



CITY POLICY

POLICY NUMBER: C450B

REFERENCE:

City Council 1988 October 25
Historical Resources Act RSA 2000

ADOPTED BY:

City Council
2008 October 29

SUPERSEDES:

C450A

PREPARED BY: Planning and Development

DATE: 2008 September 3

TITLE: **Policy to Encourage the Designation and Rehabilitation of Municipal Historic Resources in Edmonton**

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Policy Statement:

Historic Resources are integral in providing a sense of identity and place both for tourists and more importantly, for local citizens. Historic buildings and streetscapes in Edmonton provide a tangible connection to the past and serve as a testament to the passage of time, reminding us of our collective history. This policy provides guidelines for the identification, management, protection and promotion of historic resource to enhance the quality of Edmonton's environment for the benefit of present and future generations.

The purpose of this policy is to:

Encourage the designation and conservation of historic resources in Edmonton.

Through this policy the City of Edmonton will be involved in five main areas of activity:

1. Inventory and Register of Historic Resources in Edmonton

The City of Edmonton will maintain, update and review the Inventory and Register of Historic Resources in Edmonton to ensure that important resources are identified and recorded.

2. Rehabilitation Incentives

The City of Edmonton will provide incentives to encourage the restoration of historic resources. These incentives may be in the form of financial or development incentives.

3. Promotion

Educate the public about the benefits that heritage conservation brings to the city at large.

4. Monitoring

The City of Edmonton will continue to put in place mechanisms to ensure that historic resources are accounted for in the development process.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

5. Broader Heritage Initiatives

The City of Edmonton will integrate the Historic Resource Management Program with other heritage initiatives such as museums, archives and archaeological work.

1.0 DEFINITIONS

- 1.1 Application for Designation: an application submitted to the Planning and Development Department by the owner of the historic resource voluntarily requesting that it be designated a Municipal Historic Resource.
- 1.2 Assessed Value: the current year's assessed value as calculated for the property by the City Assessor.
- 1.3 Building Permit Documents: means the documents, which fully develop and detail the Development Permit Documents, which authorize the implementation of the work as approved by the Development Officer. The Building Permit Documents includes the plans, specifications and conditions of final approval for the rehabilitation of the Historic Resource. The City of Edmonton Planning and Development Department shall issue a building permit upon satisfactory compliance with the appropriate building regulations and approved Development Permit as verified by the Safety Codes Officer and the Heritage Planner.
- 1.4 Compensation: In circumstances where a designation is pending against the wishes of an owner, and the owner has demonstrated by way of an independent property/building analysis and appraisal to City Council, an economic loss as a direct result of a Municipal Historic Resources designation, compensation will be paid pursuant to the Historical Resources Act, Revised Statutes of Alberta, 2000, c.H-9, as amended. Compensation may be in the form of a direct grant, rebate of property taxes in, planning relaxations or variances or by any other means of incentive deemed acceptable to the City and owner of the resource. Compensation will not be paid to the owner until a minimum of 120 days after receipt of the above reports by the Planning and Development Department and after such time as the financial commitment has been approved by City Council.
- 1.5 Development Permit: means the document authorizing a development issued by the Development Officer pursuant to the Edmonton Land Use Bylaw. The document includes the plans and conditions of approval for the substantial rehabilitation of the Historic Resource, which are required to be detailed at the building permit application stage.
- 1.6 Hard Costs: pursuant to this policy, hard costs shall mean those costs directly attributable to the rehabilitation of the historic resource and may include:
 - architectural detailing and woodwork
 - exterior cleaning, preparation and painting
 - doors and windows
 - major structural work, including foundations

- roofs
- flashing, caulking and weather-stripping
- masonry conservation
- interior spaces (in exceptional circumstances)
- exterior cladding
- professional services that contribute to the restoration of the building

but does not include:

costs associated with work not specified in the Rehabilitation Incentive Agreement or not identified in the Regulated Portions, administration, permit, legal, consulting and other similar soft costs acquisition, operating, tenant improvements (except those described as interior spaces, above) new construction and energy retrofitting (i.e. insulation, vapour and moisture retardants), building or utility services including amenities and/or access mechanisms features which do not exist at the time of Application for Designation, except for those components which are essential to the overall heritage character and/or understanding of the historical significance of the resource.

