



POLICY

Policy No. 61 – 114 – 26/04/20

Department: Planning

HERITAGE CONSERVATION AND MANAGEMENT

SCOPE:

This policy applies to all properties within the Town of Nanton identified as having potential or confirmed heritage value, including those within the Municipal Heritage Resource Inventory and any future additions. It establishes a framework for the evaluation, voluntary designation, and conservation of heritage resources, while formal protections only apply upon designation by bylaw.

PURPOSE:

The purpose of this policy is to establish a clear and consistent framework for identifying, evaluating, and conserving heritage resources within the Town of Nanton. This policy is required to implement the findings of the 2026 Heritage Building Evaluation Project, support informed and transparent decision-making, and ensure that the Town's historically significant buildings are appropriately recognized, managed, and considered in future planning and development.

DEFINITIONS:

Adaptive Reuse means the process of repurposing a heritage building for a new use while retaining its heritage character.

Character-Defining Elements means the physical features, materials, spatial configurations, and contextual relationships that contribute to a resource's heritage value.

Heritage Resource refers to building, structure, site, or landscape that possesses historical, cultural, architectural, or contextual significance.

Municipal Heritage Resource Inventory is a list of properties identified as having potential heritage value but not formally designated.

Municipal Historic Resource means property formally designated by bylaw under the Historical Resources Act.

Statement of Significance (SoS) is document that articulates the heritage value of a property and identifies its character-defining elements.

POLICY:

1. GENERAL POLICY DIRECTION

- 1.1 The Town of Nanton shall identify, evaluate, and manage heritage resources in a consistent and transparent manner to support the conservation of buildings and sites with historical, cultural, architectural, or contextual significance.

- 1.2 Heritage conservation shall be integrated into municipal planning, development review, and decision-making processes where appropriate.
- 1.3 The Town shall encourage voluntary participation from property owners in the identification and conservation of heritage resources.

2. MUNICIPAL HERITAGE RESOURCE INVENTORY AND STATEMENTS OF SIGNIFICANCE

- 2.1 The Town shall maintain a Municipal Heritage Resource Inventory based on the 2026 Heritage Building Evaluation Project and any future updates.
- 2.2 Properties that have been evaluated and provided with a Statement of Significance as part of the 2026 Heritage Building Evaluation Project are eligible to apply for designation as a Municipal Historic Resource, attached as Schedule "A" to this policy.
- 2.3 Inclusion in the Municipal Heritage Resource Inventory:
 - a. identifies properties with potential heritage value;
 - b. does not constitute formal designation, in that all properties must still be formally designated in accordance with this policy;
 - c. does not impose restrictions on property owners.
- 2.4 The inventory may be updated periodically based on new information, additional studies, or community input.

3. STATEMENT OF SIGNIFICANCE REQUIREMENT

- 3.1 A Statement of Significance shall be required for all properties seeking designation as a Municipal Historic Resource.
- 3.2 Properties that have an existing Statement of Significance completed through the 2026 Heritage Building Evaluation Project may use that documentation to support an application for designation.
- 3.3 Properties that do not have a Statement of Significance shall be required to obtain one prior to submitting an application for designation.
- 3.4 The preparation of a Statement of Significance for properties not previously evaluated shall be completed at the sole expense of the property owner and must meet acceptable professional and provincial standards.
- 3.5 No designation bylaw shall be brought forward to Council without a completed Statement of Significance in an acceptable form, in the discretion of Administration.

4. DESIGNATION OF MUNICIPAL HISTORIC RESOURCES

- 4.1 Designation of heritage resources shall be voluntary and initiated by the property owner through a formal application process submitted to the Town, using the application form attached as Schedule "B" to this Policy. The Town shall encourage and support applications for designation where properties demonstrate significant historical, architectural, or contextual value.



