



MINUTES

Board Meeting

Meeting Date & Time: May 26, 2021; 5:00PM - 7:00PM **Meeting Location:** Virtually via Google Meet

Members: Dominic Schamuhn, Chair Alison McGavigan, Vice Chair Tyrel Brochu Elizabeth Cytko
 Carrie-Ann Lunde Nancy MacDonald Stephen Rees Harrison Sheremeta Shalene Williams

Regrets: Elyse Abma-Bouma James McTague Amber Paquette, Historian Laureate

Guests: David Johnston, Principal Heritage Planner Councillor Scott McKeen, Council Liaison
 Sydney Gross, Graduate Heritage Planner

Support Staff: Sonia Caligiuri, EHB Admin Kathryn Ivany, City Archivist

Agenda Item	Description/Actions; Date Due	Person(s) Responsible
<p>1. Welcome and Territorial Acknowledgement</p>	<p>Welcome everyone. Meeting called to order at 5:02PM</p> <p>The Edmonton Historical Board acknowledges the traditional land on which we reside is in Treaty Six Territory. We would like to thank the diverse Indigenous Peoples whose footsteps have marked this territory for centuries, such as nēhiyaw (Cree), Dené, Anishinaabe (Saulteaux), Nakota Isga (Nakota Sioux), and Niitsitapi (Blackfoot) peoples. We also</p>	<p>Dominic</p>

	<p>acknowledge this as the Métis homeland and the home of one of the largest communities of Inuit south of the 60th parallel. It is a welcoming place for all peoples who come from around the world to share Edmonton as a home. It is important that we not only recognize our shared histories, but also each other's contributions to establishing the built heritage of Edmonton and Area.</p> <p>This acknowledgement was composed for the EHB by Rob Houle as part of the work to update the EHB's Architectural Heritage Website, and will be used by the EHB going forward.</p>	
<p>2. Consent Agenda</p>	<p>Motion: That the EHB approve the Consent Agenda Moved: Tyrel -April 28, 2021 EHB Board minutes -Board Committee Briefing Reports:</p> <ul style="list-style-type: none"> i. Engagement Committee (EC) ii. Historical Plaques Committee (HPC) iii. Historic Resources Review Panel (HRRP) iv. Policy & Planning Committee (PPC) <p>-April 27, 2021 Naming Committee minutes Approved (unanimously)</p>	Dominic
<p>3. Reports and External Updates</p>		
<p>a. Chair's Update</p>	<p><i>i. Meeting start times:</i> Thanks to everyone who responded. Most responses favoured keeping the meeting start times the same- beginning at 5:00</p> <p><i>ii. Civic Agencies Training:</i></p>	Dominic

Coming up next week. If you have not yet signed up and would like to participate, please do so. If you need the invite or meeting link, please let Sonia know.

June 1, 2021- Chair & Vice Chair
June 2, 2021- ABCC Members

iii. *Council's Executive Committee Presentation on Non-residential Heritage Properties-Tax Exemptions/Deferral Options:*
PPC & EC will be following this item and any outcomes; good opportunity to engage with the new Council in the Fall.

iv. *132 Avenue Renewal: Utility & Stakeholder contact:*
Information received can be found here:
https://www.edmonton.ca/transportation/on_your_streets/132-avenue-renewal.aspx

v. *Wellington Bridge Project:*
Meeting with Administration, Councillors McKeen and Knack, Alison and Dominic took place last week. Decision has been made that the bridge will be replaced. The conversations going forward will focus on what will be replacing the existing structure. Another meeting will be taking place in late June with the EHB, Old Glenora Conservation Association and Council. Dominic has requested that the slide deck be shared with the EHB so members can see what the options available are and help the EHB with how to proceed with advising Council.

