



**PUBLIC AGENDA
MUNICIPAL HERITAGE ADVISORY COMMITTEE**

**Wednesday, April 6, 2016, 11:30 a.m.
Committee Room E, Ground Floor, City Hall
Members**

**Ms. C. Duval-Tyler, Chair
Ms. M. Schwab, Vice Chair
Councillor C. Clark
Mr. S. Deprez
Ms. D. Funk
Mr. D. Greer
Ms. J. Lawrence
Ms. P. McGillivray
Mr. R. McPherson
Mr. L. Minion
Mr. B. Penner
Mr. J. Scott
Ms. L. Swystun
Mr. M. Velonas
Mr. M. Williams
Ms. A. Torresan**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. ADOPTION OF MINUTES

Recommendation

That the minutes of regular meeting of the Municipal Heritage Advisory Committee held on March 2, 2016 be adopted.

4. UNFINISHED BUSINESS

5. REPORT OF THE CHAIR

6. REPORT OF THE HERITAGE COORDINATOR

7. COMMUNICATIONS

8. REPORTS FROM ADMINISTRATION

8.1 Application for Municipal Heritage Property Designation - Tupper House - 518 11th Street East [Files CK. 710-67 and PL. 907-1] 5 - 11

Attached is a report of the General Manager, Community Services Department dated April 6, 2016 regarding the above.

Recommendation

That the report of the General Manager, Community Services Department dated April 6, 2016 be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 518 11th Street East, Tupper House, as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

8.2 Proposed Amendments to Civic Heritage Policy No. C10-020 [Files CK. 710-1 and PL. 905-6] 12 - 31

Attached is a report of the General Manager, Community Services Department dated April 6, 2016 regarding the above.

Recommendation

That the report of the General Manager, Community Services Department dated April 6, 2016 be forwarded to the Standing Policy Committee on Planning, Development and Community Services recommending to City Council that the proposed amendments to Civic Heritage Policy No. C10-020, as outlined in the report, be approved.

9. STATEMENT OF EXPENDITURES 32 - 33

Attached is the current statement of expenditures along with the 2013-2016 budget actuals.

As requested at the last meeting, the following is a list of upcoming conferences

for the Committee's information:

- Saskatchewan Archaeological Society Annual Gathering and AGM - Saskatoon, SK - April 29 – May 1, 2016
- National Trust Conference – Hamilton, Ontario - October 20 – 22, 2016
- Heritage Saskatchewan Conference – Regina, SK - Week of February 20, 2017
- Heritage Saskatchewan AGM – Regina, SK - February 23, 2017

Recommendation

That the information be received.

10. REVIEW OF TASK GROUP MEMBERSHIP [File No. CK. 225-18]

At the Municipal Heritage Advisory Committee meeting held on March 2, 2016 the Committee resolved, in part, that task group membership be reviewed at the next meeting.

The Committee may wish to re-establish and update membership on the following task groups:

1. Education and Awareness Task Group;
2. Heritage Awards Task Group; and
3. Heritage Policy Task Group.

11. EXPLORING THE WONDER CITY - MHAC PUBLICATION [File No. CK. 225-18]

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Attached is an excerpt from the minutes of meeting held on November 4, 2015 at which time it was resolved that the Committee partner with the Administration for the publication of a joint booklet in the spring of 2016 with funding to hire a writer to come from the Committee's 2016 Education & Research budget.

Recommendation

That the Committee provide direction.

12. PUBLICATIONS

- Heritage Saskatchewan Newsletter - February 29, 2016 (sent by email dated March 1, 2016)
- Heritage Saskatchewan Newsletter - March 14, 2016 (sent by email dated March 22, 2016)
- Heritage Saskatchewan Newsletter - March 29, 2016 (sent by email dated March 29, 2016)

Recommendation

That the information be received.

13. ADJOURNMENT

Application for Municipal Heritage Property Designation – Tupper House - 518 11th Street East

Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 518 11th Street East, Tupper House, as a Municipal Heritage Property under the provision of *The Heritage Property Act*, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

Topic and Purpose

The purpose of this report is to consider an application by the property owner requesting that 518 11th Street East, Tupper House, be designated as a Municipal Heritage Property.

Report Highlights

1. The heritage value of the Tupper House resides in its eclectic, late Victorian architectural styling, with Queen Anne influences, and its association with, and contribution to, one of Nutana's historic streetscapes.
2. A formal evaluation of 518 11th Street East has been conducted, and the Administration is recommending designation of the Tupper House as a Municipal Heritage Property.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

Background

Built in 1909, the Tupper House is a modest one-and-three-quarter-storey dwelling in the Nutana neighbourhood (see Attachment 1). The home is situated in close proximity to Broadway Avenue and is located directly adjacent to the Arrand Block – a multi-unit residential property that was designated as a Municipal Heritage Property in 1989.