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- 4.1.1 As part of the voluntary application process, the registered owner shall complete and sign the Waiver of Compensation Form attached as Schedule "C" to this Policy in accordance with section 28(1) of the Historical Resources Act, RSA 2000, c H-9.
- 4.1.2 No application for designation shall proceed to Council for consideration until the executed waiver has been received by Administration.
- 4.2 Administration shall review all applications for completeness and alignment with established evaluation criteria, including the Statement of Significance and identified character-defining elements. Administration may conduct site visits, request additional documentation, and consult with subject matter experts as required prior to preparing a recommendation to Council.
- 4.3 Council shall consider all applications for designation in a transparent and consistent manner, taking into account the heritage value of the property, the condition and integrity of the resource, and the long-term viability of its conservation. Council may:
- a. approve the designation by bylaw, in the form attached as Schedule "D" to this Policy, thereby formally recognizing the property as a Municipal Historic Resource;
 - b. refuse the application where the property does not meet the required criteria or where designation is not considered appropriate, in the discretion of Council; or
 - c. request additional information or defer the application pending further review.
- 4.4 Priority for designation may be given to:
- a. properties identified as having high heritage value through municipal evaluation processes;
 - b. landmark buildings or those that contribute significantly to the character of a streetscape or area;
 - c. properties that are at risk of alteration, neglect, or demolition;
 - d. properties that represent unique, rare, or defining aspects of the Town of Nanton's history.

5. CONSERVATION AND ALTERATION

- 5.1 Once designated, heritage resources shall be conserved in a manner that retains and protects their identified character-defining elements, as outlined in the Statement of Significance, and in accordance with the designation. Conservation efforts shall seek to preserve the heritage value of the resource while allowing for reasonable and appropriate use.
- 5.2 Alterations, additions, or repairs to designated properties should be undertaken in a manner that respects the heritage character of the building and minimizes the loss of original materials and features, and only done in accordance with the designation. Such work should:
- a. respect the original form, scale, massing, and materials of the structure;
 - b. be distinguishable from historic construction while remaining compatible with the overall character;
 - c. avoid the removal, alteration, or concealment of significant features and character-defining elements;



d. utilize appropriate materials and techniques that do not compromise the integrity of the resource.

5.3 Property owners are encouraged to maintain and preserve designated heritage resources through ongoing care, preventative maintenance, and timely repair, in accordance with recognized conservation standards and best practices.

5.4 The Town may provide guidance or resources to assist property owners in understanding appropriate conservation methods and expectations.

6. DEMOLITION OF HERITAGE RESOURCES

6.1 Demolition of designated heritage resources shall be strongly discouraged, as these resources are considered valuable and non-renewable components of the Town's built heritage. No person shall demolish or otherwise destroy a designated heritage resource contrary to the designation bylaw.

6.2 Any proposal for demolition shall require Council approval and must be supported by clear justification, which may include structural concerns, safety considerations, or other significant factors demonstrating that conservation is not feasible.

6.3 Applications for demolition shall be reviewed carefully, and the Town may require supporting documentation such as structural assessments, cost estimates for rehabilitation, or alternative options considered prior to demolition.

6.4 Where demolition is approved, the Town may require:

- a. comprehensive photographic and written documentation of the resource;
- b. salvage and reuse of significant architectural materials or features where feasible;
- c. historical recording or commemoration of the site.

7. INTEGRATION WITH PLANNING AND DEVELOPMENT

7.1 Heritage considerations shall be incorporated into municipal planning and development processes to ensure that heritage resources are appropriately recognized and considered in future growth and change. This includes:

- a. development permit review processes;
- b. land use planning decisions and amendments;
- c. municipal projects, infrastructure planning, and capital works.

7.2 Administration shall consider the potential impact of proposed development on identified or designated heritage resources, including adjacent properties that may affect the context or character of a heritage site.

7.3 Where appropriate, development proposals may be encouraged to incorporate or retain heritage resources through adaptive reuse, compatible design, or site-sensitive planning.

8. INCENTIVES AND SUPPORT

8.1 Town may, subject to Council approval and budget availability, explore opportunities to support and encourage the conservation of heritage resources within the community.



- 8.2 Such support may include:
- a. the development of future grant or incentive programs to assist with conservation or rehabilitation work;
 - b. assistance in identifying and accessing provincial, federal, or other external funding opportunities;
 - c. provision of information, resources, and technical guidance related to heritage conservation practices.
- 8.3 The establishment of any financial or incentive program shall be subject to separate Council approval and may be implemented through future policies, bylaws, or programs as determined appropriate.
- 8.4 Nothing in this policy shall be interpreted as a commitment by the Town to provide financial assistance, and all support initiatives shall be considered on a case-by-case basis and within available resources, in the full discretion of the Town and Council.

