



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
April 25, 2022
Council Chambers, Coleman Municipal Office

PRESENT:

Chairman	Fred Bradley
Board Member	Howard Vandenhoeft
Board Member	Nathan Harrower
Board Member	Gaston Aubin
Board Member	Don Budgen
Board Member	Samantha Palmer-Forrest
Board Member	Glen Girhiny
Board Member	Vicki Kubik, Councillor
Development Officer	Katherine Mertz
Development Officer	Kim Kozak
Municipal Representative	Johan van der Bank

ABSENT: Brad Edmondson (with apology)

1. CALL TO ORDER

Chairman Fred Bradley called the meeting to order at 2:00 pm

2. ADOPTION OF AGENDA

MOTION by Glen Girhiny to adopt the agenda as amended (adding an information item under Round Table Discussion re. an A-board sign).

CARRIED

3. ADOPTION OF MINUTES

MOTION by Glen Girhiny to adopt the minutes of January 24, 2022, as presented.

CARRIED

4. CONSENT AGENDA

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5. DELEGATIONS

-



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6. REQUEST FOR DECISIONS

6.1 Development Permits

- (a) DP2022-010 - Bellevue Inn (this was circulated to members and comments received by email in February)
- Replacing front verandah that was damaged in fire.
 - Replacing rear fire escapes and including a raised deck.

MOTION by Howard Vandenhoeft to confirm that the Advisory Committee has no concerns.

CARRIED

- (b) DP2022-023 – moving a dwelling onto a vacant lot in the Coleman National Historic Site, with a 50% front yard setback variance from 20ft to 10ft (this was circulated to members and comments received by email in February).

Discussion: The Advisory Committee discussed the need to obtain grant funding to retain a consultant to undertake a review of the *Design Guidelines for the Crowsnest Pass Historic District* and the Land Use Bylaw, with the purpose, inter alia, to ensure the integrity of the Coleman National Historic Site, and to establish colour codes for use when applicants are required to match the colours stated in character-defining elements in "Integrity Statements".

MOTION by Samantha Palmer-Forrest to confirm that the Advisory Committee has no concerns.

CARRIED

- (c) DP2022-055 Crowsnest Candy fascia sign – 20 Avenue, Blairmore

MOTION by Nathan Harrower that the Advisory Committee has no concerns.

CARRIED



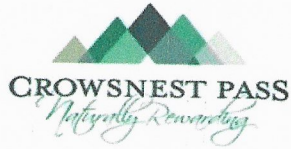
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7. ROUND TABLE DISCUSSION

- 7.1 The Advisory Committee acknowledge receipt of the Survey - Insurance & Heritage Properties - National Trust for Canada (this was circulated to members in their personal capacities in February).
- 7.2 The Advisory Committee acknowledge receipt of the Statement by MLA Roger Reid on the declaration of the Roxy Theatre as a Provincial Historic Resource.
- 7.3 Heritage Designation Plaque - an initiative to provide plaques for the Blake Burgman Residence and other structures designated as Municipal Historic Resources (i.e. the Barbour Pharmacy, the Cosmopolitan Hotel, the Orpheum Theatre and the Peuchen Block). The provider that had been contacted earlier, has not responded and new contacts must be established. Further discussion of this item was deferred to the next meeting
- 7.4 Crowsnest Pass Story Maps – Oldman River Regional Services Commission (ORRSC)
The Committee was pleased with the feedback and discussed several aspects of it, including the possibility to link this information to several websites, the use of QR codes on the building plaques, etc. Fred Bradley will provide the original database for the building plaques, which will be useful for this project. There was a suggestion that the Story Maps be brought to Council's attention and added to the municipal website and/or the public version of the GIS - Katherine Mertz will follow up with ORRSC.
- 7.5 Update - Heritage Incentives Sub-committee.
The Sub-committee met in April and provided recommendations that are attached to and form part of these minutes. It was agreed that Johan van der Bank will arrange a meeting between the Sub-committee and the municipal administration to review the recommendations, before seeking Council acceptance. Following those steps, a plan will be developed to involve business and property owners, possibly through a workshop.
- 7.6 Kim Kozak shared information regarding a proposed A-board sign in Bellevue Main Street for a proposed barber shop – a development permit is not required for an A-board sign.
- 7.7 Bellevue Main Street Revitalization Project – the Advisory Committee requested that Johan van der Bank bring to the attention of municipal administration that the Advisory Committee would appreciate an opportunity to discuss this project with the administration.



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8. NEXT MEETING DATE(S)

- Monday, June 20, 2022, at 2:00 PM in Council Chambers, Coleman Municipal Office.