The Tupper House has already been identified as a heritage resource in Saskatoon through the City's Built Heritage Database. The current owners of 518 11th Street East have requested Municipal Heritage Designation of this property.

Application for Municipal Heritage Property Designation – Tupper House - 518 11th Street East

Report

Heritage Value

The heritage value of the Tupper House resides in its architecture and its contribution to the surrounding streetscape. The home is an excellent example of eclectic, late Victorian styling, with Queen Anne influences. The character-defining elements of the Tupper House include its hipped roof with gabled dormers, the bay front wall with a leaded stained glass window, and the front door ornamentation with its Victorian “twist” doorbell.

Additional information on the heritage value of the Tupper House is included in the property’s Statement of Significance (see Attachment 2).

Evaluation

A formal evaluation of the exterior of the building has been conducted, and the Administration is recommending designation of 518 11th Street East as a Municipal Heritage Property. The exterior of the home has been well cared for throughout the years and still includes many of its original features, including the wood siding, windows, and frames. Part of the foundation was reinforced in January of 2016. Additional structural work may be required, in addition to minor maintenance items (i.e. replacement of missing, torn, or loose shingles).

The Administration is recommending that only the building’s exterior be designated as a Municipal Heritage Property.

Options to the Recommendation

City Council has the option of not designating this building as a Municipal Heritage Property. In this case, further direction would be required.

Public and/or Stakeholder Involvement

Public and/or stakeholder consultations are not required.

Communication Plan

All Municipal Heritage Properties are marked with a bronze plaque on site that describes the heritage significance of the property. If designation is approved, the property will also be noted as “designated” in the Saskatoon Register of Historic Places.

Policy Implications

This proposal complies with Civic Heritage Policy No. C10-020.

Financial Implications

The amount of \$2,500 from the Heritage Reserve Fund would be allocated for the fabrication of the bronze plaque and installation on the property. As per the Municipal Heritage Policy, the designation of this building as a Municipal Heritage Property makes it eligible for future financial incentives. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

Application for Municipal Heritage Property Designation – Tupper House - 518 11th Street East

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

If City Council recommends designation of the property, a date for a public hearing will be set. This date will be set in accordance with the provisions in *The Heritage Property Act*.

Public Notice

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

If designation as a Municipal Heritage Property is recommended, the designation will be advertised in accordance with the provisions in *The Heritage Property Act*, which requires that the Notice of Intention to Designate be advertised at least 30 days prior to the public hearing.

Attachments

1. Location Plan
2. Statement of Significance
3. Photographs of Subject Property

Report Approval

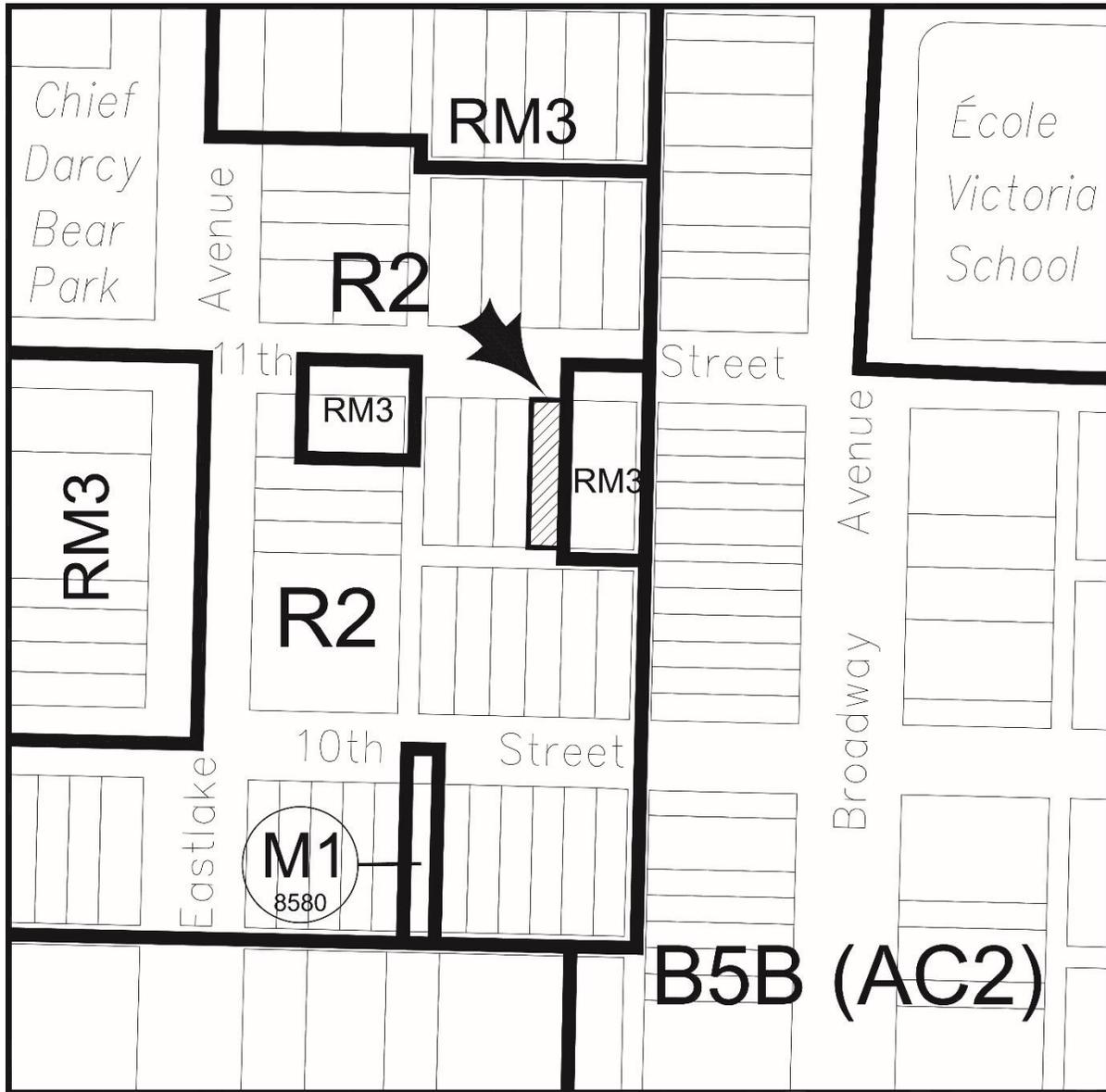
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/BS/MHAC – Application for Municipal Heritage Property Designation – Tupper House – 518 11th Street East/lc

