

**SMOKY LAKE COUNTY**

Minutes of the **County Council Committee of the Whole for the purpose of Heritage Planning** held on Monday, **September 23, 2013** at 1:10 P.M. in the County Council Chambers.

The meeting was called to Order by the Reeve Mr. Dareld Cholak in the presence of the following persons:

		A T T E N D A N C E
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, September 23, 2013</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present

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Member of the Administrative Staff in attendance:

Aline Brousseau – Planning and Development Present  
 Jeremy Smith – Planning & Dev. Assistant Present

**Agenda:**

937-13: Bobocel

That the Agenda for Monday, September 23, 2013 County Council Committee of the Whole Meeting for the purpose of Heritage Planning, be adopted as presented.

Carried Unanimously.

**3. Minutes:**

No minutes.

**7. Delegation(s):**

**Smoky Lake County Regional Heritage Board**

Present before County Council at 1:10 p.m. to 3:15 p.m. was Noreen Easterbrook, Chair of the Smoky Lake County Regional Heritage Board.

Pauline Feniak, Board Member, Smoky Lake County Regional Heritage Board was present at 1:30 p.m. to 3:15 p.m.

- The Chair of the Smoky Lake County Regional Heritage Board was present to answer any questions in reference to the Heritage Management Plan and its recommendations.

**4. Request For Decision: Discussion**

**HERITAGE MANAGEMENT PLAN**

**Briefing Notes**

<b>MEETING DATE</b>	September 23, 2013
<b>TOPIC</b>	Heritage Management Plan (HMP)
<b>SUMMARY OF FACTS</b>	The background to the adoption of the Heritage Management Plan (HMP), Survey, and Inventory is as follows: 1. Letter sent to Michael Thorne, Municipal Heritage Partnership Program (MHPP) – dated <b>March 15, 2012</b> . 2. The Heritage Management Plan, Survey and Inventory were adopted by Smoky Lake County Council on <b>June 21, 2012</b> and passed the

	<p>following Motion 612-12: Bobocel – “That Smoky Lake County Council adopt the Smoky Lake Region: Survey of Historic Places 2012 Final Report, dated March 15, 2012; Smoky Lake Region: Inventory of Historic Places 2012 Final Report, dated March 15, 2012; and Smoky Lake Region: Heritage Management Plan, dated March 2012, as prepared by Community Design Strategies Inc.; subject to Council’s implementation and discretion on the recommendations”.</p> <ol style="list-style-type: none"> <li>3. Letter sent to Michael Thorne, Municipal Heritage Partnership Program (MHPP) – dated <b>September 4, 2012</b>.</li> <li>4. Since this approximately <b>July of 2012 to July of 2013</b>, the Smoky Lake County Regional Heritage Board (SLCRHB) has reviewed the Task List as indicated in the Heritage Management Plan prepared by Community Design Strategies Inc. Recently, the Smoky Lake County Regional Heritage Board (SLCRHB) has provided to administration their reduced list of priorities in order to implement the Heritage management Plan.             <ul style="list-style-type: none"> <li>■ The original list in the HMP had 46 Strategies. SLCRHB reduced to 43.</li> <li>■ The original list in the HMP had 169 Tasks. SLCRHB reduced to 126.</li> </ul> </li> <li>5. Administration has reviewed the listing of priorities in <b>September 2013</b> and determined that the best solution in order to complete all the items the Smoky Lake County Regional Heritage Board is to recommend the listing be competed over a <u>20 year timeframe</u>. The items highlighted in yellow are items of concern for Administration that need to be discussed and reviewed by County Council.</li> <li>6. Administration revised the list to include the timeframe as mentioned above with the recommendations from the Smoky Lake County Regional Heritage Board.</li> <li>7. At this Committee of the Whole: Heritage Planning Meeting, Administration will review with County Council the Action List and either endorse “✓” or eliminate “X” items in the listing. Therefore, Council may make notes as necessary under the “County Council” column to discuss at the meeting.</li> <li>8. <u>Roles and Responsibilities in the implementation of the Heritage Management Plan include:</u> <p><b>Smoky Lake County Regional Heritage Board</b></p> <ul style="list-style-type: none"> <li>■ as mandated by Bylaw 1236-11.</li> <li>■ work with Administration to review and implement the Action List as set by Council.</li> <li>■ report to Administration on the progress of the Action List.</li> <li>■ Assist the Landowners who have designated their site with grant funding opportunities from the Province.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>■ facilitate the implementation of Council’s Action List with the Smoky Lake County Regional Heritage Board.</li> <li>■ Develop and maintain administrative reporting processes to compliment the Action List.</li> <li>■ Report to County Council on the progress of the Action List.</li> <li>■ Assist the Landowners who have designated their site with grant funding opportunities from the Province.</li> </ul> </li> </ol>
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	<p><b>Council</b></p> <ul style="list-style-type: none"> <li>■ Review progress and performance to track the success of the Action List.</li> <li>■ Review budget allocations as required by the Action List.</li> <li>■ Review policy as drafted by Administration at a future Policy Committee Meeting.</li> <li>■ Consider bylaws to designate a Municipal Historic Resource.</li> </ul> <p>9. <b>What is a Heritage Management Plan?</b> (Page 7 of the Heritage Management Plan)</p> <p>The purpose of the Heritage Management Plan is to provide a useful and proactive framework to encourage and facilitate heritage conservation activities. Alberta’s Municipal Heritage Partnership Program (MHPP) encourages communities to development Heritage Management Plan’s plans that will answer the following questions:</p> <ul style="list-style-type: none"> <li>■ Why local heritage should be conserved?</li> <li>■ What should be conserved?</li> <li>■ How can this be accomplished?</li> </ul> <p>This 20 Year Action List is the answers the <u>last questions</u> “How...”.</p> <p>10. Areas of concern from Administration:</p> <ul style="list-style-type: none"> <li>■ Items highlighted in yellow.</li> <li>■ Wording used in the listing for example: “Each municipality – change to Smoky Lake County”. “Joint Municipalities – change to County Council”. “JEDI Committee – change to RCDC Committee”</li> <li>■ Strategies and activities/tasks having budget implications will be as set by Council in any given year for the following calendar year.</li> </ul>
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**SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN**