vi. *Ring Houses:*

	<p>The Ring House Coalition group has been meeting weekly. Dominic has been receiving the meeting mins and other information, but has not been able to attend. Stephen has agreed to represent the EHB as an observer. EHB is limited on what it can undertake, but will use the information obtained to help guide how EHB proceeds with advising Council.</p>	
b. Heritage Management Unit	<ul style="list-style-type: none"> -Report attached and reviewed. -Request that property addresses will be included in the reports going forward so everyone knows where the buildings are. 	David
c. Historian Laureate	No report at this time	Amber
d. City Archivist	<ul style="list-style-type: none"> -Please let Kathryn know what EHB wants to have updates on -Re-opening phases have been announced; Archives can be opened as early as June 14, with researchers visiting by appointment -New <u>"From the Vaults"</u> podcasts available -New online exhibit on Naming available on the <u>City's Archives webpage</u>. 	Kathryn
e. Naming Committee	<ul style="list-style-type: none"> -Meeting held last night. -First meeting Carrie has attended as the EHB's representative. -Provide Carrie feedback on what information to provide -April meeting minutes were reviewed. -Naming Committee Policy has been undergoing a review; members pleased with outcomes; more thorough review of names going forward. 	Carrie
4. Committee Reports & Requests for Decision		
a. Ratification: Committee Terms of Reference (ToRs)	<p>Motion: That the draft ToRs be approved as presented and reviewed by each Committee</p> <p>Moved: Elizabeth</p> <p>i. Policy and Planning Committee</p>	<ul style="list-style-type: none"> -Harrison -James -Elizabeth -Dominic

	<ul style="list-style-type: none"> ii. Historic Resources Review Panel iii. Historic Plaques Committee iv. Engagement Committee <p>Approved (Unanimously)</p>	
5. Other Business		
a. Heritage Unit overview	Overview presentation provided	David
b. Administrative Support	<ul style="list-style-type: none"> -Updated EHB contact info will be shared with everyone -New content on website has been added and will be live in the next couple of days -Rob Houle will be presenting his final report to the EHB in August or September 	Sonia
6. Roundtable and Conclusion		
a. Roundtable	No items at this time	Dominic / All
b. Action Items	<ul style="list-style-type: none"> -Dominic will share Ring Houses Coalition group's contacts and meeting information with Steve -More information on the Wellington Bridge next month 	Dominic / Sonia
c. Feedback & Next Meeting	<ul style="list-style-type: none"> -Request that the Naming Committee report to the EHB item on the agenda be later on -Information on who the other Heritage Stakeholders are and the work they do in Edmonton; to outline the work being done in Edmonton; currently being drafted -Request that the attachments in the agenda be hyperlinked 	Dominic / All
7. Adjournment	Moved by Carrie at 7:22 PM	Dominic

Next Meeting: June 23, 2021 at 5:00PM on Google Meets



EHB BRIEFING

MEETING DATE: May 26, 2021

AGENDA ITEM: 2: Consent Agenda

COMMITTEE: Engagement Committee (EC)

REASON FOR BRIEFING: For Information

Background Information:

- Review of EC Terms of Reference
- Committee discussed items in ToRs and updated as required.
- Work Plan Discussion
- Council Liaison program:
- A Google Form will be circulated asking everyone which ward they reside in and if they know any of the current councillors
- Over the next few months, time will be spent getting this program organized so that when the election is over the Board can proceed with program
- Further discussion to take place at the June meeting.
- Committee name
- Committee decided name to be: Engagement Committee (EC)

Outcomes/next steps and person(s)/committee responsible

- Further discussion of work plan at next EC meeting



EHB BRIEFING

MEETING DATE: May 26, 2021

AGENDA ITEM: 2: Consent Agenda

COMMITTEE: Historical Plaques Committee (HPC)

REASON FOR BRIEFING: For Information

Background Information:

- Review of HPC Terms of Reference
- Committee discussed items in ToRs.
- Committee highlighted the inclusion of land acknowledgment
- Updated ToRs will also be used to update the Plaque Nomination form; call for nominations will be posted early next week
- Work Plan Discussion
- Work plan for creation of plaques is standard from year to year.
- Discussion to focus on how to present the plaques and further work on the website

Outcomes/next steps and person(s)/committee responsible

- Further discussion of work plan at next HPC meeting
- Review of nominations received



EHB BRIEFING

MEETING DATE: May 26, 2021

AGENDA ITEM: 2: Consent Agenda

COMMITTEE: Historic Resources Review Panel (HRRP)

REASON FOR BRIEFING: For Information

Background Information:

- Review of HRRP Terms of Reference
 - Were reviewed with focus on item 6-Responsibilities
 - HRRP had no concerns with the content of the ToRs.
 - Work Plan Discussion
 - Inventories are largely on hold; HRRP should be looking at other aspects the Panel has not focussed on in the past.
 - Inventory is in decline as fewer buildings are being added and more are being demolished
- Possible work:
- Members could be notifying the HRRP of matters in the Community of interest; possibly provide advice to EHB
 - Articles- academic or other- could be shared as other HRRP/EHB members may not have access to these
 - More buildings now qualify for the Inventory at 50 year mark
 - Revisit past & modern inventories up to 1972/73
 - Promoting/raising awareness of program- e.g. Community Leagues
 - Suggesting to Heritage Planners properties of interest
 - Potentially creating a Places of Interest list- less formal; not much research required
 - Creating a map with buildings by age

Process for neighbourhood inventory:

- letter is sent to owners in neighbourhood
- inventory; in depth research is completed
- Information reviewed- HRRP; EHB
- Letter sent to owners notifying of addition
- Process stands up to any legal challenges; maintains the HRRP and EHB's impartiality

Outcomes/next steps and person(s)/committee responsible

- Members asked to review and think about the items discussed
- Further discussion will be held at next month's HRRP meeting



EHB BRIEFING

MEETING DATE: May 26, 2021

AGENDA ITEM: 2: Consent Agenda

COMMITTEE: Policy & Planning Committee (PPC)

REASON FOR BRIEFING: For Information

Background Information:

- Review of PPC Terms of Reference
 - Committee discussed items in ToRs and updated as required.
- Work Plan Discussion
 - Possible work to include:
 - HRMP Review
 - Implications of Council Policy- Non-residential Heritage Property Tax Exemption
 - City Plan and the Arts & Heritage Plan and how they align
 - Climate Heritage Network as EHB is a member; recent designation of River
 - How to incentivise and save the inventory
- Committee name
 - Committee decided name to be: Policy & Planning Committee (PPC)

Outcomes/next steps and person(s)/committee responsible

- Further discussion of work plan at next PPC meeting

NAMING COMMITTEE REPORT
Report to Edmonton Historical Board
May 26, 2021

Naming Committee Minutes: Tuesday, April 27, 2021

MEMBERS:

Ms. Alyssa Lefebvre, Chair	Ms. Erin McDonald, Vice-Chair	Ms. Debra Ayling
Ms. Ailwin Boulet	Ms. Marla Miller	Ms. Maryanne Wiebe

PRESENT:

McDonald - Chair	Ayling (4:50pm)	Boulet	Miller	Wiebe
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ALSO IN ATTENDANCE:

Ms. Carrie-Ann Lunde, Edmonton Historical Board
Mr. Cory Sousa, Administration

CALL TO ORDER: 4:19 p.m.

ADOPTION OF AGENDA

Motion: McDonald
That the April 27, 2021 Naming Committee Agenda be adopted.
For the Motion: Boulet, McDonald, Miller, Wiebe
Carried unanimously

ADOPTION OF MINUTES

Motion: McDonald

That the March 23, 2020 Naming Committee Minutes be adopted.
For the Motion: Boulet, McDonald, Miller, Wiebe
Carried unanimously

OLD BUSINESS

NEW BUSINESS

1. Request to apply an honorary name onto a road between 109 Street NW and Kingsway Avenue NW located within the Spruce Avenue Neighbourhood

Motion: Boulet

That the Naming Committee approves applying the honorary name onto 110 Street NW and 113 Avenue NW, between 109 Street NW and Kingsway Avenue NW, located within the Spruce Avenue Neighbourhood as "Don Smitten Way".
For the Motion: Boulet, McDonald, Miller, Wiebe
Carried unanimously

2. Request to name a plaza located in William Hawrelak Park within the River Valley Mayfair Neighbourhood

Motion: Boulet

That the Naming Committee approves the naming of the plaza located in William Hawrelak Park within the River Valley Mayfair Neighbourhood as "The Community League Plaza".
For the Motion: Boulet, McDonald, Miller, Wiebe
Carried unanimously

OTHER BUSINESS

3. Naming Committee Annual Report

Motion: McDonald

That the Naming Committee receives the May 5, 2021 Naming Committee Annual Report and discussion as information.
For the Motion: Boulet, McDonald, Miller, Wiebe
Carried unanimously

4. Regional Naming Initiative

Motion: Boulet

That the Naming Committee receives the update on the Regional Trail Naming initiative as information.

For the Motion: Boulet, McDonald, Miller, Wiebe

Carried unanimously

Debra Ayling joined the meeting

5. Discussion about the Naming Policy C509B review and revision

Motion: Boulet

That the Naming Committee receives the discussion on the Naming Policy C509B review and revision as information.