Location Plan



MUNICIPAL HERITAGE PROPERTY

TUPPER HOUSE

518 11th STREET EAST



N:\Planning\MAPPING\Requests\Internal\Heritage\Heritage Site - 518 11th St E.dwg

Statement of Significance

Statement of Significance

Tupper House – 518 11th Street East

Neighbourhood: Nutana

Date Constructed: 1909

Development Era: 1906 – 1913 (Pre WWI)

Architectural Style: Queen Anne Influ

Architect: -

Builder: -

Designation: Municipal

Original Use: Private Residence Source: Property Owner

Current Use: Private Residence



Description of Historic Place

The Tupper House features a one-and-three-quarter-storey dwelling located at 518 11th Street East in the neighbourhood of Nutana. Built in 1909, the home is one of the earliest dwellings completed on the block, and is situated just off Broadway Avenue directly adjacent to another Municipal Heritage Property – the Arrand Block.

Heritage Value

The heritage value of the Tupper House lies in its architectural style. The home is an excellent example of eclectic, late Victorian styling, with Queen Anne influences. The home features an asymmetrical plan with a hipped roof and front-facing gable. Ornamentation is simplistic in some areas of the home (i.e. the basic moldings, window frames, and lintels), while being more detailed in other areas, such as the front door with its Victorian “twist” doorbell and its stained glass and piano window. Although changes to the home have been made over the years, many of the original elements of the home - including the wood siding, porch and platform, and most of the windows and their frames – remain.

Past residents of the Tupper House include George Tupper, who was a resident of the home from 1909 to 1913. Born in Nova Scotia, in 1872, Tupper was a prominent real estate agent, blacksmith, and operator of the ferry on the South Saskatchewan River. In 1911, he established Tupper Brothers - a real estate, loans, insurance, and financial broker. William B. Doyle was a resident at 518 11th Street East from 1917 to 1926.

Doyle was a public school trustee for 20 years and chairman of the school board between 1921 and 1940. In 1941, J. Edward Hogan, a farmer working at the Prairie Farm Rehabilitation Authority (PFRA), and later as a caretaker for Saskatoon Separate Schools, moved into the home. Hogan, along with his family, lived in the home for nearly half a century.

The Tupper House continues to be a visual reminder of Saskatoon's early years, and contributes strongly to its surrounding streetscape.

Source: City of Saskatoon Built Heritage Database

Character-Defining Elements

Key elements that contribute to the heritage value of this historic place include:

- its eclectic, late Victorian architecture, with Queen Anne influences, evident in its clapboard wood exterior, asymmetrical form, hipped roof with front-facing gable, windows, trim, moldings, lintels, and front door with decorative accents; and
- those elements that contribute to the 11th Street East streetscape, including its massing, scale, front porch, and original location.

