



# Creating Effective Heritage Advisory Bodies

Creating a Future for Alberta's Historic Places

# Overview...



## What is a Heritage Advisory Body?

- Role of a HAB
- Types of HABs
- Benefits of establishing a HAB

## How is a HAB established?

- Building Strong Memberships
- Establishing a Terms of Reference
- Mission and Vision

## HAB Relationships

- Understanding the Role of Council
- The Reporting Relationship to Council
- Staff Support of Activities



# Identifying and conserving local historic places...



## Legislative tools available to municipalities...

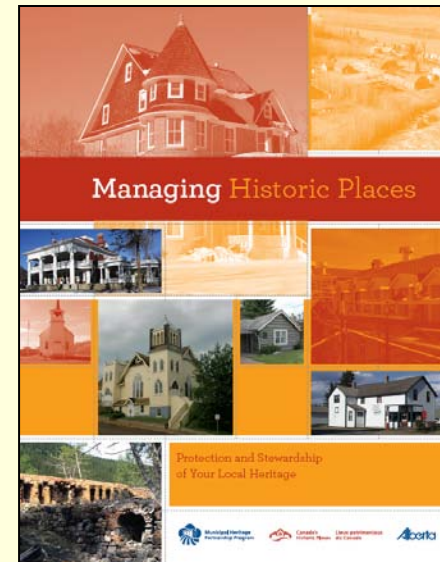
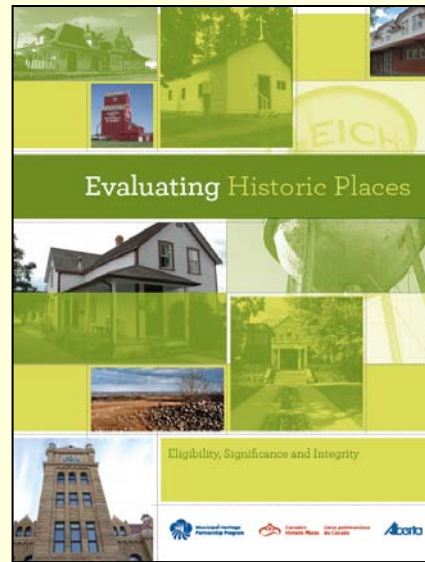
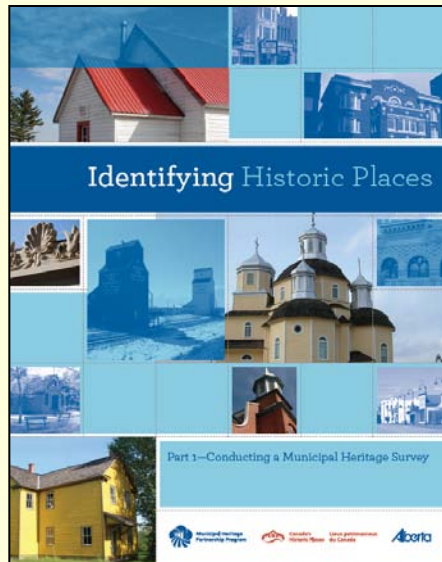
### Council is empowered under the *Historical Resources Act* to:

1. **Designate** individual property (a Municipal Historic Resource) and areas (a Municipal Historic Area);
2. **Allow or refuse permission** to alter or demolish a designated property;
3. May **provide grants and loans** to designated property owners; and,
4. **Establish a Heritage Advisory Body (HAB).**



# Municipal Heritage Partnership Program...

Identify, Evaluate, and Manage  
locally significant historic places



# What is a Heritage Advisory Body (HAB)?

**Established by bylaw**, HABs consist of a council appointed membership that:

- represent a **cross-section of residents and community interests**
- provides **public input and expertise**
- **advises council** on heritage issues
- **oversees the implementation** of heritage initiatives
- **makes recommendations** to Council

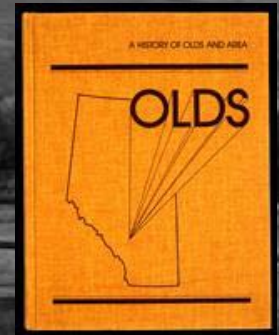
# Role of a Heritage Advisory Body?



# What is heritage?



Interpretive Panels



History Books



Museums



Commemorations



Archives



Walking Tours



# Role of a Heritage Advisory Body...

**Identifying Potential Historic Places** A HAB can take a key role in the completion of a survey or inventory. By examining, researching and evaluating all the properties and areas that may deserve protection, individual designation decisions will be easier and more objective.

**Community Involvement / Partnerships** Cooperation, partnerships and consultation with other heritage and community organizations expand the possibilities for community involvement. This also builds greater knowledge and stewardship for the role heritage plays in creating a sense of place.