For the Motion: Ayling, Boulet, McDonald, Miller, Wiebe

Carried unanimously

NEXT MEETING AND ADJOURNMENT

Next meeting is scheduled for Tuesday, May 25, 2021

Adjournment: 6:44 p.m.

HERITAGE CONSERVATION UNIT REPORT

Report to Edmonton Historical Board

May 26, 2021

UPCOMING DESIGNATIONS FOR 2021:

Strathcona Garage (Strathcona) - Bylaw passed on April 6, 2021
Nye Residence (Highlands) - Bylaw passed on April 6, 2021
Bugis Residence (Strathcona) - Bylaw passed on April 19, 2021
Hartley Residence (Westmount) - Bylaw passed on May 17, 2021
Bashor Residence (Westmount) - Bylaw scheduled for the June 22, 2021, City Council meeting
Edmonton Cenotaph (Downtown) - Notice of Intention to Designate being prepared

COMMITTED FUNDING TO DATE IN 2021: \$706,348.50

Potential Designations:

Armstrong Residence (Garneau)	Stone House (Whitemud Equine Centre)
11344 - 62 Street NW (Highlands)	Singer Residence (McCauley)
Royal Bank Building (Queen Alexandra)	St. Luke's Anglican Church (Holyrood)
Hangar 11 (Blatchford)	Richard Hardisty Residence (Westmount)
Dewar Residence (Cromdale)	Robinson Residence (Westmount)
Massey Residence (Alberta Avenue)	Windsor Park (Windsor Park)
Rossdale Low Pressure Plant (Rossdale)	Pumphouse No. 1 (Rossdale)
Pumphouse No. 2 (Rossdale)	

Proposed Demolitions:

Glenora Patio Homes (North Glenora)	El Mirador Apartments (Downtown)
Jasper Place Health Unit (Jasper Place)	John Kelm Residence (Ritchie)
El Tovar Apartments (Oliver)	Commercial Block (Fort Road)

Sandford Oils Building (Oliver)
Goldberg Residence (Boyle Street)

Thomson Residence (Alberta Avenue)
Joe Clarke Residence (Cromdale)

Ongoing Discussions:

Dr. Leslie McIntyre Residence (Westmount)
Frost Residence (Westmount)
Emerson Residence (Inglewood)
Beaver House (Downtown)
Bellevue Community League (Bellevue)
Carleton Sheldon Residence (Highlands)
Jasper House (Oliver)
W.A. Griesbach Residence (Glenora)

Ritchie Triplex (Ritchie)
Henry J. Wells Residence (McCauley)
Henry Weitzel Residence (Strathcona)
St. Teresa School and the Dawson/O'Connell Buildings (Forest Heights)
Judge Downes Residence (Strathcona)
Great Western Saddlery Building (Downtown)
Hawrelak Park Pavilions (River Valley Mayfair)

CURRENT UNIT INITIATIVES:

1. The heritage team is undertaking work to respond to two Council inquiries:

- At the October 15, 2019, Urban Planning Committee meeting, a motion was passed that Administration provide a report on options in civic financial mechanisms to encourage the preservation and restoration of heritage buildings. This response is being led by the heritage team.
- At the May 10, 2021, Executive Committee meeting, a motion was passed directing Administration to provide a report on options to defer or exempt property taxes, for non-residential heritage properties applying for designation. The response is being led by the Corporate and Financial Services Department, with support from the heritage team. Dominic and Dan both spoke to the item on behalf of the EHB, which was helpful in generating this follow-up motion to the original report.

The reports responding to these inquiries are scheduled to be considered together at Executive Committee in December of 2021.