*Draft – 20 Year Action List: 2012 to 2022*

**Review of Recommendations: Four Areas**

**Smoky Lake County Regional Heritage Board and Smoky Lake County**

The **Heritage Management Plan (HMP)** was adopted by County Council on June 21, 2012.

- **4** areas of heritage management.
- **1** goal for each area of Heritage Management Plan.
- **4** for objectives for each goal.
- **43** strategies in total to complete all strategies as recommended by Smoky Lake County Regional Heritage Board broken down as follows:
  - 14 Strategies for 1.0: Structure & Governance.
  - 8 Strategies for 2.0: Heritage Policies.
  - 7 Strategies for 3.0: Incentives.
  - 14 Strategies for 4.0: Education & Awareness.

The strategies were reduced from the original **46** recommended by Community Design Strategies Inc.

- **126** tasks in total to complete all actions as recommended by the Smoky Lake County Regional Heritage Board broken down as follows:
  - 41 Tasks for 1.0: Structure & Governance.
  - 25 Tasks for 2.0: Heritage Policies.
  - 24 Tasks for 3.0: Incentives.
  - 36 Tasks for 4.0: Education & Awareness.

The tasks were reduced from the original **169** recommended by Community Design Strategies Inc.

- **169** strategies and tasks to be completed over a 20-Year timeframe.

## SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN

### Heritage Management: **Four Areas**

#### 1.0

##### Structure and Governance:

**Goal:** Smoky Lake County and volunteer groups will collaborate to structure their planning, operations, and initiatives to acknowledge the vital role that heritage plays in our community and economy.

**Objectives:**

1. Adopt the new Heritage Management Plan to implement a consistent approach to incorporate heritage decisions into their ongoing planning and operations.
2. Pursue economic opportunities to fund the implementation of the Heritage Management Plan.
3. Develop a more effective volunteer base and public involvement.
4. Celebrate and communicate the importance of all heritage work to date to those in leadership roles, stakeholders, and the general public, in order to sustain the momentum of the Heritage Management Plan.

#### 2.0

##### Heritage Policies:

**Goal:** Smoky Lake County will develop heritage policies that will increase the profile of heritage conservation.

**Objectives:**

1. Celebrate heritage conservation in Smoky Lake County.
2. Increase the profile of heritage and facilitate potential financial support through various sources.
3. Maintain, update, and review the Inventory and Register of Historic Resources to ensure that important resources are identified and recorded.
4. Support and encourage heritage conservation in the County.

#### 3.0

##### Incentives:

**Goal:** Smoky Lake County will pursue creative initiatives to fund, recognize and celebrate local heritage conservation.

**Objectives:**

1. Establish municipal incentives that encourage landowners to designate and restore heritage resources within the Smoky Lake Region.
2. Promote and encourage applications to existing provincial heritage conservation incentive programs.
3. Support and encourage partnerships between all levels of government, and local organizations, to further heritage conservation in the Smoky Lake Region.
4. Collaborate with federal and provincial programs that support and promote heritage preservation at the municipal level.

#### 4.0

##### Awareness and Education:

**Goal:** Smoky Lake County will strive to conserve and collect historical resources, and engage and interpret both within and outside the community.

**Objectives:**

1. Engage and integrate heritage conservation into the broader community.
2. Collect, preserve, and make accessible historical images, collections and information.
3. Interpret, make accessible, and promote heritage resources outside the Region.
4. Engage all levels of government and community members for the conservation of historic sites.

**SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN****Draft – 20 Year Action List: 2012 to 2022****Review of Recommendations: Four Areas****Smoky Lake County Regional Heritage Board and Smoky Lake County****1.0 STRUCTURE AND GOVERNANCE**

<b>1.0 STRUCTURE AND GOVERNANCE</b>			
Possible Strategies and Activities / Tasks	HMP Work Plan Reference	Heritage Board	County Council
<b>Objective #1:</b> Adopt the Heritage Management Plan to implement a consistent approach to incorporate heritage decisions into ongoing planning and operations.			
<b>1. Smoky Lake County adopt the Heritage Management Plan to increase long-term political support for heritage conservation.</b>	S&G Objective 1 Strategy 1	✓  Completed	✓  Completed
Present the Heritage Management Plan at Joint Municipalities Meeting and have it endorsed by Joint Council.	S&G Objective 1 Strategy 1 Task 1	✓  Completed	✓  Completed
Ensure each municipality has copy of final Heritage Management Plan.	S&G Objective 1 Strategy 1 Task 2	✓  Completed	✓  Completed
Have the Heritage Management Plan placed on the Council's next Meeting Agenda to be adopted.	S&G Objective 1 Strategy 1 Task 3	✓  Completed	✓  Completed
Report the adoption of the Heritage Management Plan to Smoky Lake County, managing partner for the Project.	S&G Objective 1 Strategy 1 Task 4	✓  Completed	✓  Completed
Attendance by the Heritage Board at Joint Municipalities Meetings to report on initiatives and encourage support for the continued implementation of the Heritage Management Plan by all municipalities.	S&G Objective 1 Strategy 1 Task 5	✓  Completed	✓  Completed
Review of the Heritage Management Plan by Smoky Lake County Council to evaluate progress and consider new initiatives.	S&G Objective 1 Strategy 1 Task 6	✓  Completed	✓  Completed
<b>2. Each municipality adopt the Inventory of Historic Places for their respective municipality.</b>	S&G Objective 1 Strategy 2	✓  Completed	✓  Completed
Adopt the Inventory of Historic Places that is provided in the Heritage Management Plan, in bylaw or policy.	S&G Objective 1 Strategy 2 Task 1	✓  Completed	✓  Completed
<b>3. Include the Heritage Management Plan as part of the Council Orientation Package.</b>	S&G Objective 1 Strategy 3	✓  Completed	✓  Completed
Include the Heritage Management Plan and Municipal Inventory of Historic Places as part of Council Orientation.	S&G Objective 1 Strategy 3 Task 1	✓  Completed	✓  Completed
Provide advice and guidance to Council.	S&G Objective 1 Strategy 3 Task 2	✓  Completed	✓  Completed
Arrange for MHPP to make presentation at Joint Municipalities Meeting.	S&G Objective 1 Strategy 3 Task 3	✓  Completed	✓  Completed
<b>4. Municipalities to implement the use of templates given in the Heritage Management Plan to provide guidance and consistency region-wide.</b>	S&G Objective 1 Strategy 4	✓  Completed	✓  Completed

Provide a half-day workshop for CAOs/Development Officers / Heritage Board to become familiar with Heritage Management Plan, designation and conservation process, and how to use templates provided.	S&G Objective 1 Strategy 4 Task 1	✓	✓
Provide advice and guidance to CAOs / Development Officers regarding heritage conservation.	S&G Objective 1 Strategy 4 Task 2	✓	✓
Utilize the templates provided in the Heritage Management Plan.	S&G Objective 1 Strategy 4 Task 3	✓	✓
<b>5. The Heritage Management Plan will be considered and integrated as part of the development and use of other land use planning documents.</b>	S&G Objective 1 Strategy 5	✓	✓
Forward a copy of the Heritage Management Plan to any municipal planner, Subdivision Authority and planning consultant, to be considered in any draft planning documents.	S&G Objective 1 Strategy 5 Task 1	Completed	
Refer to the Inventory of Historic Places when considering Development Permit Applications and Subdivision Applications, and if there is a potential impact to a heritage resource, refer applications to the Heritage Board for comment prior to making a decision.	S&G Objective 1 Strategy 5 Task 2	✓	✓
Respond to referral requests using the <b>Resource Evaluation</b> forms, <b>Statements of Significance</b> (from the Inventory Report), and photographs on file for the subject site, to determine if the proposed application has any potential for negative impacts to the historic integrity of the resources.	S&G Objective 1 Strategy 5 Task 3	✓	✓
<b>Objective #2:</b> Pursue economic opportunities to fund the implementation of the Heritage Management Plan.			
<b>1. Work jointly with the RCDC Committee.</b>	S&G Objective 2 Strategy 1	✓	✓
Identify opportunities that could create a partnership between the Heritage Board and the Regional Community Development Committee (RCDC).	S&G Objective 2 Strategy 1 Task 1	✓	✓
Make presentation to the Regional Community Development Committee (RCDC) promoting heritage conservation as an economic driver.	S&G Objective 2 Strategy 1 Task 2	✓	X
<b>2. Consider the allocation of new budgetary dollars for the implementation of strategies within the Heritage Management Plan.</b>	S&G Objective 2 Strategy 2	✓	✓
Prepare a Heritage Financial Strategy (detailed alternatives and action steps for implementation) and present to Council for consideration.	S&G Objective 2 Strategy 2 Task 1	✓	✓
Survey the Region's residents to gauge support of funding heritage conservation projects through tax incentives, grant programs, or other sources.	S&G Objective 2 Strategy 2 Task 2	✓	✓
<b>3. Empower persons and organizations to pursue existing grant programs and potential partnership opportunities.</b>	S&G Objective 2 Strategy 3	✓	✓
Create an information package of existing provincial grant programs.	S&G Objective 2 Strategy 3 Task 1	✓	✓
Promote an Information Session / Open House as part of the Heritage Board to provide an opportunity for residents to learn about heritage conservation.	S&G Objective 2 Strategy 3 Task 2	✓	✓