Photographs of Subject Property



North Façade (2016)

Source: Property Owner



North Façade (1920s) with Arrand Block

Source: I H-3908



South Façade (2016)

Source: Property Owner



Windows (2016)

Source: Property Owner



Decorative Door (2016)

Source: Property Owner

Proposed Amendments to Civic Heritage Policy No. C10-020

Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services recommending to City Council that the proposed amendments to Civic Heritage Policy No. C10-020, as outlined in this report, be approved.

Topic and Purpose

The purpose of this report is to outline the proposed amendments to Civic Heritage Policy No. C10-020. These amendments align with the goals of the City of Saskatoon's Heritage Program.

Report Highlights

1. Amendments to Civic Heritage Policy No. C10-020 (Civic Heritage Policy) are required to address a number of minor housekeeping items, which include text revisions and clarification of definitions and policy goals.
2. Proposed amendments to the Heritage Conservation Program Incentives section of the Civic Heritage Policy will simplify the administration of the program, provide for a more equitable incentive package to non-taxable Municipal Heritage Properties, and allow greater access to the Maintenance Grant for both taxable and non-taxable Municipal Heritage Properties.

Strategic Goals

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this report supports the preservation of the character of heritage buildings and historical landmarks. This report also supports the Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

Background

The City's Heritage Policy and Program Review, completed in August 2012, identified the need to revise the Civic Heritage Policy to better support and conserve heritage in Saskatoon. At its March 31, 2014 meeting, City Council approved the updated Civic Heritage Policy.

After nearly two years of implementation, a number of amendments to the revised Civic Heritage Policy have been identified to continue to improve upon the success of the City's Heritage Program.

Report

Proposed Policy Amendments – Heritage Conservation Program Incentives

Proposed amendments to the financial incentives section of the Civic Heritage Policy provide for greater efficiency in the administration of the Heritage Conservation Program, a more equitable incentive package for non-taxable Municipal Heritage

Proposed Amendments to Civic Heritage Policy No. C10-020

Properties, and increased access to the Maintenance Grant for both taxable and non-taxable Municipal Heritage Properties. The proposed amendments include:

Grant Provision

Amendment: The provision of a grant (versus a tax abatement) for taxable Municipal Heritage Properties when the proposed conservation project does not generate a sufficient increase in property taxes.

Rationale: Provides for more efficient administration of the Heritage Conservation Program. In situations where there is no discernable tax increase as a result of the conservation project, the property owner currently receives a tax abatement under the current Civic Heritage Policy, and the abatement is fully funded through the City's Heritage Reserve. The grant, as proposed, would require less administrative involvement than the tax abatement and provide owners with the often preferable cash incentive. Grants would continue to be provided over a period of time (a maximum of ten years) and would continue to be funded through the Heritage Reserve.

Project Completion

Amendment: Setting a project completion date of 24 months with a potential option to extend beyond that term by one year.

Rationale: Ensures that project funding that is not used within an appropriate time frame can be returned to the Heritage Reserve for future funding applications.

Funding Access for Non-Taxable Properties

Amendment: Allowing non-taxable Municipal Heritage Properties to apply for funding more than once in a ten-year period (up to a maximum of \$75,000).

Rationale: Allows for greater opportunity to promote long-term heritage conservation and ensures consistency with taxable properties. As is the case with taxable Municipal Heritage Properties, the incentive for non-taxable Municipal Heritage Properties would be subject to the availability of funds.

Maintenance Grant Revisions

Amendment: Permitting Municipal Heritage Properties currently receiving a tax abatement to access the Maintenance Grant.

Rationale: Allows Municipal Heritage Property owners to access a greater range of incentives. To account for the expected increase in Maintenance Grants received as a result of this amendment, the Administration is proposing that the amount of the Maintenance Grant be reduced from a maximum of \$5,000 to \$2,500 in a ten-year period.

Proposed Policy Amendments – Housekeeping Items

Proposed amendments to the Civic Heritage Policy include text revisions and the removal of unnecessary or redundant clauses to provide for improved clarity and consistency. Other proposed housekeeping amendments include the addition of definitions, and/or the revisions of existing ones, to align with the terminology utilized in

Proposed Amendments to Civic Heritage Policy No. C10-020

The Heritage Property Act and the Standards and Guidelines for the Conservation of Historic Places in Canada.

The proposed amendments to the Civic Heritage Policy are outlined in Attachment 1 (including the addition of Appendix A), with revisions identified using bold and deletions using strikethroughs.

Options to the Recommendation

The Standing Policy Committee on Planning, Development and Community Services (Committee) has the option of not approving proposed amendments to the Civic Heritage Policy. Further direction from the Committee would be required.

