designated Property is required to maintain the property and must have civic approval to alter the heritage elements of the property. This protection is in the form of a bylaw, which is registered against the title of the property, and continues to apply when ownership changes.

- i) Fixed Elements - Architectural elements of a building that are considered heritage elements.
- j) Flexible Elements - Flexible support services which can enhance a heritage structure. This may include, but is not limited to, working to developing building code equivalencies, providing streetscaping elements which enhance the heritage structure, or rezoning by agreement for adaptive reuse of the property.
- k) Heritage Home – A municipally designated heritage building that is a residential dwelling for up to four units.

3.0 Objectives

- a) To identify and conserve Saskatoon’s tangible and intangible heritage resources and recognize their importance in telling the story of Saskatoon;
- b) To provide property owners of heritage buildings with incentives for successful conservation projects; and,
- c) To create the Register to establish the list of sites which are deemed to be significant.

4.0 Policy

The City has a key role to play in supporting and facilitating the conservation of Saskatoon’s Heritage resources.

4.1 Heritage Inventory and Evaluation

The City will identify and maintain an inventory of Heritage Resources through the Built Heritage Database and Register. The City will:

- a) Identify and document the City’s Heritage Resources through the development and maintenance of the Built Heritage Database.
- b) Create and maintain the Register, which is an official listing of sites considered to have heritage value. Sites listed on the Register are either municipally designated or achieve the criterion to be eligible for Municipal Heritage Designation under the Heritage Conservation Program. The Register will be updated regularly and will be accessible to the public. Monitoring of the sites listed on the Register will provide the opportunity for intervention to achieve better outcomes for protection of heritage.
- c) Evaluate heritage resources considered for municipal designation using a consistent evaluation methodology to determine heritage significance, heritage value, and character defining features.
- d) Determine situations where immediate consideration should be given to the designation of any heritage resource if that resource is threatened with demolition or adverse impacts which may affect its heritage value as outlined in *The Heritage Property Act*.

4.2 Conservation of Heritage Resources

The conservation of heritage resources helps to achieve sustainability objectives including conservation of sites, neighbourhoods and infrastructure. The City will:

- a) Support the conservation of heritage properties through incentives provided to encourage property owners in the conservation of heritage properties.

- b) Offer both monetary and non-monetary incentives to Designated Municipal Heritage Properties for the preservation, rehabilitation, and restoration of character defining elements as outlined in Section 5.0 of this policy.

4.3 Education and Awareness

The City will:

- a) Support heightened awareness of the value and issues regarding preservation of Saskatoon's historic resources.
- b) Provide information on the City's policies, processes, and actions for the preservation of historic resources.
- c) Promote and publicize the heritage of Saskatoon and provide support to partners who tell the Saskatoon story through both paper and digital formats and other related means.
- d) Incorporate local history interpretive elements through plaques, public art, and other opportunities as they present themselves in the public realm.

4.4 Neighbourhood Heritage Resource and Heritage Conservation Districts

- a) Existing housing stock provides a pool of affordable housing, in particular, in established neighbourhoods. Planning for the sustainable development of established neighbourhoods will be based on their historic identity to ensure that development in residential areas is compatible with existing form and character.
- b) The City may establish Heritage Conservation Districts or areas of heritage interest to recognize, protect, and enhance the character of distinct heritage areas in the City.

4.5 Conservation of Natural Areas and Archaeological Sites

- a) The City will identify and protect important ecosystems and other natural areas and archaeological sites as part of the land development process.
- b) The conservation of natural areas and archaeological sites will be implemented through Section 9.2 of Official Community Plan Bylaw No. 8769.
- c) The City will work with Provincial authorities to ensure the protection of archaeological resources.

4.6 Cultural Landscapes

- a) The City will advance understanding and knowledge of cultural landscapes.
- b) The City will balance the conservation of cultural landscapes with the need and pressures to change them for other urban purposes. The City will involve other interested parties in the process as appropriate.

4.7 Artifacts

- a) The City will identify, conserve, and interpret artifacts that relate to its own history as a municipal government and to the history of the development of Saskatoon.
- b) The City will explore opportunities for permanent display of artifacts.

4.8 City Archives

- a) Matters related to City Archives are dealt with through the records management component of the City Clerk's Office. The relevant policies will be cross-referenced to ensure an integrative approach.

4.9 The City as a Property Owner

- a) As a property owner, the City will develop a pro-active heritage review and evaluation process which will identify city-owned heritage property at a time when the structure is still in use.
- b) Management plans for city-owned heritage properties will be based on the following principles: protect, manage, program, and interpret.