Encourage and assist persons and organizations in the preparation of funding applications to existing grant programs.	S&G Objective 2 Strategy 3 Task 3	✓	✓
Assist the Heritage Board Society to submit application for federal charitable tax status.	S&G Objective 2 Strategy 3 Task 4	✓	✓
		Completed	
<b>4. Increase the profile of heritage conservation in municipal service delivery and promote heritage as an economic driver rather than a "soft-service".</b>	S&G Objective 2 Strategy 4	✓	✓
Prepare a presentation to demonstrate the economic benefits of heritage conservation.	S&G Objective 2 Strategy 4 Task 1	✓	✓
Make a presentation to Joint Municipalities Meeting.	S&G Objective 2 Strategy 4 Task 2	✓	X
Include presentation material in Council Orientation packages.	S&G Objective 2 Strategy 4 Task 3	✓	X
<b>Objective #3:</b> Develop a more effective volunteer base and public involvement.			
<b>1. Establish new Heritage Board Committees to help establish a strong volunteer base.</b>	S&G Objective 3 Strategy 1	✓	✓
Advertise the recruitment for Heritage Board Committee members for specific projects (i.e., marketing, fundraising, construction, etc.).	S&G Objective 2 Strategy 1 Task 1	✓	✓
Make presentation to other organizations to increase interest in heritage conservation.	S&G Objective 3 Strategy 1 Task 3	✓	✓
Produce media releases in local newspapers about heritage conservation activities.	S&G Objective 3 Strategy 1 Task 4	✓	✓
<b>2. Clarify to individuals and organizations the role and mandate of the Heritage Board and how it integrates with other heritage organizations in the Region.</b>	S&G Objective 3 Strategy 2	✓	✓
Develop an information brochure about the Smoky Lake County Regional Heritage Board, clarifying role and mandate.	S&G Objective 3 Strategy 2 Task 1	✓	✓
Develop a separate page on the Smoky Lake Region website promoting the Smoky Lake County Regional Heritage Board.	S&G Objective 3 Strategy 2 Task 2	✓	✓
		Completed	
<b>3. Use the Victoria District Area Structure Plan (once adopted) to further engage the public in heritage conservation.</b>	S&G Objective 3 Strategy 3	✓	✓
Ensure that Municipal Planning Services (2009) Ltd. has a copy of the Heritage Management Plan to consider during the drafting of the Victoria District Area Structure Plan.	S&G Objective 3 Strategy 3 Task 1	✓	✓
		Completed	
Hold additional public engagement sessions during the development of the Victoria District Area Structure Plan to encourage wide-spread consensus, with the desire to create a leading-edge Area Structure Plan that allows a balance between development activity and heritage conservation activities.	S&G Objective 3 Strategy 3 Task 2	✓	✓

Advocate heritage conservation when attending Victoria District Area Structure Plan public engagement sessions.	S&G Objective 3 Strategy 3 Task 3	✓	✓
<b>Objective #4:</b> Celebrate and communicate the importance of all heritage work to date to those in leadership roles, stakeholders, and the general public, in order to sustain the momentum of the Heritage Management plan.			
<b>1. Celebrate the completion of the Heritage Management Plan.</b>	S&G Objective 4 Strategy 1	✓	✓
Draft a media release announcing the completion of the Heritage Management Plan and distribute to newspapers both in the region and across Alberta.	S&G Objective 4 Strategy 1 Task 1	✓	X
Post the media release on all municipal websites.	S&G Objective 4 Strategy 1 Task 2	✓	X
Utilize any social media tools used by the County.	S&G Objective 4 Strategy 1 Task 3	✓	✓
Consider developing other creative low-cost projects to engage public in heritage resources in Region (calendar, coloring book, posters, puzzles, etc.).	S&G Objective 4 Strategy 1 Task 4	✓	✓
<b>2. Communicate the importance of the Heritage Management Plan to those in leadership roles in heritage and community organizations to further implementation of the Heritage Management Plan into the future.</b>	S&G Objective 4 Strategy 2	✓	✓
Present the Heritage Management Plan to the regional organizations and the public.	S&G Objective 4 Strategy 2 Task 1	✓	✓