Public and/or Stakeholder Involvement

Public and/or stakeholder consultations are not required at this time, as stakeholder feedback contributed to the development of the proposed policy refinement.

Communication Plan

If the proposed amendments are approved by City Council, a communication plan will be implemented to notify Municipal Heritage Property owners.

Policy Implications

If City Council approves the recommendation of this report, the Civic Heritage Policy will be amended, as outlined in Attachment 1 of this report.

Other Considerations/Implications

There are no financial, environmental, privacy, or CPTED implications.

Due Date for Follow-up and/or Project Completion

Upon City Council's approval of the recommendations in this report, policy revisions will be completed.

Public Notice

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

Attachments

1. Proposed Amendments to Civic Heritage Policy

Report Approval

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/BS/MHAC – Proposed Amendments to Civic Heritage Policy No. C10-020/lc

Proposed Amendments to Civic Heritage Policy

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C10-020

POLICY TITLE <i>Civic Heritage Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>December 16, 1996</i>
		UPDATED TO <i>March 31, 2014</i>
ORIGIN/AUTHORITY <i>Planning and Operations Committee Reports 23-1996; 9-2010; and 5-2014</i>	CITY FILE NO. <i>CK. 710-0</i>	PAGE NUMBER <i>1 of 12</i>

1. 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. 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.~~

2.1 Built Heritage/Tangible Heritage – **Heritage resources comprised of physical objects and sites, including buildings, landscapes, streetscapes, structures, monuments, installations, or physical remains.**

2.2 Built Heritage Database – An inventory of **built heritage** properties that have been identified, based on specific criteria, to have heritage value.

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

2.4 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

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which may be valued because of the religious, artistic, or cultural associates of the natural element.

- ~~2.5 Documentary Heritage - A document that records something with a deliberate intellectual purpose. Elements considered as part of this include: 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.~~

- ~~2.5 Fixed Elements - Architectural elements of a building that are considered heritage elements.~~

- ~~2.6 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.~~

- ~~2.7 Heritage Home - A municipally designated heritage building that is a residential dwelling for up to four units.~~

- ~~2.8 Heritage Impact Statement - A study to evaluate the impact a development may have on the heritage resource and recommend options for conservation of the resource.~~

- 2.5 Heritage Resource - any resource, or group of resources, natural or cultural, tangible or intangible, that a community recognizes for its heritage value as a witness to history or memory.**

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

- ~~2.7 Intangible Cultural Heritage - The practices, representations, expressions, knowledge, skills, as well as the instruments, objects, artifacts, and cultural~~

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~~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.~~

- 2.7 **Municipal Heritage Conservation District** – any group or area of heritage resources designated pursuant to *The Heritage Property Act*.
- 2.8 **Municipal Heritage Property** – any heritage resource designated pursuant to *The Heritage Property Act*.
- ~~2.9 **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.~~
- 2.9 **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.
- 2.10 **Preservation** - protecting, maintaining, and stabilizing the existing form, material, and integrity of a heritage resource while protecting its heritage value.
- 2.11 **Rehabilitation** - the sensitive adaptation of a heritage resource for a continuing or compatible contemporary use, while protecting its heritage value.
- 2.12 **Restoration** - accurately revealing, recovering, or representing the state of a heritage resource as it appeared at a particular period in its history, while protecting its heritage value.

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2.13 Saskatoon Register of Historic Places (Register) – A list of sites with qualities or characteristics that are recognized as having significant heritage value. Sites listed on the Register are federally, provincially, municipally designated or achieve the criterion to be eligible for Municipal Heritage Designation under the Heritage Conservation Program.

3. OBJECTIVES

- 3.1 To identify and conserve Saskatoon's ~~tangible and intangible~~ heritage resources and recognize their importance in telling the story of Saskatoon;
- 3.2 To provide property owners of heritage buildings with incentives for successful conservation projects; and
- 3.3 To create **and maintain** the Register to establish the list of sites which are deemed to be significant.

4. 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 ~~h~~Heritage ~~r~~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 federally, provincially, 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~~

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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 **conservation**.

- c) Evaluate heritage resources considered for municipal designation using a consistent evaluation methodology to determine heritage significance, heritage value, and character defining ~~features~~ **elements**.
- 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) **Acknowledge that** the conservation of heritage resources helps to achieve sustainability objectives including conservation of sites, neighbourhoods and infrastructure.
- b) Support the conservation of heritage **resources** ~~properties~~ through incentives provided to encourage property owners in the conservation of heritage properties.
- c) 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 of this policy.