2. After the positive outcome on the Hangar 11 report with City Council on February 8, 2021, which directed Administration to begin negotiations to sell the building, we are now focusing on drafting the sales agreement and developing the required scope of rehabilitation work to the building. Designation of the building as a Municipal Historic Resource will be a condition of the sales agreement. Rezoning of the site is expected to go to Council this fall. We are working with the future owner to determine some basic building stabilization actions required this spring to minimize water penetration into the building, which is the main source of deterioration.
3. The rehabilitation work at the Ortona Armoury is now shifting into the issuance of tender packages for items like hazardous material abatement, window rehabilitation and overall construction. The initial responses to the tender calls are highlighting significant material cost increases throughout the industry, which is placing pressure points on project budgets. We are working closely with the consultant team and the construction manager to ensure we can accommodate the intended scope of work.
4. The Historic Resource Management Program and the Heritage Resources Reserve are both undergoing audits through the City's Auditor's office. The team is working closely with the auditors to provide program information, and have provided them contact information to groups like the EHB for follow-up. We are anticipating the auditor's recommendations to be provided to the Audit Committee in late 2021, at which time we will be expected to provide direction on how we will respond.
5. The sales listing for the three designated Municipal Historic Resources in Oliver on 112 Street (the John L. Lang Apartments, the Dame Eliza Chenier Residences and the Lester Allyn House) recently closed. The City has received offers for all three buildings, and we are in the process of evaluating the offers. The sale of any of the buildings will be conditional on the new owner completing any necessary rehabilitation work (all three have new foundations that have been installed by the City).
6. A consultant team has been engaged and initial site meetings have been held regarding the upcoming rehabilitation work at the Prince of Wales Armouries. Following the rehabilitation of the mechanical systems and roof over the last couple of years, this work will be focusing on structural issues and other related building rehabilitation.

7. The Implementation Program for City-Owned Historic Resources was unanimously endorsed at the December 2, 2019, Executive Committee meeting. The presentation and support by Board Chair, Dan Rose, on behalf of the EHB was greatly appreciated. David will be engaging with the internal working committee to determine the necessary staffing and funding support for the program, as well as some prioritization of current City assets in terms of rehabilitation. Due to the COVID-19 circumstances, this report will likely be delayed until early 2022.
8. The Glenora Heritage Character Area Rezoning project is proceeding following pandemic-related delays last year. An updated project website and public survey launched in December. Using feedback from the online survey, together with their heritage character analysis and City input, the consultants have completed the initial draft of the Direct Control Zone. Our team has met twice with the Working Committee to review the draft zoning in advance of broader public engagement. Further discussions in this regard will be required. We will bring a report to Urban Planning Committee in June 2021 to provide an update on the progress of the project. We are anticipating the final zoning will likely not go to City Council until after the municipal election this fall.
9. A consultant team has been selected to undertake the Advanced Assessment and Priority Rehabilitation project for the Rosedale Power Plant complex. The team will be led by the Marc Boufin Architectural Collaborative (MBAC), who are presently also working with the City on the rehabilitation of the Ortona Armoury and the pavilions in William Hawrelak Park. MBAC has partnered with DFS Architecture and Design and Saucier + Perrotte, both out of Montreal. Collectively, they bring a very strong team to the project. Work is already underway for the Historic Building Record component of the exercise. We are working to accelerate the planned roof replacement work for the Turbine Hall, Switch House and Pumphouse No. 2 in the fall of 2021.
10. David is working with the team at ILS on the rehabilitation of the Stone House at the Whitemud Equine Centre. The consultant team has been selected and the team is underway with the preparation of the required schematic design report, which will then inform the detailed design report. The project will involve full rehabilitation of the building, and will include its designation as a Municipal Historic Resource. Rehabilitation work on the building is expected to start in late 2021 and continue through 2022.

11. Scott continues to represent the Unit regarding the proposed redevelopment of the Archibald Block site on Whyte Avenue. The owner is proposing to rezone the site to accommodate an 8-storey building, which would involve the demolition of the existing building, which is listed on the Inventory. The property is also located within the Old Strathcona Provincial Historic Area. The Province has requested the preparation of a Historic Resources Impact Assessment for the property, which the owner will be required to provide.
12. David continues to work with the Windsor Park Community League and the Open Space Strategy team on the potential designation of a portion of Windsor Park as a Municipal Historic Resource as a cultural landscape. The park was added to the Inventory of Historic Resources in November 2020. The Community League has indicated they wish to designate the park as a Municipal Historic Resource, which would be our first such designation. The next step will be to determine what elements of the park would be included under a potential designation and how this would dovetail into planned rehabilitation work on the site.
13. Scott is representing the Unit in recent discussions on the Centre LRT concept, and how this would potentially impact the High Level Bridge. We are reiterating to the consultant team and internal stakeholders that the bridge is a designated Municipal Historic Resource, and must be preserved. A report exploring a range of options will be advanced to Council for consideration in 2021.
14. The consultant team for the rehabilitation of the Iron Works building (including the north and south annexes) has completed the initial assessment work, and we are finalizing the schematic design report. The next phase will be to move into detailed design and finalize the scope of rehabilitation and any alterations needed to the buildings to accommodate new uses. The Quarters team is exploring opportunities for a new tenant(s) to occupy the space.
15. A consultant team led by S2 Architecture is in the early stages of design work for a new parkade structure and some basic rehabilitation at the Orange Hub in the Jasper Place area. The building is the former location of the Grant MacEwan Community College Jasper Place campus, and is listed on the Inventory. We are working with the City's IIS team and the consultants to ensure that the new parkade is designed to be respectful to the historic building.