**Educating and Informing the Community** HABs can be used to actively promote heritage conservation within communities, as well as for advising property owners on appropriate conservation and maintenance practices. HABs could produce newsletters, descriptive guides, plaques, exhibits, educational material, etc.

# Types of Heritage Advisory Bodies (HABs)...

(...a board, commission, corporation, committee...)



# Benefits of Establishing and Sustaining a HAB...



**Shows Council's commitment to your community's identity and heritage**

- ☐ **Identify and protect properties** of heritage value
- ☐ **Celebrate** the stories, places and events of the people that have shaped your community
- ☐ **Honour** the past in order to move forward
- ☐ **Build relationships** with heritage property owners and community residents



# How is a HAB established?

## Request made by...

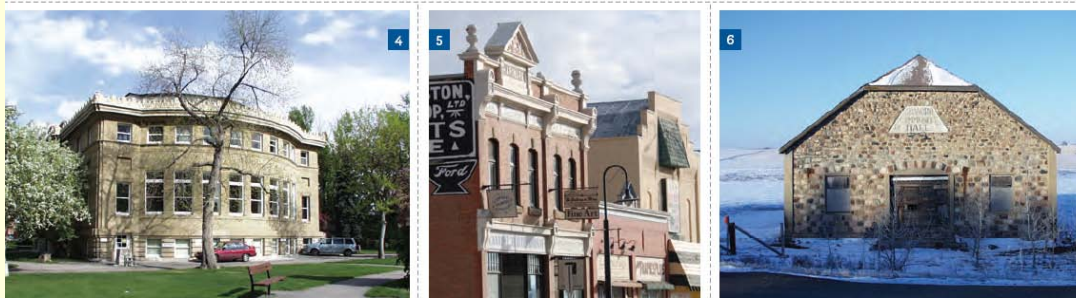
- ☐ a property owner
  - ☐ a community group
  - ☐ a member of council
- Ultimately, it is **a decision of municipal council** to establish the committee
  - A HAB is established by bylaw
  - Members are appointed by municipal council



# Building Strong Memberships...

**A Membership as Diverse as your Community** Committees that fail to attract representatives of the cultural and geographic (i.e. urban and rural) groups that have contributed to the development of their community's heritage miss out on opportunities to recognize, protect and promote important aspects of a community's heritage.

**Ensure your Committee's Commitment** Successful Heritage Advisory Bodies consist of active community members with a demonstrated interest in heritage conservation and an ability to work with council.



# Building Strong Memberships...

**Build on your Community's Expertise** Decision and policy-making must be based on reliable technical and professional advice. To provide council with this expertise, a HAB should possess a wide range of skills and knowledge, including:

- an **understanding of heritage conservation**
- a **knowledge of historical research**
- **trades-work**
- knowledge in **architectural history** including local architecture
- knowledge of **land-use planning** policies/regulations
- understanding of **municipal procedures and legislation**
- effective **marketing** strategies and approaches
- knowledge of **legal issues**
- **research and writing**

\* Draw from local institutions and organizations already playing a role in heritage conservation.



# Establishing a Terms of Reference...

Include a Terms of Reference with the bylaw

**Ensure members are aware of the roles and responsibilities of the committee**

**Terms of reference should include...**

1. **Mission statement:** a statement of purpose;
2. **Mandate:** the goals and objectives;
3. **Time frame:** when the committee will start, how frequently it will meet, how much time committee work will take;

# Establishing a Terms of Reference...

(...cont.)

4. **Resources required:** staff, expenses, equipment;
5. **Powers of the committee:** its authority and parameters for activities such as the hiring of individuals for specific projects, web design, co-ordinating events and so on;
6. **Accountability:** reporting lines, in what form – reports, studies, minutes;
7. **Linkages (holistic):** HAB connected to downtown revitalization committees, municipal cultural planning initiatives, land-use planning, heritage celebrations, etc?

# Establishing a Terms of Reference...

(...cont.)

8. **Size and potential membership:** A minimum of five members for a Heritage Advisory Body is advised. Based upon the size of the municipality, its reporting structure and the extent of its heritage programs, each council must determine the qualifications and the size of membership that best meets the community's needs.
9. **Recruitment and vacancies:** The terms of reference for the HAB should state how long a person serves on the committee and for how many terms they may be reappointed. Appointments typically range from one- to three years.



# Establishing a Terms of Reference...

(...cont.)

- 10. **Communication:** how should information be communicated to staff and others who should know about the committee and its work?
- 11. **Evaluation:** how to measure the effectiveness of the HAB?
- 12. **Reporting relationship:** how will the committee report to Council?



# Vision and Mission...

A vision is your committee's desired future and a commitment to create a reality that currently does not exist; what the group *hopes to achieve*.