- 1.7 **Historic Resource:** means any built structure, object or cultural resource on *The Inventory and Register of Historic Resources in Edmonton* that is primarily of value for its history, architecture, urban context and integrity.
- 1.8 **Historic Site:** means any site which includes or is comprised of an historic resource of an immovable nature or which cannot be disassociated from its context without destroying some or all of its value as an historical resource and includes an historic or natural site or structure.
- 1.9 **The Inventory of Historic Resources in Edmonton (*The Inventory*):** an inventory of historic resources, which have been identified as having historical and/or architectural significance and are located within the corporate boundaries of the City of Edmonton.
- 1.10 **Maintenance Agreement:** a legal agreement entered into, between the City of Edmonton and the owner of a municipal historic resource which obliges the owner to undertake the necessary maintenance required to prevent unnecessary deterioration of the public portions of the designated resource. The Maintenance Agreement shall be effective upon the date at which City Council adopts the Designation Bylaw and associated agreements and applies to the entire designated building. The Maintenance Agreement shall be effective upon the date at which the rehabilitation work outlined in the agreements is complete to the satisfaction of the Heritage Planner and is accompanied by a Notice of Completion Report or letter. The agreement specifically applies to those 'regulated portions' associated with Designation Bylaw or work that affects the integrity of those portions.
- 1.11 **Maintenance Incentive:** a direct grant, rebate of property taxes in various forms, planning relaxations or variances or by any other means of incentive provided by the City which may be offered to a building owner for maintenance work to the regulated portions of a designated municipal historic resource. The Maintenance incentive is for the hard costs directly associated with the maintenance of the historic resource and is payable according to the terms and conditions of the Maintenance Incentive Agreement.

- 1.12 Maintenance Incentive Agreement: a legal agreement entered into, between the City of Edmonton and the owner of a municipal historic resource which details the financial aspects of the Maintenance Incentive as well as the terms and conditions for payment.
- 1.13 Municipal Historic Resource Designation: the designation by bylaw of an historic resource and land upon which it sits, by City Council pursuant to the Historical Resources Act, Section 26, Revised Statutes of Alberta, 2000, , c.H-9, as amended. The designated land and building will be rezoned DC1 (Direct Development Control) Zone, under the Land Use Bylaw. The designating bylaw shall apply to the whole historic building.
- 1.14 Municipal Property Tax: the tax amount levied by the City of Edmonton based on the assessment established by the City Assessor and the mill rate established annually by bylaw by City Council. The municipal property tax excludes the school taxes.
- 1.15 Occupancy Permit: the permit issued by the City of Edmonton Planning and Development Department upon full completion of the rehabilitation and compliance with the appropriate building regulations have been verified by the Safety Codes Officer and the Heritage Planner.
- 1.16 Rehabilitation: the process of returning a building or portions of a building to a state of utility, through repair, or alteration, which make it possible to facilitate a contemporary use while preserving those portions and features of the building which are significant to its historic,-architectural values. Rehabilitation shall also mean the work which is described in the Rehabilitation Incentive Agreement.
- 1.17 Rehabilitation Incentive: A direct grant, rebate of property taxes various forms, planning relaxations or variances or by any other means of incentive which may be offered to a building's owner who voluntarily requests Municipal Historic Resource Designation. A rehabilitation incentive is a direct payment for the rehabilitation of specified regulated portions of the historic resource as determined by the Planning and Development Department and approved by City Council. The rehabilitation incentive is a one-time grant for the hard costs directly associated with the rehabilitation of the historic resource and is payable according to the terms and conditions of the Rehabilitation Incentive Agreement.
- 1.18 Rehabilitation Incentive Agreement: a legal agreement entered into, between the City of Edmonton and the owner of a municipal historic resource which details the financial aspects of the Rehabilitation Incentive as well as the terms and conditions for payment. The Rehabilitation Incentive Agreement requires that an owner waive any future claim, which has monetary or other value from the City of Edmonton.
- 1.19 The Register of Historic Resources in Edmonton (*The Register*): an inventory of designated Municipal Historic Resources historic resources, which have been identified as having historical and/or architectural significance and are located within the corporate boundaries of the City of Edmonton.

