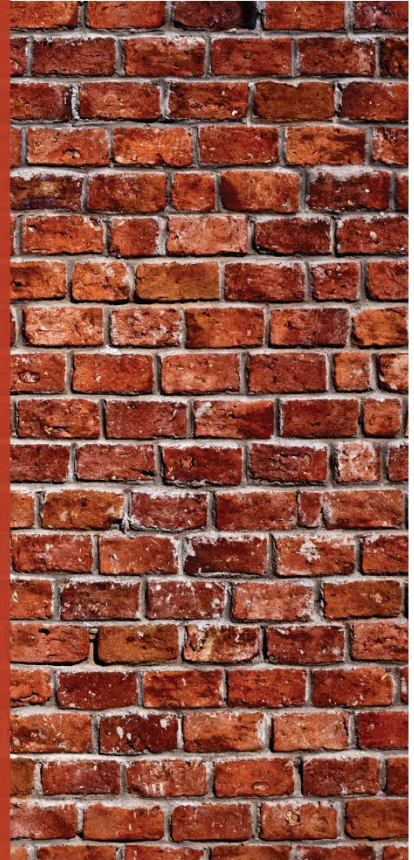


# Heritage Resources Working Group (HRWG) Terms of Reference

Community Development Department  
October 10, 2024



Medicine Hat  
The Gas City

## **TERMS OF REFERENCE**

### **Heritage Resources Working Group (HRWG)**

#### **PURPOSE**

The City of Medicine Hat is rich in heritage resources – both public and private. The purpose of the Heritage Resources Working Group is to support the protection of these valuable resources for future generations.

#### **MANDATE**

The mandate of the Heritage Resources Working Group is to assist the City of Medicine Hat with promoting the conservation, preservation, restoration, retention, and awareness of local heritage resources. Heritage resources include built structures, streetscapes, historical and archaeological sites and landscapes, archaeological specimens and natural features of heritage and historical significance.

The following principles, based upon the Province of Alberta's *Historical Resources Act* – R.S.A.2000, will guide the HRWG.

The Heritage Resources Working Group will:

- Encourage protection of heritage resources that are representative of Medicine Hat's history;
- Promote public awareness of heritage resources, including existing and lost resources;
- Enhance public understanding of and participation in the conservation of heritage resources.

Appendix A provides definitions, and details of the HRWG tasks.

#### **RESPONSIBILITIES**

**Heritage Resources Working Group will:**

- Make recommendations to staff with respect to all matters pertaining to heritage resources.
- Maintain the Places of Interest List (POIL) and determine if a structure, site, object, area, or other thing that qualifies as a Heritage Resource should be added, or if an existing entry should be removed from the list.
  - Each entry in the POIL shall at a minimum describe the location of the structure, site, object, area or other thing (using both legal and municipal

descriptions where possible) and provide a brief explanation of why the Committee deems it appropriate for inclusion in the list.

- The Working Group will establish criteria to determine if a structure, site, object, area, or other thing, should be added to the POIL.
- Make recommendations to staff concerning the evaluation of a Heritage Resource listed in the POIL. Heritage Resources deemed to have significant value may be added to the City's Historic Inventory.
  - Evaluation leading to a Heritage Resource being added to the Historic Inventory requires a Statement of Significance be developed.
  - The Working Group will determine if enough value exists to have Heritage Resource added to inventory.
- Make recommendations to staff concerning designation of an evaluated Heritage Resource listed in the Historic Inventory as a Historic Resource or a Municipal Historic Area.
- Make recommendations to staff concerning any request from a property owner for designation of a structure, site, object, area or other thing owned by that person as a Historic Resource or a Municipal Historic Area.
  - Any requests for designation must see the structure, site, object, area or other thing included as a Heritage Resource on the POIL, and be included in the Historic Inventory with an appropriately completed Statement of Significance.
- At the request of the staff, review and provide comments on:
  - an application or proposal to initiate an intervention (destroy, disturb, alter, restore or repair a designated Municipal Historic Resource).
  - an application for a development permit, demolition permit or Land-Use Bylaw amendment, or a proposed Statutory Plan or amendment to a Statutory Plan.
  - Policies and programs regarding conservation, preservation, restoration or rehabilitation of heritage resources.
- Make recommendations to staff concerning programs, communication and engagement plans and tactics to promote:
  - Understanding of local Heritage Resources
  - Awareness of programs (municipal, provincial or federal), processes and activities related to Heritage Resources

- Participate in communication and engagement activities to promote awareness and education of local Heritage Resources and related programs, processes and activities.
- Support the growth of the knowledge base related to protection of Heritage Resources within the City and community:
  - Network and collaborate with other agencies that are involved in the preservation of and the education about heritage resources.

## **MEMBERSHIP**

1. The HRWG shall consist of twelve (12) public members.
2. There shall be no remuneration for serving on the HRWG.
3. An annual call for membership applications will be established. An ad-hoc committee, appointed by the Chair, composed of two members of the HRWG along with the staff liaison(s) will review the submitted applications and recommend individuals to fill the open positions. The final selection will be made by the Director of Community Development.
4. The maximum number of years a members can service is nine (9) consecutive years. If a member has vacated their position prior to completion of their term, the HRWG may seek to fill the position through an interim position.
5. The HRWG may engage other volunteers to assist with specialty projects with the assistance of the City's Volunteer Coordinator.
6. Members may be appointed to fill one-, two- or three-year terms at the Director's discretion. A mix of terms is required to ensure continuity of working group business.

## **OFFICERS AND COMMITTEES**

The Chair and Vice-Chair will serve 1-year terms for a maximum of three (3).