9. ROLES AND RESPONSIBILITIES

- 9.1 Council shall:
- a. approve designations of Municipal Historic Resources by bylaw;
 - b. provide overall policy direction and oversight related to heritage conservation;
 - c. consider recommendations from Administration in a fair and consistent manner.
- 9.2 Administration shall:
- a. maintain and update the Municipal Heritage Resource Inventory;
 - b. review applications for designation and provide recommendations to Council;
 - c. support the implementation of this policy through administration, communication, and coordination;
 - d. provide information and guidance to property owners and the public regarding heritage conservation.
- 9.3 Property owners shall:
- a. maintain their properties in a reasonable state of repair;
 - b. participate in the designation process where applicable;
 - c. consider the conservation of heritage features when undertaking alterations or improvements.



 MAYOR

April 20/26

 Date



 CHIEF ADMINISTRATIVE OFFICER

April 20/26

 Date



SCHEDULE "A"

HERITAGE CONSERVATION AND MANAGEMENT POLICY

The following properties have been evaluated and provided with a Statement of Significance as part of the 2026 Heritage Building Evaluation Project and are eligible to apply for designation as a Municipal Historic Resource in accordance with Section 2.2 of this Policy.

Property No.	Property Name / Common Name	Municipal Address	Legal Description
1	W.S. Keeley Building - 1908	1901 20 AVE	Lot 10, Block 4, Plan 4362I
2	Auditorium Hotel - 1902	2001 20 AVE	Lot 10, Block 3, Plan 4362I
3	Fetherston's Grocery - 1915	2112 20 ST	Lot 23, Block 4, Plan 4362I
4	Nanton Drug Company - 1908	2114 20 ST	Lot 23, Block 4, Plan 4362I
5	Denoon's Meat Market - 1924	2116 20 ST	Lot 22, Block 4, Plan 4362I
6	Shaw & Cooper Block - 1909	1919 20 AVE	Lot 1, Block 4, Plan 4362I
7	Nanton News - 1908	1902 21 AVE	Lot 17, Block 4, Plan 4362I
8	Nanton Telephone Exchange - 1919	2118 20 ST	Lot 22, Block 4, Plan 4362I
9	Creighton Residence - 1917	2203 21 ST	Lot 1, Block 7, Plan 959J
10	Keen Hospital/Nanton Hospital - 1927	2207 20 ST	Lot , Block , Plan 0312590
11	Dr. McKeage's Dental Office - 1904	2204 21 ST	Lot 20, Block 6, Plan 959J
12	Masonic Hall - 1906	2120 21 ST	Lot 18, Block 3, Plan 4362I
13	Nanton Scout Hall - 1957	2222 18 ST	Lot , Block 38, Plan 6864FU

The above list may be amended from time to time by Council resolution as additional properties are evaluated and Statements of Significance are completed.



SCHEDULE "B"



HERITAGE MANAGEMENT PLAN APPLICATION FOR DESIGNATION

Policy No. xx - xx – xx/xx/xx

Please complete this application form to request voluntary designation of a property as a Municipal Historic Resource under the Town of Nanton Heritage Conservation and Management Policy.

APPLICANT INFORMATION

Registered Owner Name(s): _____

Mailing Address: _____

Telephone: _____ Email: _____

PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

Common / Historic Name of Property (if applicable): _____

STATEMENT OF SIGNIFICANCE

- Existing Statement of Significance attached
- Statement of Significance to be prepared at owner expense

HERITAGE VALUE AND JUSTIFICATION FOR DESIGNATION

Please provide a brief description of the historical, architectural, cultural, or contextual significance of the property:



REFERENCE NUMBER: 61 – 114 – 26/04/20
REPLACES POLICY DATED: n/a

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ADDITIONAL INFORMATION

Please identify any known structural issues, prior alterations, or restoration work:

OWNER DECLARATION

I / We, being the registered owner(s) of the above-noted property, hereby voluntarily apply to the Town of Nanton for consideration of designation as a Municipal Historic Resource.

Signature: _____ Date: _____

Signature: _____ Date: _____

FOR ADMINISTRATION USE ONLY

Date Received: _____

Application Complete: Yes No

File Number: _____

Reviewed By: _____

Personal information on this form is collected under the authority of section 4(c) of the Protection of Privacy Act and will be used for the purpose of administering and processing applications for Municipal Historic Resource designation. Questions regarding the collection, use, or disclosure of this information may be directed to the Town of Nanton Access and Privacy Coordinator.