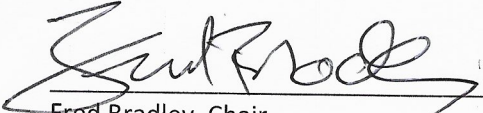
9. IN CAMERA

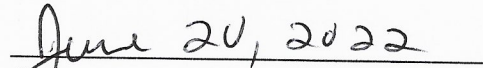
10. ADJOURNMENT

MOTION by Don Budgen to adjourn the meeting at 3:20 pm

CARRIED

Approved by:


Fred Bradley, Chair


Date

Crowsnest Pass Municipal Historic Resources Advisory Committee

Heritage Incentives Sub-Committee

Proposed Incentives

1. Façade/Restoration Business Improvement Loan

Recommend implementing Municipal Historic Resource Business Improvement Loan Program through Community Futures Crowsnest Pass and Municipality of Crowsnest Pass to assist with eligible costs of restoration and façade restoration for designated Municipal Historic Resources.

Amount and Term of Loan to be determined by Community Futures and Municipality.

Municipality would be responsible for the interest portion for the term of the loan.

Currently only 5 Municipally Designated Historic Resources so programme would not be onerous.

If programme were extended as a Façade Restoration/Improvement Programme for eligible commercial buildings within Municipal Historic Commercial Overlay District – eligibility criteria (what sort of work and costs would be eligible) would need to be determined and from Community Futures perspective a maximum loan amount cap needs to be determined (\$10,000 to \$20,000) and also a total amount of their portfolio that might be allocated to the programme (i.e. \$100,000 or \$200,000 – which would determine maximum number of loans that could be processed).

(See attached background documents from previous programme)

2. Municipal Tax Incentive/Credit Programme for Designated Municipal Historic Resources

Recommend that the Municipality of Crowsnest Pass consider implementing a Municipal Tax Incentive/Credit Programme for designated Municipal Historic Resources

a. Municipality of Crowsnest Pass Heritage Conservation Tax Credit Program -

- Program at the discretion of Municipal Council.
- Applies only to designated Municipal Historic Resources
- Intended to:
 - Increase property assessment value
 - Assist and provide financial incentive for property owners to conserve municipally designated Municipal Historic Resources
 - Compliment Provincial Historic Preservation Partnership Program which provides grants to designated Municipal Historic Resources for eligible conservation work up to 50% of the costs to a maximum of \$50,000.
- Owners may apply at any time.
- Proposals must involve a minimum \$10,000 in eligible work to repair, stabilize, and rehabilitate designated buildings and to preserve their significant heritage elements.
- Municipal Council retains sole responsibility for accepting or rejecting applications and for setting the amount of tax credit to be allocated to each authorized project.
- The value of an approved tax credit may be up to 50% of the net private investment made in eligible work. The eligible work may be determined in conjunction with application and approval by province's Provincial Historic Preservation Partnership Programme. The Heritage Tax Credit would only be implemented if the eligible work has been carried out.
- The credit may be used over a maximum 10-year period to reduce qualifying property taxes levied by the Municipality.

Option A

- Reduce the net private investment rate from 50% to a lesser amount such as 25%. On a \$50,000 net private investment the amount of the tax credit would be \$12,500

Option B

- Set a maximum annual tax credit amount that can be drawn down at a set figure such as \$1000 per annum. Could be adjusted to reflect the net property investment by the property owner. Set time limit – 10 years. If the tax bill was \$2500 then the property owner would be eligible for a tax credit of \$1000 and thus would pay \$1500 in taxes. The benefit to the property owner would be \$10,000 over a ten-year period. The Municipality would still collect a portion of the taxes each year.

b. Municipality of Crowsnest Pass Property Tax Assessment Freeze

- Program at the discretion of Municipal Council.
- Applies only to designated Municipal Historic Resources
- Intended to:
 - Increase property assessment value
 - Assist and provide financial incentive for property owners to conserve municipally designated Municipal Historic Resources
 - Compliment Provincial Historic Preservation Partnership Program which provides grants to designated Municipal Historic Resources for eligible conservation work up to 50% of the costs to a maximum of \$50,000.
- Owners may apply at any time.
- Proposals must involve a minimum \$10,000 in eligible work to repair, stabilize, and rehabilitate designated buildings and to preserve their significant heritage elements.
- Municipal Council retains sole responsibility for accepting or rejecting applications and for setting the amount of Property Tax Assessment Freeze and time frame to be allocated to each authorized project.
- The value of an approved Property Tax Assessment Freeze may be up to 50% of the net private investment made in eligible work. The eligible work may be determined in conjunction with application and approval by province's Provincial Historic Preservation Partnership Programme. Time frame for Property Tax Assessment Freeze could be calculated on amount of private investment for eligible work.

The eligible conservation work may cost \$50,000. 50% of that would be \$25,000. The current property tax assessment may be \$200,000. Due to the conservation work the assessed property assessment tax may increase to \$250,000.00 and may be subject to annual increases.

This programme would freeze the property assessment on a designated Municipal Historic Resource for a period of time to equal 50% of the net private investment in eligible work or for a fixed period time (Recommend no longer than ten years.)

The property owner would benefit by a reduction in municipal taxes paid annually by the assessment freeze. Once the designated period of time for the Property Assessment Freeze has expired the Municipality would benefit from increased taxes collected based on the increased assessed value of the property after the Property Assessment Freeze expires.