## 2.0 HERITAGE POLICIES

2.0 HERITAGE POLICIES			
Possible Strategies and Activities / Tasks	HMP Work Plan Reference	Heritage Board	County Council
<b>Objective #1:</b> Celebrate heritage conservation in the Smoky Lake County.			
<b>1. Recognize an owner's initiative and investment to designate their building as a historic resource.</b>	H-P Objective 1 Strategy 1	✓	✓
Draft a media release to profile each of the historic resources already municipally designated to date.	H-P Objective 1 Strategy 1 Task 1	✓	✓
Draft a media release when any historic resource is officially designated.	H-P Objective 1 Strategy 1 Task 2	✓	✓
Be present at a ceremony at the historic resource and acknowledge the owner's initiative to designated site.	H-P Objective 1 Strategy 1 Task 3	✓	✓
Develop a commemorative plaque program, which would have a Smoky Lake Regional Heritage Board commemorative plaque placed on each of the buildings municipally designated in the Region.	H-P Objective 1 Strategy 1 Task 4	✓	✓
<b>2. Recognize an owner's investment when a heritage conservation project has been initiated and completed on a designated historic resource.</b>	H-P Objective 1 Strategy 2	✓	X



Draft media releases prior and during the course of any heritage conservation project.	H-P Objective 1 Strategy 2 Task 1	✓	X
Celebrate the completion of the heritage conservation project with a ribbon-cutting ceremony.	H-P Objective 1 Strategy 2 Task 2	✓	X
Acknowledge volunteers and financial contributions to the project through media releases, and letters from Heritage Board and Council.	H-P Objective 1 Strategy 2 Task 3	✓	X
<b>Objective #2:</b> Increase the profile of heritage within the County and facilitate potential financial support through various sources.			
<b>1. Provide information on grant funding available.</b>	H-P Objective 2 Strategy 1	✓	✓
Obtain information regarding specific programs (i.e. Alberta Historical Resources Foundation (AHRF), Municipal Heritage Partnership Program (MHPP), Community Facility Enhancement Program (CFEP), etc. that heritage conservation projects may be eligible to access funding.	H-P Objective 2 Strategy 1 Task 1	✓	✓
Develop information brochure summarizing funding opportunities.	H-P Objective 2 Strategy 1 Task 2	✓	X
Post link on Smoky Lake region's website about funding opportunities.	H-P Objective 2 Strategy 1 Task 3	✓	X
<b>Objective #3:</b> Maintain, update, and review the County's Inventory and Register of Historic Resources to ensure that important resources are identified and recorded.			
<b>1. Prioritize sites for future designation.</b>	H-P Objective 3 Strategy 1	✓	✓
Complete a Site Evaluation Criteria Rating Form for each site listed on the inventory of Historic Places.	H-P Objective 3 Strategy 1 Task 1	✓	✓
Present a prioritized list of potential sites, identified on the Inventory of Historic Places, to each respective municipal council.	H-P Objective 3 Strategy 1 Task 2	✓	X
Endorse and give direction to pursue the municipal designation of specific sites.	H-P Objective 3 Strategy 1 Task 3	✓	✓
<b>2. Facilitate the municipal designation of heritage resources in the Smoky Lake County.</b>	H-P Objective 3 Strategy 2	✓	✓
Meet with site owners and discuss the opportunities of designated resource.	H-P Objective 3 Strategy 2 Task 1	✓	✓
Encourage and assist site owners to complete and submit applications for Municipal Historic Designation.	H-P Objective 3 Strategy 2 Task 2	✓	✓
Complete a detailed Historic Resource Integrity Review to ensure Statement of Significance is accurate at time of the designation bylaw presentation.	H-P Objective 3 Strategy 2 Task 3	✓	✓
Make recommendations to municipal Council for municipal designation.	H-P Objective 3 Strategy 2 Task 4	✓	✓
<b>4. Investigate and identify new sites worthy of being recognized as historic resources.</b>	H-P Objective 3 Strategy 4	✓	✓