4.3 Education and Awareness

The City will:

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- a) Support heightened awareness of the value and issues regarding **conservation** ~~preservation~~ of Saskatoon's **heritage** ~~historic~~ resources.
- b) Provide information on the City's policies, processes, and actions for the **conservation** ~~preservation~~ of **heritage** ~~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 **Character** ~~Heritage Resource~~ and Heritage Conservation Districts

- a) ~~Existing housing stock provides a pool of affordable housing 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) **Where possible**, 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 **Heritage** Areas and **Paleontological and Archaeological Sites**

The City will:

- a) ~~The City will~~ Identify and protect important ecosystems, and other **forms of natural heritage** areas and **paleontological and archaeological sites** as part of the land development process.

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- b) ~~The conservation of natural areas and archaeological sites will be implemented~~ **the conservation of natural heritage and paleontological and archaeological sites consistent with** 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 Conservation of Cultural Landscapes

The City will:

~~The City will recognize the valuable role cultural landscapes play in preserving the cultural identity of Saskatoon and will work to conserve them.~~

- a) **Recognize the valuable role cultural landscapes play in preserving the cultural identity of Saskatoon and will work to conserve them.**
- b) ~~The City will~~ **Advance** understanding and knowledge of cultural landscapes.
- c) ~~Where pressures exist for change, the City will~~ **Work** to achieve a balance between competing needs, **where pressures exist for change**. The identification of character-defining elements will play an important role in this. The City will involve other interested parties in the process as appropriate.

4.7 Artifacts

The City will:

- 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.

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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

The City will:

- a) ~~As a property owner, the City will~~ **Develop and implement** a proactive heritage review and evaluation process which will identify city-owned heritage property at a time when the structure is still in use.
- b) **Create conservation** Management plans for city-owned heritage properties ~~based on~~ **in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada, and 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 City Council on any matters arising from *The Heritage Property Act* or its regulations and on the Civic Heritage Policy. The Committee’s mandate is outlined in the Municipal Heritage Advisory Committee Terms of Reference.

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 Mmunicipal Hheritage Pproperties buildings.~~

4.12 Heritage Impact Statements

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The City may require developers of large scale projects that include or are adjacent to heritage resources to prepare a heritage impact statement (HIS) **consisting of a study to evaluate the impact a development may have on the heritage resource and recommend options for conservation of the resource.** ~~pertaining to designation and a conservation plan.~~

4.13 City History

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

5. 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 **and non-financial** ~~or tax-based~~ support to conservation projects involving Municipally **Heritage** Designated Properties **that meet the following criteria:**

- a) **The project involves the preservation, rehabilitation, or restoration of character-defining elements of the heritage resource as defined in the Designation Bylaw.**
- b) **The project adheres to the Standards and Guidelines for the Conservation of Historic Places in Canada.**
- c) **The project has received approval from the City and the Municipal Heritage Advisory Committee, as required.**

~~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.~~

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~~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 Financial Incentives for Taxable Properties 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) **Where the proposed conservation project generates an increase in the existing property taxes**, the incentive shall be in the form of a tax abatement of 50 percent of the **total eligible** costs.
- b) **Where the proposed conservation project does not generate an increase in the existing property taxes**, the incentive shall be in the form of a grant of 50 percent of the total eligible costs.
- c) **The maximum amount of the incentive is \$150,000. Additional funding may be approved at the discretion of City Council.**
- d) **Applicants are required to enter into an agreement upon approval.** The tax abatement **or grant** may be suspended or revoked if the property owner does not comply with the conditions of the **grant or the tax abatement** ~~bylaw agreement~~.
- e) ~~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.~~
- f) **A property owner may make more than one application** ~~The maximum amortization period is ten years. Within a ten-year period, an owner may make more than one application~~ **provided that the total amount does not exceed \$150,000, and will be subject to availability of funds.**

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- g) 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.
- h) The property owner is eligible for a refund of 50 percent of any building permit and development permit fees.
- i) In return for the **incentives** assistance provided, the owner will agree to certain conditions designed to protect and conserve the **heritage resource** structure in an appropriate way.
- j) **Completion of the conservation work must occur within 24 months from the approval date. One additional year may be granted at the discretion of the General Manager, Community Services Department.**
- k) **Eligible conservation work is outlined in Appendix A of this policy.**

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

- a) The incentive shall be in the form of a grant **of 50 percent of the total eligible costs of the conservation project** up to a maximum of \$75,000. Additional funding may be approved **by at the discretion of City Council** in exceptional circumstances.
- b) Grants in excess of \$10,000 will be amortized over a period of up to ten years.
- c) **Applicants are required to enter into an agreement upon approval. The grant may be suspended or revoked if the property owner does not comply with the conditions of the grant agreement.**
- d) **A property owner may make more than one application within a ten-year period provided that the total amount does not exceed**

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~~\$75,000, and will be subject to availability of funds. Tax exempt properties can apply for funding once every ten years.~~