2.0 Eligibility and Applicability

- 2.1 A Rehabilitation Incentive for eligible Historic Resources may be granted for buildings, which have been identified as having architectural and/or historical significance and are located within the corporate boundaries of the City of Edmonton.
- 2.2 Only those portions of an historic resource, which have been identified in the Rehabilitation Incentive Agreement, are eligible for financial assistance. Eligible rehabilitation work must conform to the City's 'General Guidelines for Renovation' and the Standards and Guidelines for the Conservation of Historic Places in Canada.
- 2.3 This policy is applicable upon application by an owner of a building or by being offered by the City when the City wishes to designate a building or site as a Municipal Historic Resource.
- 2.4 A Maintenance Incentive for eligible Municipal Historic Resources may be granted for those portions of the building which have been identified as having architectural and/or historical significance as identified in their designating Bylaw (Regulated Portions).

3.0 Rehabilitation Incentives

An owner of a historic resource may be eligible for rehabilitation incentives provided that Types 1 and 3 are not part of the same Rehabilitation Incentive Agreement.

3.1 Type 1 - Direct Grant

A direct payment to assist with the hard costs associated with the rehabilitation of the regulated portions of a designated Municipal Historic Resource will be reimbursed to the property owner upon submission of all certified receipts which apply to the approved work and to the satisfaction of the Heritage Officer. Such incentives shall not exceed 50% of the rehabilitation costs.

3.2 Type 2 - Non- Monetary Incentives

City Council may also consider other incentives deemed appropriate by the Planning and Development Department which encourage rehabilitation of a Municipal Historic Resource. These incentives may include the transfer of land use density, relaxation of parking, loading and amenity requirements, land transfers on any other means deemed appropriate by City Council.

3.3 Type 3 - Tax Incentives

Level 1 If a building is designated a Municipal Historic Resource and undergoes rehabilitation a payment equal to the property taxes may be given to the owner up to a maximum 10 year period commencing January 1 of the year within which the construction is started. Such payments shall not exceed 50% of the approved rehabilitation costs.

Level 2 Upon completion of the rehabilitation and issuance of an occupancy permit, a payment may be given to the owner equal to any increase in the incremental

portion of the municipal property tax for the designated building and may be rebated up to a maximum 10 year period. The portion of the municipal property tax which this payment shall be based upon shall be the difference between the taxes levied in the year prior to the beginning of the maximum 10 year period and the municipal property taxes levied in each year during the 10 year period. The maximum 10 year period shall commence in the year in which an occupancy permit is issued for the rehabilitation of the building. Such payments shall not exceed 50% of the approved rehabilitation costs.

4.0 Maintenance Incentives

An owner of a historic resource may be eligible for maintenance incentives provided that only one type of incentive is in the Maintenance Agreement.

4.1 Type 1 - Direct Grant

A direct payment to assist with the hard costs associated with the rehabilitation of the regulated portions of a designated Municipal Historic Resource will be reimbursed to the property owner upon submission of all certified receipts which apply to the approved work and to the satisfaction of the Heritage Officer. Maintenance Incentive grants shall not exceed 33% of the approved maintenance costs.

4.2 Type 2- Tax Incentives

Level 1 If a building is designated a Municipal Historic Resource and undergoes maintenance work, a payment equal to the property taxes may be given to the owner up to a maximum 10 year period commencing January 1 of the year within which the construction is started. Such payments shall not exceed 33% of maintenance costs.