4.10 The Municipal Heritage Advisory Committee

The Municipal Heritage Advisory Committee has been established to advise and assist City Council on any matters arising from *The Heritage Property Act* or its regulations. The Committee will be consulted on any matters regarding Municipal Property Designation. The responsibilities of the Committee are outlined in section 6.0 of this policy.

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

Standards and Guidelines for the Conservation of Historic Places (Standards and Guidelines) in Canada provides advice to achieve good heritage conservation practice. The City will use the Standards and Guidelines as a bench mark to assess the conservation interventions proposed for designated municipal heritage buildings.

4.12 Heritage Impact Statements

The City may require developers of large scale projects that include or are adjacent to heritage resources to prepare a heritage impact statement as a way of generating information necessary for designation and a conservation plan.

4.13 City History

The City will interpret its own history as a municipal government and the history of city-owned heritage properties.

5.0 Heritage Conservation Program Incentives

The City may offer financial or tax-based support to projects that meet the following:

5.1 General Eligibility Criteria

The City may offer financial or tax-based support to projects involving Municipally Designated Properties. The property owner must maintain the property and must have civic approval to alter the character defining elements of the property. The municipal designation is in the form of a bylaw, which is registered against the title of the property and continues to apply when ownership changes. Other conditions might include specific requirements on how the property is to be conserved, restored, or adapted to a new use. Examples may include an approved preventative maintenance plan or public access to a commercial property.

5.2 Incentives for Fixed Elements

Incentives are available to property owners of municipally designated properties for fixed elements. Fixed elements provide property owners with a degree of certainty necessary for successful planning and assure the City of a long-term future for the structure.

- a) The incentive shall be in the form of a tax abatement of 50 percent of the costs related to restoration of architectural elements and renovations to meet building code

requirements where it affects heritage elements of the building to a maximum of \$150,000 over a ten-year period. Additional funding may be approved by City Council in exceptional circumstances.

- b) The tax abatement may be suspended or revoked if the property owner does not comply with the conditions of the bylaw.
- c) Incentives in the form of tax abatements cannot exceed the amount of taxes in any current year. There will be no abatement of outstanding or current taxes.
- d) The maximum amortization period is ten years. Within a ten-year period, an owner may make more than one application provided the total amount does not exceed \$150,000.
- e) Where the maximum of \$150,000 has been reached, applicants cannot apply for funding under this program for ten years after the initial approval date.
- f) The property owner is eligible for a refund of 50 percent of any building permit and development permit fees.
- g) In return for the assistance provided, the owner will agree to certain conditions designed to protect and conserve the structure in an appropriate way.

5.3 Incentives for Non-Governmental and Non-Profit Tax Exempt Properties

This incentive applies to non-governmental and non-profit tax-exempt properties. The following applies to this incentive:

- a) The incentive shall be in the form of a grant to a maximum of \$75,000. Additional funding may be approved by City Council in exceptional circumstances.
- b) Grants in excess of \$10,000 will be amortized over a period of up to ten years.
- c) Tax exempt properties can apply for funding once every ten years.
- d) In return for the assistance provided, the owner will agree to certain conditions designed to protect and conserve the structure in an appropriate way.
- e) Property owners can only apply for funding once every ten years.

5.4 Heritage Home Incentives

Heritage Home owners are eligible for the fixed element incentive described in this policy. In addition, Heritage Home owners are eligible for the following:

- a) Heritage Home designations will be applied to one- and two-unit dwellings and residential conversions of up to four units.
- b) The applicant may choose to have funds paid out as a grant for funding under \$10,000 (based on 50 percent of total project costs). The grant will be issued to the property owner once the project has been completed.
- c) In the circumstances where the approved tax abatement is greater than the property taxes, a grant will be provided to the property owner for the difference over the amortization period.
- d) In return for the assistance provided, the owner will agree to certain conditions designed to protect and conserve the structure in an appropriate way.

5.5 Incentives for Flexible Elements

Incentives are available to property owners for flexible elements. Flexible elements enable the property owner and the City to work together to ensure the unique needs and characteristics of the heritage property itself are addressed. The City will negotiate an appropriate "bundle" of flexible support services for each individual property. This may include working to develop

building code equivalencies, providing streetscaping elements which enhance the heritage structure, or rezoning by agreement for adaptive reuse of the property.

5.6 Maintenance Grants

Incentives are available to designated property owners for maintenance, as follows:

- a) Maintenance grants are available only for designated properties not currently receiving tax abatement.
- b) Eligible properties are eligible for a grant once every ten years.
- c) The incentive shall be in the form of a grant of 50 percent of the costs of the project to a maximum \$ 5,000.