- e) **Where the maximum of \$75,000 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 incentives assistance provided, the owner will agree to certain conditions designed to protect and conserve the structure in an appropriate way.**
 - h) **Completion of the conservation work must occur within 24 months from the approval date. One additional year may be granted at the discretion of the General Manager, Community Services Department.**
 - i) **Eligible conservation work is outlined in Appendix A of this policy.**
- ~~e) Property owners can only apply for funding once every ten years.~~

~~5.4 Heritage Home Incentives~~

~~Heritage Home owners are eligible for the Financial Incentive for Taxable Properties 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.~~
- ~~a) 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.~~

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- ~~e) 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.~~

5.4 Non-Financial Incentives and Support Services for Flexible Elements

~~Incentives are available to property owners for flexible elements.~~ **Non-Financial Incentives** Flexible elements enable the property owner **of a Municipal Heritage Property** 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 **non-financial incentives** and support services for each individual property. This may include working to develop **alternative solutions to address building code requirements**—equivalencies, providing streetscaping elements which enhance the heritage structure, or rezoning by agreement for adaptive reuse of the property.

5.5 Maintenance Grants

Incentives are available to **Municipal Heritage Properties**—designated property owners for maintenance, as follows:

- ~~a) Maintenance grants are available only for designated properties not currently receiving tax abatement.~~
- a) The incentive shall be in the form of a grant of 50 percent of the costs of the project to a maximum of \$2,500.**
- b) A property owner may make more than one application within a ten-year period provided that the total amount does not exceed \$2,500, and will be subject to availability of funds.**

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- c) **Where the maximum of \$2,500 has been reached, applicants cannot apply for funding under this program for ten years after the initial approval date.**
- ~~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. 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 **Standing Policy Committee on Planning, Development and Community Services**. ~~Planning and Operations Committee~~ for consideration as outlined in Section 4.10 of the policy.

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.

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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 **Standing Policy Committee on Planning, Development and Community Services.** ~~the Planning and Operations Committee.~~

APPENDIX A TO CITY OF SASKATOON
COUNCIL POLICY NO. C10-020 – CIVIC HERITAGE POLICY

Eligible Conservation Work

Conservation work completed under the Heritage Conservation Program will be considered on a case-by-case basis. All conservation work must conform to the Standards and Guidelines for the Conservation of Historic Places in Canada.

Eligible Work	Examples
Preservation of existing character-defining elements as defined in the Designation Bylaw	<ul style="list-style-type: none"> • Doors and windows – original size, shape, form, and materials • Roofing materials - may include the replacement or repair of the roof deck • Cornices, mouldings, and decorative trim • Siding - must match the original in terms of its composition, colour, and texture • Stonework and masonry repair/re-pointing • Porches, verandahs, and steps • Significant chimneys • Interior architectural attributes when specified in the designation bylaw
Rehabilitation of character-defining elements that still exist, but are beyond preservation or repair	<ul style="list-style-type: none"> • Replacement of deteriorated doors, windows, cladding, roofing, cornices, moldings, architectural trim, and other significant features, using materials, sizes, and configurations that match the original, where possible
Restoration of character-defining elements that have been lost, but for which the appearance can be clearly determined from archival or documentary sources, or physical evidence that supports the existence of the missing feature	<ul style="list-style-type: none"> • Removal of modern material such as vinyl or aluminum siding and replacement with original feature
Streetscaping elements that enhance the heritage structure	<ul style="list-style-type: none"> • Lighting fixtures • Tree and plant materials • Planters and paving • Street furniture
Work necessary to restore Structural Integrity	<ul style="list-style-type: none"> • Introduction of supporting beams • Alterations to correct a failing foundation or address structural faults
Maintenance (under approved Maintenance Grant only)	<ul style="list-style-type: none"> • Minor repair and re-finishing operations • Non-destructive cleaning

Ineligible Conservation Work

The following work is ineligible, unless specified in the Designation Bylaw:

Ineligible Work	Examples
Administrative and property owner labour costs	<ul style="list-style-type: none"> • Purchase of tools, equipment, or machinery • Legal fees • Labour performed by applicant/property owner
Architectural and engineering services	<ul style="list-style-type: none"> • Feasibility studies • Cost estimates • Preparation of drawings
Eavestroughs, gutters, and downspouts	-
Fences and outbuildings	-
Interior work	-
Landscaping or paving	-
Lighting, awnings, and signage	-
Mechanical, electrical, or plumbing systems and energy efficiency upgrades	<ul style="list-style-type: none"> • New heating, ventilation, or cooling systems • Electrical and plumbing work • Insulation
New features or additions	<ul style="list-style-type: none"> • Modern doors, windows, or cladding (e.g. steel doors and vinyl or aluminum siding) • Repair of non-original materials (e.g. asphalt shingles) • Structural work required as a result of a modern renovation or addition • Construction of new additions or accessory buildings
Operating costs	-
Poor or defective work or work that does not conform to the Standards and Guidelines for the Conservation of Historic Places in Canada.	-
Routine maintenance (unless applying specifically for the Maintenance Grant)	-

