



### INTRODUCTION

Do you own a historic property that is architecturally, historically or culturally unique home in the Municipality of Crowsnest Pass? Are you interested in learning more about how to designate your property as a property of cultural heritage value or interest? The Municipality of Crowsnest Pass and the Municipal Historic Resources Board (MHRB) invite you to participate in the heritage designation process by learning more through reading this Information Package or by speaking with the Municipality's Development Officer.

### ABOUT THE MUNICIPAL HISTORIC RESOURCES BOARD

The Municipal Historic Resources Board (MHRB) is volunteer-based and includes residents of the Municipality appointed by the local Municipal Council under the Alberta Historical Resources Act, to advise on the preservation of properties within the municipality that may be of cultural heritage value. It includes a member of the Municipal Council as well as staff members from the Planning and Development Department, and is an integral part of the municipal structure, reporting to Council.

Members of the Municipal Historic Resources Board meet regularly to plan and implement activities designed to educate the community on the importance of heritage in Crowsnest Pass, as well as to review applications for properties that are being considered for the Municipal Heritage Inventory and the Municipal Register of Historic Places. The MHRB will carry out the designation process for properties that have been approved, and maintain a Places of Interest List that identifies properties in the municipality that they believe are of cultural heritage value or interest, but are not yet designated.

The work of the MHRB often extends beyond a mere advisory role. It is active in promoting heritage conservation within the Municipality and provides a recognized forum whereby community members may express their interest in heritage conservation. The technical expertise it offers can help Council make informed choices on complex decisions relating to heritage issues.



### COMMONLY ASKED QUESTIONS

#### 1. Who can request designation?

Anyone can request that a property be designated. Council must obtain the advice of its Municipal Historic Resources Board on any property proposed for designation.

#### 2. What is the process to designate my property as a heritage building?

The first step is to contact the Municipality's Development Officer in order to initiate the process. Next, you will be asked to fill out a Municipal Heritage Inventory Application form which is then circulated to the Municipal Historic Resources Board (MHRB). Once the property's eligibility is confirmed, the MHRB evaluates the architectural, historical or cultural significance and integrity of your property. If a property has significance and integrity, a Statement of Significance (SoS) is written. There is no cost to you as the Municipality will cover these expenses. You will also receive a copy of the SoS. The Development Officer will then ask you to complete a Designation Application form, which will be used by the MHRB in their recommendation to Council to designate the property. If Council agrees through a majority, it must give the owner 60 days notice by issuing a Notice of Intention declaring its intention to designate the property by way of a Designation Bylaw. Once the Notice of Intention is issued, Council must wait at least 60 days before they can consider the Designation Bylaw and you, as the owner, have these 60 days to object if you decide not to designate your heritage property. Once the 60 days elapse, Council can then complete the process of passing the Designation Bylaw and registering the bylaw on the title of your property.

#### 3. Is there any obligation after I fill out the Municipal Heritage Inventory Application form?

No. This is only the first step in the process and you may refuse designation any time up to 60 days after Council issues you a Notice of Intention to designate your property.

#### 4. Does designation affect the interior of my property?

Generally no. Designation normally only pertains to the exterior of the building, unless you wish to include any special interior features such as existing wood work, mouldings and finishes. Heritage designation allows for the protection of real property, which may include the building, but also outbuildings, landscaping (trees), ornamental elements, fences or any other important features of the built environment that is recommended in the Resource Evaluation, and by the Historic Resources Board or owner.

### 5. What happens after my property is designated?

If you would like to make alterations or additions that affect the exterior appearance of your property, then you will need to complete a Heritage Resource Intervention Permit Application at no cost, and consult with Municipal staff, such as the Development Officer and, when necessary, the Historic Resources Board prior to beginning any work. The Designation Bylaw will outline the pan-Canadian accepted guidelines for heritage conservation, as well as general conservation guidelines for property owners. Minor changes, such as the replacement of siding or the installation of a new door or window opening may be delegated to staff for approval. Larger projects may require further review and approvals. It is best to speak with staff in the Planning and Development Department first to understand what type of alterations require what type of approvals and permits.

### 6. What will it cost me to designate my property?

The Municipality takes care of the costs incurred through the designation process such as the Resource Evaluation, the Statement of Significance, and registering the Designation Bylaw on title. However, depending on the scope of future alterations, there may be costs associated with the requirement of a development or building permit, and other related permits that would be required even if the building is not designated. The extent of the work will determine what type of approvals and permits are required.

### 7. Does designation affect the sales value of my property?

A study conducted by the University of Waterloo in 2000 discovered that the rate of sales of designated properties was as good as or better than the general market. (Source: Robert Shipley, "Heritage Designation and Property Values: Is There an Effect?" International Journal of Heritage Studies, Vol. 6 No. 1, 2000. Page 6 of 15)

### 8. How does designation affect my property insurance and mortgage?

Your insurance premiums should not go up as a result of heritage designation. Usually a variety of other factors such as out-dated wiring, old heating systems found in older buildings cause insurance companies to increase insurance premiums. It is best to consult with your insurance company and mortgage lender prior to pursuing designation in order to best understand your own individual circumstances.

### 9. How does designation affect my property taxes?

Designation should not have a direct impact on your taxes. However, the Municipality must conduct a general assessment every year. If the value of the property has increased, the property taxes may also increase. If you have further questions, it would be best to speak with a Municipal staff member regarding property taxes and assessments.

### 10. How difficult would it be to de-designate my property?

If a property owner wishes to de-designate their property, they must apply to Council who would then consult with the Municipal Historic Resources Board. Each application would be considered on its own merit. If Council were to approve de-designation, they would need to repeal the Designation Bylaw and serve the repealing bylaw on the owner and register the same with the Land Titles office. The Registrar of Land Titles would then endorse a memorandum on the certificate of title regarding the cancellation of the Designation Bylaw.

### 11. Are there any financial incentives provided to me if I designate my property?

The Alberta Historical Resources Foundation provides financial and technical assistance for initiatives that help preserve and interpret Alberta's heritage. The grants are delivered under the Heritage Preservation Partnership Program. A maximum matching grant of \$50,000 for a designated Municipal Historic Resource is available per application per year to safeguard the historic integrity of the place and extend its physical life. An additional grant of \$25,000 is available for architectural and/or engineering services, studies, reports or plans associated with the conservation of a historic place.

## ARE YOU INTERESTED IN DESIGNATING YOUR HERITAGE PROPERTY?

- Do you own a heritage property?
- Does it have aesthetic, historic, scientific, cultural, social or spiritual importance?
- Does it still retain its historic materials, form, location, spatial configuration, use and cultural associations?
- Is your property on the Places of Interest List?
- Are you interested in having your property placed on the Municipal Heritage Inventory?
- Are you interested in having your property designated on placed on the Municipal Register of Historic Places?