The HRWG will elect the Chair and Vice-Chair at the first regular meeting of the year or the first regular meeting following the annual appointment of new members.

A member normally would not serve as Chair in their last year of HRWG membership.

## **DISQUALIFICATIONS**

Members are disqualified from serving on the HRWG if:

- They become employees of the City of Medicine Hat; or
- They are absent from three (3) meeting per year. Discretionary exclusions may be granted by the City Liaison.

## **MEETINGS**

The HRWG shall hold at least nine (9) regular monthly meetings per year.

A quorum shall consist of fifty percent (50%) of the membership. A motion passed at a Committee meeting is not valid unless a quorum is present.

All matters before the Committee shall be decided by majority vote, and in the case of an equal division of votes, the motion is defeated. Staff members will not vote.

## **STAFF SUPPORT**

The Community Development Director will designate a Staff Liaison to the HRWG.

The Community Development department will supply administrative support to the HRWG that includes the preparation and circulation of agendas, minutes and annual reports.

Other City staff members may be asked to attend and contribute to meetings as relevant.

## **LIMITATIONS**

The HRWG shall not:

- enter into contracts or agreements;
- spend money;
- make purchases on behalf of the City;
- give directions to City employees;
- obligate or bind the City in any other manner whatsoever;
- act in an advocacy capacity or make direct requests or recommendations to provincial, federal or other municipal governments on behalf of the City.

## **BUDGET**

City of Medicine Hat staff will manage the annual HRWG budget.

## **RECORDS**

The Community Development department will maintain the minutes and other records of the HRWG.

The inventory will be housed on the City of Medicine Hat website.

## **AMENDMENT PROCEDURES**

The HRWG may recommend changes to these Terms of Reference. Amendments to these Terms of Reference must be approved by the Director of Community Development.

## **ETHICAL GUIDELINES**

Members of the HRWG shall abide by the following ethical guidelines:

1. Members will declare at the first opportunity any pecuniary interests they or any close relative who may benefit have, as it relates to the HRWG's work. The member will leave the meeting while the matter is discussed and will not have a vote on the matter.
2. Members will not use information designated as confidential for their personal gain or for the gain of another person.
3. Members will respect confidentiality and not communicate information designated as confidential to anyone not authorized to receive it.
4. Members will not use their position on the HRWG to secure special privileges, favours or exemptions for themselves or any other person.
6. Standards with regard to confidential information shall apply forever.
7. Failure to abide by these standards may result in dismissal from the HRWG.

Members are therefore encouraged to have any of their questions with regard to these standards addressed by the HRWG Staff Liaison.

## **APPENDIX A**

| Action | Description | Tool | HRWG Responsibility | Output |
|--------|-------------|------|---------------------|--------|
|--------|-------------|------|---------------------|--------|

|          |                                                                                                                                                                                                                                                                                          |                                          |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                          |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify | Identification of a Heritage Resource involves the determination of the historic significance of a structure, site, object, area or other thing.                                                                                                                                         | Open source suggestions made to the HRWG | Gather information. Complete assessment. Decide if resource should be included in Places of Interest List.                                                                                                                                                                  | Heritage Resources are placed on the City's <b>Places of Interest List (POIL)</b> . Each entry in the POIL shall at a minimum describe the location of the structure, site, object, area or other thing (using both legal and municipal descriptions where possible) and provide a brief explanation of why it is appropriate for inclusion in the list. |
| Evaluate | Evaluation of a Heritage Resource involves development of a Statement of Significance, usually completed by a heritage professional, which follows a prescribed format and gives a detailed description of a City of Medicine Hat Heritage Resource and its character-defining elements. | Statement of Significance                | Recommend Heritage Resources from the Places of Interest list for evaluation. Complete evaluation if expertise exists within the HRWG, or contribute to selection of professional evaluator. Determine if enough value exists to have Heritage Resource added to inventory. | Evaluated Heritage Resources are placed in the City's <b>Historic Inventory</b> , which is a list of properties that are deemed by the City of Medicine Hat to have architectural, heritage or cultural value, and thereby merit preservation.                                                                                                           |

| Action          | Description                                                                                                                                                                        | Tool    | HRWG Responsibility                                                              | Output                                                                                                                                                                                                                                                                             |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Seek to protect | Designation of a Heritage Resource as a Municipal Historic Resource or Municipal Historic Area is a legal process enabled through a designation bylaw passed through City Council. | Bylaw   | Recommend Heritage Resources included in the Historic Inventory for designation. | Designated Municipal Historic Resources or Municipal Historic Areas are protected by bylaw and will be listed on the <b>Alberta Register of Historic Places</b> . The designation of a Municipal Historic Resource is registered on the title with the Alberta Land Titles Office. |
| Interpret       | Enhance the public's awareness and understanding of the City's heritage resources and the value of preservation and conservation of heritage resources in general.                 | Various |                                                                                  | Public appreciation for the value of heritage resources is increased. The social and physical fabric of the built environment is preserved through increased support for protection and related local planning initiatives.                                                        |

**Heritage Resource:** A structure, site, object, cultural or natural feature, in or above the ground, or related cluster of structures, sites, objects, cultural or natural features that are deemed to be significant by virtue of their design, construction, association with a heritage event, trend, person, place or social movement, or by virtue of the importance of the research or knowledge content which the resources may possess.

**Statement of Significance:** A summary document detailing a brief narrative of a historic resource. A Statement of Significance has three sections: description of historic place, heritage values and character-defining elements.

**Municipal Historic Resource/Area:** A place of historic significance, as designated by bylaw that is protected from unsympathetic alteration or destruction. Designation is a tool that municipalities use to ensure significant resources are preserved.