**Municipal Heritage Advisory Committee
2016 EXPENDITURES**

	2016 Budget	2016 Actuals
City Clerk's Office		
Conferences, Education and Research	\$5,700.00	
Heritage Awards Program	\$5,700.00	\$0.00
Mister Print - Heritage Awards certificates		\$132.00
Saskatoon Jazz Society (rental of The Bassment)		\$446.25
J&S Picture Frame Warehouse (certificates)		\$2,915.88
Rayacom Saskatoon		\$165.69
On Purpose Leadership Inc - Administrator Contract Fee		\$1,821.36
Chef de Partie Catering - Appetizers for Reception		\$448.88
Doors Open Event	\$5,800.00	\$5,930.06
Heritage Festival		
Heritage Festival	\$500.00	\$60.00
Memberships	\$200.00	\$60.00
Saskatoon Heritage Society - Membership Renewal		\$30.00
Heritage Saskatchewan - Membership Renewal		\$50.00
Architectural Heritage Society of Saskatchewan		\$20.00
TOTALS	\$17,900.00	\$6,090.06

Municipal Heritage Advisory Committee

	2013 BUDGET	2013 ACTUALS	2014 BUDGET	2014 ACTUALS	2015 BUDGET	2015 ACTUALS	2016 BUDGET	2016 ACTUALS
Conferences, Education and Research	5,600.00		5,700.00		5,700.00		5,700.00	
Heritage Saskatchewan Conference Registration		130.00				150.00		
R. McPherson - Heritage SK AGM/Conference		368.59						
L. Swystun - Heritage Foundation AGM/Conference		587.80						
Lucas Richert - Saskatoon Express Newspaper Article				150.00				
Lucas Richert - Saskatoon Express Newspaper Article				150.00				
Lucas Richert - Saskatoon Express Newspaper Article				150.00				
Lucas Richert - Saskatoon Express Newspaper Article				300.00				
P. McGillivray - Heritage SK Forum & AGM (Regina)						489.52		
M. Schwab - Canadian Society of Landscape Architects Conference						2,000.00		
*May 6, 2015 MHAC meeting - transfer to Doors Open Event					-2,000.00			
Subtotal		1,086.39		750.00		2,639.52		
Heritage Awards Program	5,600.00		5,700.00		5,700.00		5,700.00	
Star Phoenix advertising		2,151.61				1,240.15		
On Purpose Leadership - Heritage Awards Program		1,785.00		2,186.79		1,785.00		1821.36
Saskatoon Jazz Society - Heritage Awards Rental - The Bassment				446.25				446.25
J&S Picture Frame Warehouse - Heritage Awards Prints				2,222.68				2,915.88
Mister Print - Heritage Awards Program Certificates				121.00				132.00
Rayacom Saskatoon (mounting photos for lobby display)								165.69
Reception appetizers - Chef de Partie Catering								448.88
Judges Expenses						239.85		
Subtotal		3,936.61		4,976.72		3,265.00		\$5,930.06
Doors Open Event	5,600.00		5,800.00		5,800.00		5,800.00	
(In 2013 cross charges were not provided)		0.00		0.00				
On Purpose Leadership - Doors Open Event		0.00		0.00		5,800.00		
On Purpose Leadership - Doors Open Event		0.00		0.00		2,000.00		
*May 6, 2015 MHAC meeting - transfer from Conferences/Education					2,000.00			
Subtotal		0.00		0.00		7,800.00		
Heritage Festival	500.00		500.00		500.00		500.00	
Library Photo scans for Heritage Fair Display		161.00		72.00				
Local History Room Photos for Heritage Fair Display		32.00						
Display Table Fee (Registration)		50.00		50.00		50.00		60.00
Copy charges				24.30				
Subtotal		243.00		146.30		50.00		60.00
Memberships	200.00		200.00		200.00		200.00	
Heritage SK Membership Renewal		50.00		50.00		50.00		50.00
Architectural Heritage Society Membership Renewal		20.00		20.00		20.00		20
Heritage Canada Foundation Membership Renewal		42.00		42.00		42.00		
Saskatoon Heritage Society - Membership Renewal				30.00		30.00		30.00
Subtotal		112.00		142.00		142.00		100.00
TOTAL		\$5,378.00		\$6,015.02		\$13,896.52		\$6,090.06