16. Like other groups, we have been contacted by several citizens regarding the proposed demolition of the Ring Houses on the University of Alberta North Campus. All four buildings are listed on the Inventory of Historic Resources. However, due to the legislation in the Post-Secondary Learning Act, we have limitations on how the City could intervene. We have engaged with staff at Alberta Culture, Multiculturalism and Status of Women to determine what ability the Minister has under the Historical Resources Act to potentially intervene, but this matter is complex and requires further legal analysis.

Submitted by the Heritage Conservation Unit: David Johnston, Scott Ashe, Sydney Gross and James Haney

POLICY & PLANNING COMMITTEE

CREATED: May 2021

Terms of Reference

Overview

The Policy & Planning Committee (PPC) was established in 2021 after the Edmonton Historical Board (EHB) completed an extensive review of the mandate, activities, and committees. The PPC evolved from the previous Heritage Outreach Committee to better align the EHB's advisory capacity to support our mandate to Edmonton's City Council.

The PPC is responsible for coordinating and conducting policy and planning research, policy analysis, review plans, policies and development proposals within the City of Edmonton. The PPC will research, synthesize and articulate a proactive policy agenda and platform of recommendations on heritage policy and planning matters to support our mandate to Edmonton City Council.

- **Refer to Edmonton Historical Board Bylaw 13601**
5, 6 (b), (c), (e), 14

Policy

Composition

1. The Committee will be composed of
 - a) The Chair of the EHB as ex-officio,
 - b) 3, or more, members of the EHB, one of which is appointed as Committee Chair by the Board, in addition to the Board's Chair, and
 - c) Where appropriate, members of the community will be appointed to the Committee. Refer to EHB's Community Member Policy.

Meetings

2. The Committee will meet monthly as required.

3. The Committee's Chair may determine additional meeting dates in consultation with the Committee.

Responsibilities

4. The Committee will be responsible for

- a) Researching and reviewing relevant development proposals, legislation, policy, plans, programs, and best practices in heritage conservation for application within the City of Edmonton, and, when necessary, conduct cross-jurisdictional scans,
- b) Assessing city planning and policy reports for alignment to the Heritage Resource Management Plan (HRMP),
- c) Developing and maintaining an EHB Heritage Policy Agenda and platform of recommendations,
- d) Drafting EHB position statements, communications, and correspondence to Council, Committee, Administration, stakeholders and media in coordination with the Engagement Committee, as needed,
- a) Coordinating policy research activities and engagement with heritage partners and other stakeholders, as needed,
- b) Maintaining a digital repository of relevant heritage information for Board members,
- c) Bringing forward heritage concerns within the City of Edmonton to the Edmonton Historical Board.

HISTORIC RESOURCES REVIEW PANEL

CREATED: APRIL 2021

Terms of Reference

Overview

The Historic Resources Review Panel (HRRP) was established by the Edmonton Historical Board (EHB) to provide a pool of expert professional and technical knowledge to the Board on the historical, architectural, social and other related values of buildings, sites and areas within the City of Edmonton.

History

In 1975, the Heritage Sites Selection Committee was created to advise City Council on the historical value of buildings and sites, and to recommend which sites warranted preservation. These buildings and sites came to be compiled as the Register of Historic Resources in Edmonton. The Heritage Sites Selection Committee brought together representatives from the Old Strathcona Foundation, Heritage Sites Alberta, Edmonton Parks and Recreation, and the Edmonton Planning Department along with the Edmonton Historical Board.