Level 2 Upon completion of the rehabilitation and issuance of an occupancy permit, a payment may be given to the owner equal to any increase in the incremental portion of the municipal property tax for the designated building and may be rebated up to a maximum 10 year period. The portion of the municipal property tax which this payment shall be based upon shall be the difference between the taxes levied in the year prior to the beginning of the maximum 10 year period and the municipal property taxes levied in each year during the 10 year period. The maximum 10 year period shall commence in the year in which an occupancy permit is issued for the rehabilitation of the building. Such payments shall not exceed 33% of maintenance costs.

5.0 Compensation Process

5.1 Compensation proposal to be prepared in accordance with format established by the Administration, to ensure adequate, consistent review and evaluation.

5.2 Administration reviews and evaluates proposal as outlined Section 4 of this policy.

- 5.3 Administration submits report, proposal recommendation, and designating bylaw to the Executive Committee.
- 5.4 Executive Committee considers report, recommendation and presents proposal, and designating bylaw to Council.
- 5.5 Proposed compensation request, redistricting if applicable, and designating bylaw considered by City Council.
- 5.6 If the building merits designation as a Municipal Historic Resource, the building is designated through bylaw and the compensation agreement is approved by City Council.

6.0 Municipal Control

- 6.1 The City of Edmonton shall be protected in the granting of compensation for the designation and rehabilitation of a Municipal Historic Resource through a variety of mechanisms including:
 - 6.1.1 The Municipal Historic Resource will be designated through a bylaw approved by City Council prior to the granting of compensation;
 - 6.1.2 Full payment of all taxes and levies owed by the owner prior to submission of a request for compensation;
 - 6.1.3 Appropriate investigation of the owner and developer and the specific project;
 - 6.1.4 All school taxes, local improvement charges will continue to be paid;
 - 6.1.5 The total timeframe for compensation for the building will not exceed 7 years;
 - 6.1.6 No further compensation approved pursuant to Section 24.(4) of the Historical Resource Act, Revised Statutes of Alberta, 1980, as amended will be given to the owner once the Municipal Historic Resource Bylaw and agreement is passed by Council;
 - 6.1.7 Periodic inspection by the Heritage Officer will be conducted during construction of the project to ensure the development meets the "General Guidelines for Rehabilitation" and the "Standards and Guidelines for the Conservation of Historic Places in Edmonton";
 - 6.1.8 Tax rebate or cancellation received by the owner to be repaid if the Municipal Historic Resource is destroyed other than by an act of God or if the designating bylaw is rescinded by Council at the request of the owner/developer; and
 - 6.1.9 The building and land upon which it sits will be districted DC1 (Direct Development Control District) under the Land Use Bylaw.



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1. Application Process for Rehabilitation Incentives

- 1.1 Owner submits proposal to the General Manager, Planning and Development Department.
- 1.2 The building must be designated a Municipal Historic Resource, pursuant to Section 26 of the Historical Resources Act, Registered Statutes of Alberta, 2000 as amended in order to be eligible for compensation pursuant to this policy. Prior to the submission of a Notice of Intention to Designate by the Planning and Development Department, the owner must have agreed to the type and amount of rehabilitation incentives.
- 1.3 As noted in the Historic Resource Management Plan, in order to qualify for designation as a Municipal Historic Resource, the building must first be listed on the Inventory of Historic Resources in Edmonton. The application process to amend the Inventory is outlined in Section 3 of this procedure.
- 1.4 As part of the designation process, a property owner may be eligible for compensation or various incentives in the form of a direct grant, rebate of property taxes, various forms, planning relaxations or variances or any other means of incentive deemed acceptable to both the City and owner of the resource. Financial assistance is payable according to the terms and conditions of the Rehabilitation Incentive Agreement, which is an attachment to the Designation Bylaw.

2. Application process for Maintenance Incentives

- 2.1 Owner submits an Application for Maintenance Incentive to the Planning and Development Department.
- 2.2 The building must be designated as a Municipal Historic Resource pursuant to Section 26 of the Historical Resources Act, RSA 2000, c.H-9, as amended, in order to be eligible for maintenance incentives. The owner must agree with the Planning and Development Department to the type and amount of maintenance incentives pursuant to this policy.
- 2.3 A property owner applying for a maintenance incentive may be eligible for various types of incentives including a direct grant or property tax rebate. Other means of incentive may also be used as deemed acceptable to both the City and the owner of the Municipal Historic Resource.



