



Photo courtesy of Crowsnest Museum & Archives

## Historic Resource Designation

### Understanding the Process

#### What is a Historic Resource?

Historical resources may include a building, structure, site, cultural or natural feature that is considered significant because of design, construction, a historic event, trend, person, place or social movement, or by virtue of the importance of the research or knowledge content which the resource may possess.

Historical resources are important pieces of our community's history and contribute to the Municipality's character and sense of place.

#### What is Municipal Historical Resource Designation?

Municipal Historical Resource designation is a legislative tool for recognizing and legally protecting the community's significant historic resources. Designation is used when the long term protection of a historical resource is desired and designation is determined to be the most suitable heritage protection tool to use.

Designation involves creating and passing a bylaw that officially designates and legally protects the historic resource in accordance with the Alberta Historical Resources Act.

Municipal Historical Resource designation is effected only with the consent of the resource owner.

Only Council can remove a Municipal Historical Resource Designation by passing a rescinding bylaw.

#### How do I know if my Property is Eligible for Designation?

The Municipality of Crowsnest Pass completed a 3-Phase Historic Buildings Inventory in 2015, which identifies buildings with heritage value and/or heritage character.

The Inventory identifies the core group of resources to which conservation efforts will be focused and used to encourage the retention and restoration of our community's rich collection of historical resources.

Properties recognized on the inventory have the benefit of already being surveyed and evaluated for their

historical significance and are therefore 'designation ready'. The Heritage Inventory can be accessed on our website at [www.crowsnestpass.com](http://www.crowsnestpass.com).

If an applicant owns a building that is not listed on the inventory, however is still believed to be historical, they are advised to contact the Municipal Development Office. The Development Office, together with the Crowsnest Pass Municipal Historic Resources Board, will work with the applicant through the designation process.

#### What are the Benefits of Designation?

There are many advantages to both the owner and the Municipality when a resource has been designated. In addition to conserving our unique history, there is pride of ownership and public recognition. There may also be marketing potential for commercial purposes and possible enhanced economic value of one's property. Once on the Alberta Register of Municipal Historic Resources, the opportunity exists for access to technical advice and to approach the Province for grant funding.

#### Can a Designated Municipal Historical Resource be Altered or Demolished?

The purpose of designation is to protect a historical resource from demolition or alteration and subsequent loss of character or value. However, some alterations may be required for the ongoing use of a designated resource.

Administration and the Municipal Historic Resource Board will conduct a careful review of proposed alterations to ensure that the Integrity of the resource is maintained. A development permit is required to ensure proposed alterations adhere to the heritage character of the resource and are consistent with the Standards and Guidelines for the Conservation of Historic Places in Canada ([www.historicplaces.ca](http://www.historicplaces.ca)).

#### What are the Steps to Completing an Application for Municipal Historical Resource Designation?

In order to determine the eligibility of a resource for designation, the Municipality requires as much information as possible. The application form lists

the required information, including a Statement of Significance, that must accompany it. In certain cases, the Municipality may waive some of the listed requirements. The application may be picked up at the Municipal Office, or online at [www.crowsnestpass.com](http://www.crowsnestpass.com).

#### How does the Designation Approval Process Work?

Council, with advice from the Municipal Historic Resources Board and Administration will determine whether a resource warrants designation. If Council deems it is appropriate, Administration will send a "Notice of Intention to Designate" to the owner, and 60 days is given to make a decision. Administration and the Municipal Historic Resources Board are available to discuss the matter with the applicants during this period. If the applicant grants consent, Council will pass the designation bylaw.

#### When is a Development Permit Required?

The Municipality may require a development permit for any proposed work on a designated Historic building, structure, or land. In many cases the Alberta Building Code requires a building permit for work on a building or structure.

#### Fee for Historic Resource Designation

There is no cost for Historic Resource Designation.

#### Development Permit Fees

Development Permits required will depend on the nature of the development proposed (e.g., for renovations, additions or signage).

Fees are subject to change.

For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

#### Historic Resource Designation Process

Determine if Property is Worthy of Designation



Apply for Historic Resource Designation (by Property Owner, Municipality, Other Interested Party)



Council Considers Designation



Council Issues Notice of Intent to Designate to Property Owner



60 Day Waiting Period



Council Considers Bylaw to Designate



Bylaw Registered to Title of the Property



Property Owner can Apply for Government Funding for Repairs and Maintenance

For more information, please visit our website at [www.crowsnestpass.com](http://www.crowsnestpass.com)

or contact

Lisa Kinnear, Development Officer

8502 19 Avenue, Coleman

403-562-8833

[development@crowstpass.com](mailto:development@crowstpass.com)



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