- **Refer to Edmonton Historical Board Bylaw 13601**
5, 6, 14
- **Refer to City Policy C450B**

Definitions

- **Register of Historic Resources:** refers to the “Register of Historic Resources in Edmonton” as defined in the City of Edmonton’s “Policy to Encourage the Designation and Rehabilitation of Municipal Historic Resources in Edmonton” (City of Edmonton Policy C450B).
- **Heritage Planner:** a person appointed to the position of Heritage Planner as created by City Council on August 12, 1980. The Heritage Planner is a member of the Heritage Conservation Unit and is responsible for the implementation of Edmonton’s Historic Resource Management Program.

- **Historian:** is an individual who is recognized locally as having a superior knowledge of Edmonton's history.

Policy

Composition

1. The Historic Resources Review Panel will be composed of
 - a) The Chair of the EHB as ex-officio,
 - b) 3, or more, members of the EHB, one of which is appointed as Committee Chair by the Board, in addition to the Board's Chair,
 - c) 1 representative from the Ministry of Culture & Tourism, Historic Places Stewardship Section, or their designate, appointed by the Province of Alberta,
 - d) 1 appointed historian(s), or their designate,
 - e) 1 appointed representative from the Alberta Association of Architects, or their designate,
 - f) 1 or more Heritage Planners of the City of Edmonton Heritage Conservation Unit or their designate as non-voting member(s),
 - g) The City Archivist or their designate as a non-voting member, and
 - h) 1 or more community member(s) with an interest in conservation of heritage resources. Refer to EHB's Community Member Policy

Meetings

2. The Panel will meet monthly as required.
3. The Panel's Chair may determine meeting dates in consultation with the Panel.
4. In addition to invited presenters, any other person or organization may apply to speak before the Panel by notifying the Panel through the Panel's Chair or through a Heritage Planner of the topic on which that person or organization wishes to speak.
5. The Panel will exercise its own discretion in accepting applications to speak before the Panel.

Responsibilities

6. The Panel will be responsible for
 - a) Providing and developing a pool of expert professional and technical knowledge for the Edmonton Historical Board on the historical, architectural, social, and other related values of buildings, sites, and areas within the City of Edmonton,
 - b) Recommending to the Edmonton Historical Board on the suitability of proposed amendments to the Register of Historic Resources,
 - c) Advising the Heritage Planners when so requested,
 - d) Reviewing and advising the Edmonton Historical Board on any other matters that arise concerning the Register of Historic Resources,
 - e) Suggesting to owners of historically significant properties that are not included in the Register of Historic Resources that they should apply for inclusion of their property in the Register of Historic Resources,
 - f) Providing a written report to each meeting of the Board with recommendations from the Panel on resolutions to be adopted by the Board,
 - g) Identifying and maintaining a list of priority properties for inclusion on the Inventory,
 - h) Communicating opportunities and concerns to the Policy & Planning Committee for action,
 - i) Coordinating outreach with property owners,
 - j) Providing technical advice to Policy & Planning Committee as needed,
 - k) Bringing forward heritage concerns within the City of Edmonton to the Edmonton Historical Board.

Appealing a Decision

7. As the HRRP provides recommendations to the EHB and the EHB is responsible for the final decision, the following is the process an individual can take should they want to appeal a decision.
 - a) An individual may submit new information at any time, regarding a property directly to the HRRP,
 - b) An individual affected by a decision of the HRRP may appeal to the EHB. The applicant for the appeal must state the reason(s) to reconsider the HRRP's recommendation,
 - c) The EHB may confirm, vary, substitute or decline the recommendation of the HRRP.

Communication with the City of Edmonton

8. The official liaison with the City of Edmonton Heritage Conservation Unit will be the Principal Heritage Planner.

HISTORIC PLAQUES COMMITTEE

CREATED: APRIL 2021

Terms of Reference

Overview

Since 1974, the Edmonton Historical Board (EHB) has placed interpretive plaques on buildings, building fragments, and sites of historical significance in the Edmonton area. Beginning in 1975, the EHB began to recognize individuals and groups that have played a major role in Edmonton's development, or who have played an important role in preserving or promoting some aspect of Edmonton's heritage through Recognition Awards. In 2009 both the Historical Plaques and the Recognition Awards Committees were combined. Plaque and award recipients have been recognized at an annual ceremony.

Since 2005, Edmonton Planning and Development has arranged for additional plaques to be placed on all designated Municipal Historical Resources (MHR) in Edmonton. In order to ensure that all MHRs have interpretive plaques, the EHB agreed to prepare these plaques as well.