Complete a Heritage Resource Integrity Review on new sites submitted for review.	H-P Objective 3 Strategy 4 Task 1	✓	✓
Group heritage resources into appropriate Category, based on the total scored in the Heritage Resource Integrity Review.	H-P Objective 3 Strategy 4 Task 2	✓	✓
<b>Objective #4:</b> Support and encourage heritage conservation in the County.			
<b>2. Adopt policies and/or bylaws that encourage protection of historic resources and heritage districts.</b>	H-P Objective 4 Strategy 2	✓	✓
Adopt the Standards and Guidelines for the Conservation of Historic Places in Canada.	H-P Objective 4 Strategy 2 Task 1	✓	X
Develop policies, regulations, or guidelines in statutory plans, zoning and heritage district overlays to identify special areas and sites that require heritage conservation and protection.	H-P Objective 4 Strategy 2 Task 2	✓	✓
Consider re-districting Municipal Historic Resources to Direct Control in the Land Use Bylaw, allowing Council more discretion regarding variances to regulations.	H-P Objective 4 Strategy 2 Task 3	✓	X
Amend Land Use Bylaws to incorporate Heritage conservation policies and regulations.	H-P Objective 4 Strategy 2 Task 4	✓	✓ Completed
<b>3. Encourage and prevent the demolition of historic resources and any inappropriate alterations.</b>	H-P Objective 4 Strategy 3	✓	✓
Identify all policies, programs and incentives that could prevent historic resources from being demolished.	H-P Objective 4 Strategy 3 Task 1	✓	✓
Prior to demolition permits being issued for heritage resources, require justification, timelines, and development permits for new developments.	H-P Objective 4 Strategy 3 Task 3	✓	X

**3.0 INCENTIVES**

<b>3.0 INCENTIVES</b>			
Possible Strategies and Activities / Tasks	HMP Work Plan Reference	Heritage Board	County Council
<b>Objective #1:</b> Establish municipal incentives that encourage landowners to designate and restore heritage resources within the Smoky Lake County.			
<b>1. Complete a Heritage Financial Strategy to determine appropriate municipal incentives for the Region.</b>	I Objective 1 Strategy 1	✓	✓
Survey and analyze other municipalities across Canada in terms of their best practices for providing municipal incentives for heritage conservation.	I Objective 1 Strategy 1 Task 1	✓	✓
Explore the feasibility of establishing a site where historic resources facing demolition can be relocated.	I Objective 1 Strategy 1 Task 2	✓	✓
Explore the benefits of waiving Development Permit fees on designated heritage resources.	I Objective 1 Strategy 1 Task 4	✓	X
Consolidate information gathered and prepare alternatives for Council consideration.	I Objective 1 Strategy 1 Task 6	✓	✓

Present alternatives to Council and work them through inventive solutions ..	I Objective 1 Strategy 1 Task 7	✓	✓
Draft a bylaw to be adopted by each municipality for a regional incentive program.	I Objective 1 Strategy 1 Task 8	✓	X
<b>2. Explore a Heritage Grant Program that financially supports sites that are Municipal Historic Resources.</b>	I Objective 1 Strategy 2	✓	✓
Investigate other municipal heritage funds across Canada.	I Objective 1 Strategy 2 Task 1	✓	X
Develop a Heritage Grant Program, including the funding, and distribution of dollars.	I Objective 1 Strategy 2 Task 2	✓	X
Adopt a bylaw to create a Regional Heritage Grant Program.	I Objective 1 Strategy 2 Task 3	✓	X
Advertise the Heritage Grant Program as a potential recipient for corporate and individual contributions.	I Objective 1 Strategy 2 Task 4	✓	X
Manage the Heritage Grant Program, applications, and monitoring of projects.	I Objective 1 Strategy 2 Task 5	✓	X
<b>Objective #2:</b> Promote and encourage applications to existing provincial heritage conservation incentive programs.			
<b>1. Promote and encourage applications to existing Alberta Culture and Community Services' Heritage Partnership Program, which is managed by the Alberta Historical Resources Foundation.</b>	I Objective 2 Strategy 1	✓	✓
Assist site owners to apply and access monies through the Historic Resource Conservation category, Transportation / Industrial Artifact Conservation category which funds conservation, preservation, and/or restoration of provincial and municipal historic resources as well as funds architectural / engineering services, feasibility studies, reports and plans that have a distinctive and significant connection to Alberta's history.	I Objective 2 Strategy 1 Task 1	✓	✓
Apply and access monies through the Heritage Awareness category, which funds tangible initiatives that promote awareness of Alberta's history and those that have a lasting impact, such as innovative educational programs, interpretative programs, and projects that encourage public involvement.	I Objective 2 Strategy 1 Task 3	✓	X
Apply and access monies through the Publications category, which funds initiatives to document Alberta's history by assisting with the publishing costs of books, brochures, pamphlets and other printed documents.	I Objective 2 Strategy 1 Task 4	✓	X
Apply and access monies through the Research category, which supports research that will produce new understanding or add to the knowledge base of Alberta's history.	I Objective 2 Strategy 1 Task 5	✓	X
<b>Objective #3:</b> Support and encourage partnerships between all levels of government and local organizations, to further heritage conservation in the Smoky Lake County.			
<b>1. Work in conjunction with the Chamber of Commerce(s) and Smoky Lake County Regional Heritage Board.</b>	I Objective 3 Strategy 1	✓	✓