REFERENCE NUMBER: 61 – 114 – 26/04/20
REPLACES POLICY DATED: n/a

A handwritten signature in blue ink, appearing to be 'M. J. W.' or similar, located in the bottom right corner of the page.

SCHEDULE "C"



HERITAGE MANAGEMENT PLAN
WAIVER OF COMPENSATION FORM

Policy No. xx - xx - xx/xx/xx

In making a voluntary application for Municipal Historic Resource designation, and in consideration for the Council considering my application, I, _____, described as _____, being the registered owner of the _____, together with the land legally described as Plan _____, Block _____, Lot _____, do hereby agree to waive any claim to compensation, pursuant to Section 28(1) of the Historical Resources Act, RSA 2000, c H-9, from the Town of Nanton, for any decrease in economic value resulting from a bylaw, pursuant to Section 26(1) of the Historical Resources Act, RSA 2000, c H-9, designating the _____ and land as a Municipal Historic Resource.

I further agree that upon any transfer of or agreement related to the _____ and land that those parties related to such an agreement will also be subject to this waiver of compensation.

Agreed to this _____ day of _____, 20_____.

Nanton, in the Province of Alberta.

Signature of Registered Owner

Witness Signature

Town of Nanton Seal

Personal information on this form is collected under the authority of section 4(c) of the Protection of Privacy Act and will be used for the purpose of administering and processing applications for Municipal Historic Resource designation. Questions regarding the collection, use, or disclosure of this information may be directed to the Town of Nanton Access and Privacy Coordinator.



REFERENCE NUMBER: 61 - 114 - 26/04/20
REPLACES POLICY DATED: n/a

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SCHEDULE "D"



Town of Nanton

BYLAW NUMBER: XXXX/XX

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA
TO DESIGNATE PROPERTY AS A MUNICIPAL HISTORIC RESOURCE**

1. PURPOSE:

1.1 This bylaw is to designate < Name of Resource > as a municipal historic resource.

2. ENACTMENT

WHEREAS, the Historical Resources Act, R.S.A. 2000, c. H-9, as amended, permits a council of a municipality to designate any historic resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving notice to the Owner of the Resource in accordance with the Historical Resources Act;

WHEREAS it is deemed in the public interest to designate the Heritage Resource located in the Municipality of the Town of Nanton as a Municipal Historic Resource; and

WHEREAS the Owners of <Name of Resource> of the Municipality of the Town of Nanton have agreed to waive compensation for the designation of <Name of Resource> of the Municipality of the Town of Nanton as a Municipal Historic Resource, now and in the future.

NOW THEREFORE BE IT RESOLVED that the council of the Municipality of the Town of Nanton, in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

3. INTERPRETATION

Unless otherwise specified, the words used in the Bylaw have the same meaning as defined in the Historical Resources Act.

Character Defining Elements means the materials, forms, location, spatial configurations, uses, and cultural associations or meaning that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.



Council means the Council of the Municipality of the Town of Nanton in the Province of Alberta.

Heritage Resource refers to building, structure, site, or landscape that possesses historical, cultural, architectural, or contextual significance.

Municipality means a city, town, village, summer village, municipal district, improvement district or special area.

Owner(s) means the registered owner of the <Name of Resource>.

4. HERITAGE RESOURCE DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE

4.1 The Heritage Resource, commonly known as <Name of Resource> of the Municipality of the Town of Nanton, is hereby designated as a Municipal Historic Resource, specifically described in Schedule "A", which is located on the lands legally described as follows: <FULL LEGAL LAND DESCRIPTION>.

Excepting thereout all mines and minerals

5. PERMITTED REPAIRS AND ALTERATIONS

5.1 The specific elements of the Municipal Historic Resource considered to possess historic value, as described within Schedule "A", are Character Defining Elements.

5.2 No person shall demolish or make alterations, additions or repairs to the Municipal Historic Resource which have the effect of diminishing the Character Defining Elements without the written approval of Council or a person or persons appointed by Council as an Administrator.

6. ADMINISTRATOR

6.1 The CAO or designate of the Municipality of the Town of Nanton is hereby appointed to administer the implementation of any matters arising from the matters set out in Section 5.