6.0 Responsibilities

6.1 General Manager, Community Services Department, shall be responsible for:

- a) Administering this policy and recommending updates to this policy;
- b) Incorporating this policy in the Official Community Plan, relevant City Plans, and other statutory documents;
- c) Applying other policies and plans administered by the department consistently with this policy; and
- d) Recommending annual budget requirements to implement the procedures relative to this Policy.

6.2 Municipal Heritage Advisory Committee shall be responsible for:

- a) Assisting in the development and implementation of this policy and providing recommendations relating to the policy to the Planning and Operations Committee for consideration.

6.3 Planning and Operations Committee shall be responsible for:

- a) Reviewing proposed policies and policy revisions and referring such policies to City Council for approval.

6.4 City Council shall be responsible for:

- a) Reviewing and approving any proposed policies and policy revisions as recommended by the Municipal Heritage Advisory Committee and the Planning and Operations Committee.

Saskatoon Register of Historic Places

The **Saskatoon Register of Historic Places** (Register) is an official list of sites considered to have heritage value. The Register will be managed under the Heritage Conservation Program. The sites listed are Designated Municipal Heritage Properties, properties identified under Demolition Permit Bylaw No. 6770, and those properties which have achieved the criterion to be eligible for municipal heritage designation. The Register will be publically available online when the City's new website is launched (anticipated November 2014).

Process to Create the Register:

Step 1: Request City Council to adopt a recommendation to create the Register as part of the updated Civic Heritage Conservation Program.

Step 2: Create and populate the Register list with:

- All Designated Municipal Heritage Properties;
- Properties listed within Demolition Permit Bylaw No. 6770; and
- Properties listed on the Community Heritage Register (contact with property owners will be made prior to placing these properties on the Register).

Step 3: Evaluate properties on the Built Heritage Database (BHD)

- Contact property owners; and
- Recommend properties to Municipal Heritage Advisory Committee (MHAC) to be included as they are evaluated.

Process for Listing Properties on the Register:

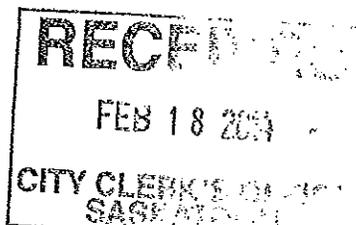
- 1) Planning and Development Division performs research and evaluation on properties;
- 2) Planning and Development Division contacts the property owner and advises them that their property is recommended to be added to the registry;
- 3) Planning and Development Division makes a recommendation to the Planning and Operations Committee;
- 4) Planning and Operations Committee refers the recommendation to MHAC for comment;
- 5) recommendation is sent back through Planning and Operations Committee and then to City Council for approval;
- 6) properties are listed on City of Saskatoon website; and
- 7) properties can be removed from the Register at the request of MHAC. For example: demolition, unsympathetic renovation to property, request of property owner. (Note: removal of properties follows the same procedure as addition to.)

5.



Architectural Heritage Society of Saskatchewan

HELPING HERITAGE HAPPEN



Membership Application/Renewal for 2014-15

Any person or organization may apply to become a full and active member of the Architectural Heritage Society of Saskatchewan. The membership year is April 1 to March 31.

The membership fee helps the Society communicate with members and provide grant funding for preservation of built-heritage across Saskatchewan. **The annual fee is \$20.**

Members are invited to the annual Lieutenant Governor of Saskatchewan Heritage Architecture Excellence Awards and to the Society's annual meeting each March. Member community-based organizations may save dollars on directors liability insurance and hotel accommodations through our association with SaskCulture.

WORTH, Saskatchewan's architectural heritage magazine, will be mailed to the address you provide below. *WORTH* is circulated quarterly, free-of-charge.

Note: The following information is requested solely for our information and communication with our members. The information, including your Email address, will not be shared with any other person or organization without your express permission.

Name _____

Address _____

Community _____ Province _____

Postal Code _____ Email address _____

Please contact me about volunteering to help the Society with projects and events this year.

Organizations may either designate a representative for voting at general meetings of the Society or become a non-voting member.

Designate _____

We wish to be recognized as a non-voting member of the Society this year.

Please mail this application with fee payable to "AHSS". We greatly appreciate your interest.

Architectural Heritage Society
Suite 202 - 1275 Broad Street
Regina, SK S4R 1Y2

(306) 359-0933 phone
1-877-903-0933 toll-free
(306) 585-1765 fax

AHSS appreciates the support of Saskatchewan Lotteries Foundation as administered by SaskCulture.