Create an information package for Chamber of Commerce to provide to businesses, showing the importance of heritage as an economic driver in the community.	I Objective 3 Strategy 1 Task 2	✓	✓
Give a presentation at a Chamber of Commerce meeting in each community to increase heritage awareness and support.	I Objective 3 Strategy 1 Task 3	✓	✓
<b>2. Work with other heritage organizations across the Region.</b>	I Objective 3 Strategy 2	✓	✓
Invite representatives from all heritage organizations to a meeting to explore partnerships.	I Objective 3 Strategy 2 Task 1	✓	X
Identify potential opportunities to work together on heritage projects.	I Objective 3 Strategy 2 Task 2	✓	✓
Identify potential opportunities to work together on fundraising projects.	I Objective 3 Strategy 2 Task 3	✓	✓
<b>Objective #4:</b> Collaborate with federal and provincial programs that support and promote heritage preservation at the municipal level.			
<b>1. Encourage the Government of Alberta to increase its annual budget towards heritage conservation grant programs.</b>	I Objective 4 Strategy 1	✓	✓
Draft letter to be used by municipalities.	I Objective 4 Strategy 1 Task 1	✓	X
Draft letter from each municipality to the Minister of Culture and Community Services, AUMA, and AAMD&C.	I Objective 4 Strategy 2 Task 2	✓	X
<b>2. Identify how Smoky Lake County can encourage provincial government to encourage the federal government to develop a federal heritage incentive program.</b>	I Objective 4 Strategy 2	✓	✓
Submit resolutions to Federation of Canadian Municipalities to encourage the federal government to develop a federal heritage incentive program.	I Objective 4 Strategy 2 Task 1	✓	X

**4.0 AWARENESS AND EDUCATION**

<b>4.0 AWARENESS AND EDUCATION</b>			
Possible Strategies and Activities / Tasks	HMP Work Plan Reference	Heritage Board	County Council
<b>Objective #1:</b> Engage and integrate heritage conservation into the broader community.			
<b>1. Create a list of designated Municipal Historic Resources.</b>	A&E Objective 1 Strategy 1	✓	✓
<b>2. Engage the community to participate in heritage activities.</b>	A&E Objective 1 Strategy 2	✓	✓
Encourage residents to volunteer on Heritage Board or Committee(s).	A&E Objective 1 Strategy 2 Task 3	✓	✓
Develop a list of local trade persons and encourage them to learn about heritage conservation opportunities.	A&E Objective 1 Strategy 2 Task 4	✓	X

3.	<b>Create display material and/or booth for promotional use.</b>	A&E Objective 1 Strategy 3	✓	✓
	Produce backdrop / display materials of heritage sites.	A&E Objective 1 Strategy 3 Task 1	✓	✓
	Produce print material (pamphlets, brochures, walking / driving tour booklets) to have on display.	A&E Objective 1 Strategy 3 Task 2	✓	✓
	Have display booth and promotional materials available at municipal offices and visitor information centres.	A&E Objective 1 Strategy 3 Task 4	✓	✓
<b>Objective #2:</b> Collect, preserve and make accessible historical images and information.				
1.	<b>Create an Oral History Program to engage long-time community members and capture history.</b>	A&E Objective 2 Strategy 1	✓	✓
	Engage students to interview and record oral histories and preserve residential archives.	A&E Objective 2 Strategy 1 Task 1	✓	✓
	Interview and record oral histories of members in each community.	A&E Objective 2 Strategy 1 Task 2	✓	X
	Document oral interviews and submit to Regional Archives.	A&E Objective 2 Strategy 1 Task 3	✓	X
2.	<b>Maintain and retrieve copies of archival photos of buildings of interest.</b>	A&E Objective 2 Strategy 2	✓	✓
	Make photos available to use during Resource Integrity Reviews and planning documents.	A&E Objective 2 Strategy 2 Task 1	✓	✓
	Maintain and update the digital filing system of all heritage photos on the County server.	A&E Objective 2 Strategy 3 Task 2	✓	✓
	Draft a media release to solicit photos of buildings identified as part of the Survey and Inventory of Historic Places project.	A&E Objective 2 Strategy 2 Task 3	Completed	
3.	<b>Launch the Smoky Lake Region Heritage Inventory website, which shows photos and text information of all inventories sites.</b>	A&E Objective 2 Strategy 3	✓	✓
	Complete testing of the Heritage Inventory website.	A&E Objective 2 Strategy 3 Task 1	Completed	
	Launch website officially.	A&E Objective 2 Strategy 3 Task 2	Completed	
	Draft media release of Heritage Inventory website.	A&E Objective 2 Strategy 3 Task 3	✓	X
<b>Objective #3:</b> Interpret, make accessible, and promote our heritage resources outside the Smoky Lake Region.				
1.	<b>Develop a self-guided walking/driving tour for the Region's historic resources.</b>	A&E Objective 3 Strategy 1	✓	✓
	Develop a brochure to promote a self-guided walking/driving tour to visitors from outside the	A&E Objective 3	✓	✓