In 2021 after the EHB completed an extensive review of the mandate, activities, and committees and worked to establish a comprehensive strategic plan, the EHB decided to focus only on the plaques and refer the Recognition Awards to Edmonton's other awards programs. Additional responsibilities taken on by the HP Committee are outlined in the Responsibilities section.

- **Refer to Edmonton Historical Board Bylaw 13601**
5, 6 (a), 14

Policy

Eligibility: Plaques

1. Buildings, building fragments, and sites of any type including residential, industrial, commercial, and public. The selected site must typify cultural community, social, or architectural development within the City.

2. In special circumstances, a plaque might be awarded for groups or figures that have made an exemplary and outstanding contribution(s) to historical events that shaped the development of the City and are associated with a named feature (a park, building, etc.).
3. Historically significant sites that contain narratives that currently have no form of recognition in either name or plaque/marker in the area. These narratives must have historical significance to the history of the land on which the City of Edmonton resides and their narrative must be tied to a specific site. An original building or building fragment is not necessary for this type of nomination to be successful.
4. The owner(s) of the buildings, building fragments, and/or sites must provide written consent.
5. Each year, as many plaques as can be afforded by the budget will be designated for installation, unless otherwise directed by the Edmonton Historical Board.

Policy

Composition

1. The Committee will be composed of
 - a) The Chair of the EHB as ex-officio,
 - b) 3 members, or more, of the EHB, one of which is appointed as Committee Chair by the Board, in addition to the Board's Chair,
 - c) Where appropriate, members of the community will be appointed to the Committee. Refer to EHB's Community Member Policy,
 - d) Past EHB members may be invited to be non-voting volunteers on the Committee,
 - e) The City Archivist or their designate as a non-voting member.

Meetings

2. The Committee's chair will call meetings as necessary.

Responsibilities

3. The Committee will be responsible for
 - a) Overseeing nomination, selection and production of historical plaques

- b) Informing the family of every deceased nominee of the nomination of the deceased family member, if applicable
- c) Creating recommendations of nominees and submitting recommendations with rationale to the EHB for each year's selection
- d) Informing all nominators of the result of their nominations,
- e) Coordinating the unveiling/installation for each year's selections
- f) Coordinating on-site plaque unveilings and of public display
- g) Managing Edmonton's Architectural Heritage website
- h) Providing historical research to Policy & Planning Committee where needed
- i) Bringing forward heritage concerns within the City of Edmonton to the EHB.

ENGAGEMENT COMMITTEE

CREATED: APRIL 2021

Terms of Reference

Overview

The Engagement Committee (EC) was established in 2021 after the Edmonton Historical Board (EHB) completed an extensive review of the mandate, activities, and committees. Due to the nature of the work, the Board decided to supplant the Executive Committee with the new EC with the provision for other EHB members to join and public members to be appointed, as required, to fulfill the responsibilities of the Committee.

The EC is primarily responsible for communicating Board positions, recommendations, feedback and coordinating communications to City Council, Committees and Administration, as well as coordinating communication and engagement with stakeholder and the media, when required.

- **Refer to Edmonton Historical Board Bylaw 13601**
5, 6 , 14

Policy

Composition

1. The Committee will be composed of
 - a) The Chair of the EHB, as Committee Chair,
 - b) The Vice Chair of the EHB,
 - c) All Committee Chairs in addition to the Board's Chair,
 - d) 3, or more, members of the EHB, and
 - e) Where appropriate, members of the community will be appointed to the Committee. Refer to EHB's Community Member Policy.

Meetings

2. The Committee will meet monthly as required.
3. The Committee's Chair may determine meeting dates in consultation with the Committee

Responsibilities

4. The Committee responsibilities include, but are not limited to
 - a) Coordinating EHB responses to Council, public and stakeholder inquiries, and any issues that may arise including identifying potential issues and/or emerging trends,
 - b) Coordinating and sharing Board strategy
 - c) Coordinating the Council Liaison Program,
 - d) Delivering presentations to City Council and Council Committees as required,
 - e) Participating in City of Edmonton engagement activities and consultations on behalf of EHB as required,
 - f) Representing EHB in the media,
 - g) Participating in stakeholder engagement activities on behalf of EHB as required,
 - h) Convene heritage policy stakeholders meeting, at minimum annually.