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2.4 The incentive will be payable according to the terms and conditions of the Maintenance Incentive Agreement between the property owner and the City.

3. Other Considerations

3.1 The City is under no obligation to provide financial assistance in circumstances where it is offering an historic resource for sale; an inappropriate rehabilitation is being proposed or/and an owner breaches the spirit and/or significant aspect of an agreement or condition established to conserve the historic resource.

3.2. For all types of incentives a minimum level of maintenance must be ensured to minimize the deterioration of the historic resource. Minimum maintenance will include items deemed necessary by the Heritage Planner to ensure that the historic resource is not exposed to unnecessary or preventable deterioration.

3.3. Any resource that is on the Inventory of Historic Resources in Edmonton is eligible to become a Municipal Historic Resource. The total financial rehabilitation incentive shall not exceed 50% of the approved rehabilitation or 33% of the approved maintenance costs required by the designated resource. The Maximum period of time for receiving tax incentives shall not exceed 10 years, unless granted by City Council. Matching funds from other public sources will not be considered as the owner's contribution, but may be considered when calculating the maximum public source contribution.

3.4 Any financial assistance received by the owner shall be repaid if the Municipal Historic Resource or portions thereof are significantly altered or destroyed other than by Act of God.

3.5 Rehabilitation Incentives, as outlined in Section 4.0 of this policy will depend upon the extent of the rehabilitation and must comply with the "General Guidelines for Rehabilitation" and the Standards and Guidelines for the Conservation of Historic Places in Canada" as outlined in Section 6.0 of this policy.

4. Application Processes

4.1 The application process to amend the Inventory of Historic Resources in Edmonton is as follows:



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4.1.1 An owner or owner's representative or other concerned party submits a written proposal or completed application form to the General Manager of the Planning and Development Department, or his designate, to amend the Inventory.

4.1.2 The Heritage Officer of Planning and Development Department evaluates the proposal to determine whether it meets any of the four criteria required to amend the Register. These are as follows:

- i) new information
- ii) alterations to the resource
- iii) demolition of similar resources
- iv) periodic review

4.1.3 The following information is required from applicants applying to amend the Inventory:

- name of resource
- municipal address
- photograph of resource
- registered owner of property
- age of resource
- descriptive summary concerning the architecture and history of the resource
- information relating to one or more of the amendment criteria as listed in Section 4.1.2

4.2 Once the application as been accepted, the following is the sequence of review and approval for amendments to the Inventory of Historic Resources in Edmonton:

- The Heritage Officer reviews the proposal and forwards it to the Edmonton Historical Board.
- The Historic Resource Review Panel reviews the proposal of the Edmonton Historical Board.
- The owner of the affected historic resource(s) is notified by the Heritage Officer and invited to provide input to the Heritage Officer.
- The Edmonton Historical Board reviews and either approves, modifies, or rejects the proposed amendment to the Inventory. The Board's recommendation is submitted to the Heritage Officer.



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- The Heritage Officer submits his/her recommendation and the recommendation of the Edmonton Historical Board to the General Manager of the Planning and Development Department, or his designate.
- The General Manager of the Planning and Development Department, or his designate, approves/rejects/modifies the recommendations.

4.3 A Rehabilitation Incentive proposal shall be prepared in accordance with the format established by the Administration, to ensure adequate, consistent review and evaluation.

4.3.1 General information required from building owners applying for rehabilitation incentives pursuant to this policy shall include:

- Name of the building;
- municipal address and legal description of land;
- a legal survey of the building and site to be designated a Municipal Historic Resource. The survey will be prepared in accordance with standard practice and shall include any specific items as requested by the Heritage Planner. The survey must be no older than one year old;
- a copy of the City of Edmonton property tax notice showing taxes and levies have been paid for the year previous to the request being made for rehabilitation incentives;
- photographs of the building;
- name of the property owner;
- construction date
- Statements of significance of the architectural and historical aspects of the resource in a format supplied by the Heritage Planner.
- other information and/or documents required in the Application for Designation or as requested by the Heritage Planner in order to complete the application.
- outline of the type and total amount of rehabilitation incentive requested.

