



Communities across Alberta have significant historic places that citizens would like to recognize and conserve. Municipal Historic Resources are significant places designated by bylaw that are protected from unsympathetic alteration or demolition. Designation is a tool to preserve significant places. The Historic Resources Management Branch of the Government of Alberta has a series of booklets that help describe the process in more detail.

**1. DETERMINE IF A PLACE IS WORTHY OF PROTECTION, UNDERSTAND ITS HERITAGE VALUE AND WRITE A STATEMENT OF SIGNIFICANCE.**

A Statement of Significance provides a description of the resource, relates the heritage value of the resource, and lists the valued character-defining elements that need to be protected to maintain its integrity.

**2. COUNCIL CONSIDERS DESIGNATION**

This requires a partnership between the owner and the municipality based upon understanding the heritage values of the place. It is important that the designation process proceed with the approval of the property owner.

**3. COUNCIL ISSUES PROPERTY OWNER WITH NOTICE OF ITS INTENTION (NOI) TO DESIGNATE THE PLACE A MUNICIPAL HISTORIC RESOURCE**

With owner agreement, council passes a motion for the written notice and it must occur 60 days before council considers a designation bylaw.

**4. COUNCIL ADVERTISES THE NOTICE OF INTENTION**

Many municipalities choose to advertise the notice. Although not required, advertising helps to ensure that a designation has informed public support.

**5. SIXTY (60) DAY WAITING PERIOD ELAPSES**

This period allows for the owner to review all documentation and to also allow for any response by the public following advertisement of the Notice of Intention.

**6. COUNCIL CONSIDERS A BYLAW TO DESIGNATE THE HISTORIC PLACE AS A MUNICIPAL HISTORIC RESOURCE**

Designation occurs when council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the Historical Resources Act. A council may not consider a bylaw until the sixty-day notice period has elapsed. Once the sixty-day notice period has expired, council can proceed with the designation bylaw, which is considered in the same manner as a regular bylaw.

**7. BYLAW IS REGISTERED ON TITLE OF DESIGNATED PROPERTY AND PROVIDED TO THE PROPERTY'S OWNER**

This ensures that anyone with an interest in the property understands that it is a Municipal Historic Resource and that present and future owners will understand what the municipality expects the owner to conserve.

**8. DOORS OPEN TO THE BUILDING OWNER IN THE FORM OF POSSIBLE GOVERNMENT GRANTS AND PRESTIGE IN OWNING A DESIGNATED HERITAGE PROPERTY**

With the successful designation of the property as a Municipal Heritage Resource, the property owner has potential access to ongoing government funding that will help with repairing, maintaining, and rehabilitating the character-defining elements of the resource.