Example

2022 Non – Residential Mill Rate 13.10308

Tax on Assessed Value of \$200,000 @ 13.10308 = \$2,620.62

Tax on Assessed Value of \$250,000 @ 13.10308 = \$3,275.77

The difference would amount to an annual tax relief of \$655.15.

If Property Assessment were frozen for 10 years, the benefit to the property owner would be approximately \$6,551.50 plus an additional amount due to likely annual increase in the assessed value of the property over a ten-year period.

Option A

The Assessed Value could be frozen at a lower rate such as 50%

Example

2022 Non – Residential Mill Rate 13.10308

Tax on Assessed Value of \$200,000 @ 13.10308 = \$2,620.62

Frozen at 50% \$100,000 @ 13.10308 = \$1,310.31

Tax on Assessed Value of \$250,000 @ 13.10308 = \$3,275.77

The difference will amount to an annual tax relief of \$ 1,965.46 if the assessment increases.

If Property Assessment were frozen for 10 years, the benefit to the property owner would be approximately \$ 19,654.60 plus an additional amount due to likely annual increase in the assessed value of the property over a ten-year period.

Crowsnest Pass Municipal Heritage Board

April 10, 2013

Mr. Myron Thompson, CAO
Municipality of Crowsnest Pass
PO Box 600,
Crowsnest Pass, Alberta, T0K 0E0

Re: Community Future's Business Improvement Loan Program

Dear Myron,

The Crowsnest Pass Municipal Heritage Board at its April 8, 2012 meeting considered a proposal from Community Futures Crowsnest Pass regarding a Municipal Historic Overlay Proposal for Business Improvement Loans for historic facade and exterior improvements. As a result of the discussion the following motion was passed:

Motion by John Kinnear:

That the Municipal Heritage Board supports and recommends that the Municipality give serious consideration to an interest rebate program as an incentive to compliment Community Futures Crowsnest Pass – Municipal Historic Overlay proposal for Business Improvement Loan Program for historic façade retention and exterior building improvements.

Carried unanimously.

The Municipal Heritage Board believes that providing a municipal interest rebate as part of Community Futures Crowsnest Pass Business Improvement Loan Program will be an added incentive for businesses to improve their exteriors and preserve historic facades within the proposed Municipal Historical Overlay districts.

Such a municipal interest rebate incentive may also encourage building owners to consider Municipal Heritage Designation, which provides access to funds from the Alberta Historical Resources Foundation for matching funding to preserve character defining elements of designated buildings.

If you have any questions for clarification or require further details, please do not hesitate to contact me.

Yours truly,

Fred Bradley, Chair
Crowsnest Pass Municipal Heritage Board

Attachment – April 8 letter from Community Futures Crowsnest Pass

Date: April 22, 2013

To: Municipality of Crowsnest Pass
Mayor Decoux, Councillors, Myron Thompson

From: Shar Lazzarotto, Manager

Re: Municipal Historic Overlay Proposal
Business Improvement Loan Program

Community Futures Crowsnest Pass is embarking on a ***Business Improvement*** Loan program to complement our variety of Business Loan programs.

The purpose of the loan is for a Business owner to do improvements to the exteriors (facades) of their buildings. The Business Improvement Loan program will provide:

- Loan up to \$20,000
- Interest 6.50%
- 5 year term

Community Futures Crowsnest Pass is asking the Municipality of Crowsnest Pass to consider paying the interest on the loans as an incentive for the business owners, the Municipal Heritage Board in protecting the historic integrity of the buildings, and efforts to beautify the community.

If the building is designated a Municipal Heritage Resource, the building owner could also apply for matching funds from Alberta Historic Resources Foundation.

Community Futures Crowsnest Pass is committed to a total loan fund of \$400,000 for this project. At interest of 6.5% per annum, the total interest payable would be \$26,000 per year for five years - **if** all of the loan funds were advanced. In addition to the \$400,000 investment, there could potentially be an additional funds provided by AHRF, should all of the loans be to qualifying designated buildings.

The loans would be provided on an individual basis and would be processed by Community Futures Crowsnest Pass and subject to our lending and collection procedures. The interest on the loan balances would be invoiced to the Municipality on a quarterly basis for payment for the five year term of each loan. There would be no liability to the Municipality for any outstanding business improvement loan principal amounts. The only paperwork involved from a Municipal standpoint would be the processing of a quarterly invoice.

Enclosed is a spreadsheet of projected loan activity and interest rates payable on an annual basis over the next eight years for your information.

A business improvement loan program is very active and effective in Downtown Lethbridge where the "Heart of the City" pays the interest, and in Coalhurst where the Town pays the interest.

We look forward to your favourable responses and partnering with you on enhancing our historic commercial areas and beautifying our community. Feel free to contact me should you require additional information.

Respectfully submitted,

Shar Lazzarotto
Manager
Community Futures Crowsnest Pass