4.3.2 Additional Type 1 Information Requirements

Where rehabilitation is proposed by the owner and a Direct Grant is sought, then the following additional information is required:

- Three estimates of construction costs regarding the permit value of the project, certified by a contractor having demonstrated an acceptable level of experience in the type of work specified in the scope of work.
- Submission of a development permit application.



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- Proposed work schedule on estimated time frames for project work to occur;
- Development plans or drawings in sufficient detail to allow consideration of the development permit by the Development Officer and the Heritage Planner.

4.3.3 Additional Type 2 Information Requirements

Where rehabilitation is proposed by the owner and a Non Monetary incentive is being sought the following additional information is required:

- A rational or explanation for the desired incentive.
- The estimated economic value of such an incentive to the resource.
- Submission of a development permit application.
- Development plans in sufficient detail to allow consideration of the development permit by the Development Officer and the Heritage Planner.

4.3.4 Additional Type 3 Information Requirements

Where rehabilitation is proposed by the owner and a Tax Incentive is being sought the following additional information is required:

- Three estimates of construction costs regarding the permit value of the project, certified by a contractor having demonstrated an acceptable level of experience in the type of work specified in the scope of work
- Submission of a development permit application
- Development plans in sufficient detail to allow consideration of the development permit by the Development Officer and the Heritage Planner
- Proposed work schedule on estimated time frames for project work to occur

5.0 Evaluation Process

5.1 Based on the owner's proposal and analysis, the administration will conduct an evaluation based on:

- a) whether or not the building merits Municipal Historic Resource Designation;
- b) how the proposal conforms to the definition of "rehabilitation";



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- c) whether or not the project is a substantial renovation;
- d) whether or not the owner/developer is requesting compensation pursuant to Section 4.4 of this Policy from City Council;
- e) what the costs/benefits are for the City, and;
- f) whether or not the rehabilitation adheres to the "General Guidelines for Rehabilitation" as outlined in Section 4.2 of this policy.

5.2 General Guidelines for Rehabilitation

These guidelines shall form part of the bylaw designating a Municipal Historic Resource.

5.2.1 Compatible Uses

Wherever possible, the uses proposed for a Municipal Historic Resource shall be compatible with the existing building such that only minimal changes are required to the building. The use of a Municipal Historic Resource for its original purpose is desirable.

5.2.2 Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historical materials or features shall be avoided whenever possible.

5.2.3 The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or a later design idiom shall be discouraged.

5.2.4 Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired a significance in its own right, alterations to the original building should be recognized and respected where indicated.



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5.2.5 Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship which have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

5.2.6 Repair and Replacement

Deteriorated architectural features shall be repaired rather than replaced whenever possible. Where replacement is necessary, the new material should match the original as to composition, color, texture, design, etc. The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the feature. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

5.2.7 Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic buildings and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

5.2.8 Reversibility of Improvements

When the introduction of new elements or materials are necessary to stabilize or preserve a municipally designated historic resource, alteration shall be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy) only those methods and materials which have been thoroughly tested and found satisfactory in situ, shall be used.

5.2.9 Recording



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Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning, moving structures), the applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

5.2.10 Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate reconstruction of the original detail will inevitably result in the failure of the element. Therefore, reconstruction should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.

5.2.11 Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric.

5.2.12 Improvements

Prior to undertaking any improvements, a schedule of alterations should be prepared. This schedule should include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work shall also be included.

5.2.13 Signs

As a general rule signs should be limited to signs which were originally present on the building. In instances where new uses or interpretive



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functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics, and materials should be chosen to suit the period of the Municipal Historic Resource wherever possible. Avoid installing new signs such that the repair, replacement or removal of the signs damages the original fabric of the structure.

5.2.14 Enforcement

The owner and the City shall enter into an agreement to provide that the designated structure will be maintained in such a manner as to prevent any deterioration.