***“Cucumber Corner is a village rich in history, buildings, archaeology and cultural heritage... As the village matures, our past shall not be lost to insensitive renovation or demolition, but retained as assets adding unique and irreplaceable value to our future.”***

A mission statement is a concise summary of what the HAB *intends to do*.

***“The Cucumber Corner Heritage Advisory Body is committed to the identification and preservation of buildings, structures and lands that are of heritage value or interest and to initiating and promoting a conservation ethic and a climate of responsible stewardship of the community's heritage resources.”***

# Understanding the Role of Council...

## Council is empowered under the *Historical Resources Act* to:

- **Designate** individual property (a Municipal Historic Resource) and areas (a Municipal Historic Area)
- Allow or refuse **permission** to alter or demolish a designated property
- Provide **grants and loans** to designated property owners; and
- Establish a **HAB**

## These powers give councils the opportunity to:

- Establish a municipal **budget** for heritage conservation
- Integrate **heritage conservation policies** into municipal planning documents
- **Receive recommendations from and assign projects to a HAB**



# The Reporting Relationship to Council...



## How will the HAB report to council?

- ☐ through a standing committee? (i.e. planning advisory or community development committees)
  - ☐ through the municipal chief administrative officer?
  - ☐ **a direct reporting relationship has proven most effective**
- 
- ✓ **one or two municipal council representatives** should be HAB members to maintain lines of communication
  - ✓ **Council should be informed** of the HAB's operations and recommendations through the committee's minutes, reports to council, annual reports and involvement in committee activities

## Staff Support of Activities...

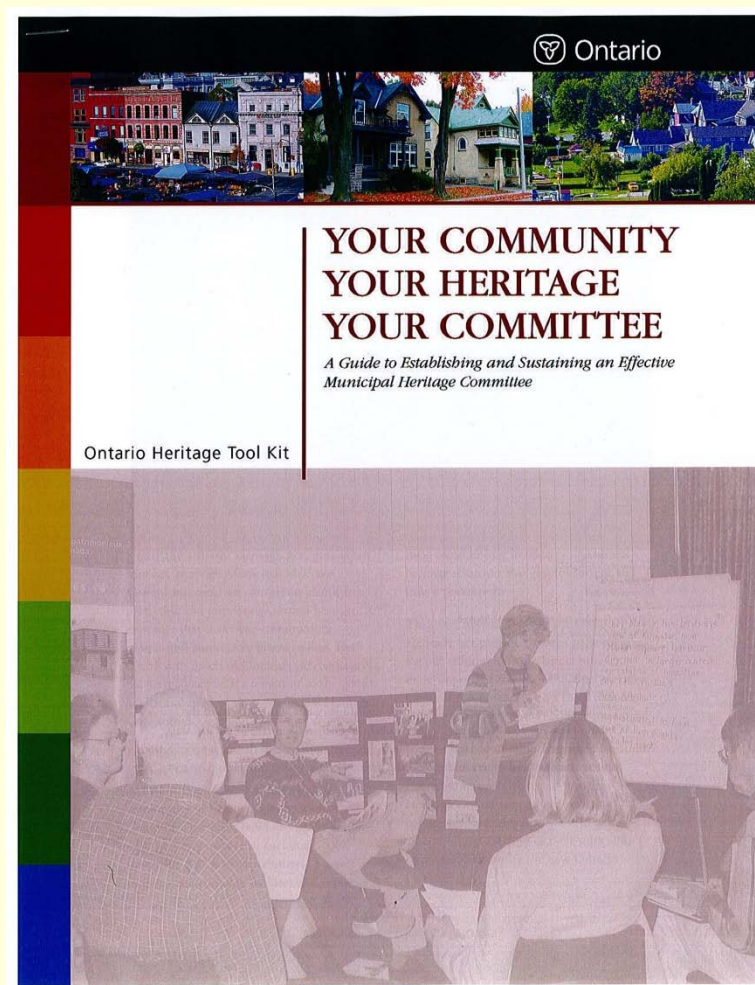
- may interact with a number of **different municipal departments** or staff
- a staff person usually serves as the **municipal liaison** with the HAB
- a staff might be assigned as the **primary point of contact** for all heritage activities in the community
- it might also be useful to assign the clerk, municipal solicitor, building inspector or planner as **non-voting members** of the HAB
- consider if it is appropriate to provide the HAB with access to **additional resources**: photocopying, meeting space, refreshments, letterhead, computer access, etc.

# Evaluate Group Effectiveness/Celebrate Success...

## Take a step back - look at accomplishments!

- How many properties were designated?
- How many plaques were erected or heritage awards presented?
- Was an important inventory undertaken or educational program established?
- Did the committee work with any new groups that they hadn't worked with before?
- Did the media/general public take a greater interest in heritage?
- Did the committee successfully manage a difficult heritage controversy?





# Your municipality...

## Opportunities?

## Benefits?

## Challenges?

## Questions?