Region. Travel Alberta may help with a grant.	Strategy 1 Task 1		
Identify which designated historic resources are to be included on the brochure / tour.	A&E Objective 3 Strategy 1 Task 2	✓	✓
Produce a self-guided that invites a traveler to visit historic resources across the county and interpret each site.	A&E Objective 3 Strategy 1 Task 3	✓	✓
Distribute brochures to visitor information centres across Alberta.	A&E Objective 3 Strategy 1 Task 4	✓	✓
Display brochures at trade show booths attended by Regional Community Development Committee.	A&E Objective 3 Strategy 1 Task 5	✓	✓
<b>2. Market the Smoky Lake Region as a heritage destination.</b>	A&E Objective 3 Strategy 2	✓	✓
Use existing District Marketing Organizations (DMOs), like Alberta's Lakeland, Kalyna Country, Alberta HUB and market the Region as a place to experience heritage.	A&E Objective 3 Strategy 2 Task 1	✓	✓
Submit new pictures and provide new content for DMOs to create new advertisements and promotional information in their magazines and websites.	A&E Objective 3 Strategy 2 Task 2	✓	✓
<b>3. Utilize and update web-based and social media tools to promote the Region's historic sites.</b>	A&E Objective 3 Strategy 3	✓	✓
Create a new "heritage" page and provide content for Smoky Lake County website.	A&E Objective 3 Strategy 3 Task 1	✓	✓
<b>4. Create a Regional Interpretation Program.</b>	A&E Objective 3 Strategy 4	✓	✓
Update municipal website with designated sites information.	A&E Objective 3 Strategy 4 Task 1	✓	X
Develop interpretation plaques for all designated sites.	A&E Objective 3 Strategy 4 Task 2	✓	✓
<b>Objective #4:</b>			
Engage all levels of government and community members for the conservation of historic sites in the County.			
<b>1. Engage youth to learn about the heritage of Smoky Lake County.</b>	A&E Objective 4 Strategy 1	✓	✓
Deliver a presentation to the high school social studies classes about heritage conservation.	A&E Objective 4 Strategy 1 Task 1	✓	✓
Encourage youth representation on the Heritage Board – age 16 to 18.	A&E Objective 4 Strategy 1 Task 2	✓	✓
As part of an existing event, participate in a Heritage Fair and for schools in Region.	A&E Objective 4 Strategy 1 Task 4	✓	✓
<b>2. Develop a volunteer recognition program.</b>	A&E Objective 4 Strategy 2	✓	✓
Recognize our volunteers.	A&E Objective 4 Strategy 1 Task 1	✓	✓

Place media release or advertisement in local newspapers, recognizing volunteers.	A&E Objective 4 Strategy 2 Task 2	✓	✓
Explore options of a Volunteer Appreciation Night.	A&E Objective 4 Strategy 2 Task 3	✓	✓

Councillor Randy Orichowski left the Council Chambers, time 3:05 p.m.

3. Encourage Heritage Board Members, Councillors, CAOs and Development Offices to learn about heritage conservation.	A&E Objective 4 Strategy 3	✓	✓
Consider participation and attendance at Alberta Culture and Community Service's MHPP's Annual Forum and Heritage Canada workshop/events.	A&E Objective 4 Strategy 3 Task 1	✓	✓
Investigate other workshops / events hosted by the National Trust Foundation and consider attendance.	A&E Objective 4 Strategy 3 Task 2	✓	X
Consider participation to other workshops / events hosted by Heritage Canada and consider attendance.	A&E Objective 4 Strategy 3 Task 3	✓	X
4. Development program to provide heritage awareness to municipal staff and Council.	A&E Objective 4 Strategy 4	✓	✓
Organize a tour (on-site or virtual) of heritage resources.	A&E Objective 4 Strategy 4 Task 1	✓	✓
Deliver a presentation on heritage conservation initiatives.	A&E Objective 4 Strategy 4 Task 2	✓	✓

## SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN

### Review of Recommendations: **Four Areas**

#### Smoky Lake County Regional Heritage Board and Smoky Lake County

938-13: Danyluk

That the Committee of the Whole recommend to County Council to adopt the Heritage Management Plan Recommendations of strategies and activities/tasks, as amended.

Carried.

## SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN

### 20 Year Action List: 2012 to 2022

939-13: Cherniwchan

That the Committee of the Whole recommend to County Council to develop a Heritage Management Plan – 20 Year Action List (2012 to 2022) incorporating lead roles and target dates on the recommendations of strategies and activities/tasks.

Carried.

**ADJOURNMENT:**

940-13: Cholak

That the County Council Committee of the Whole Meeting for the purpose of Heritage Planning, be adjourned at 3:15 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER