



# HERITAGE MANAGEMENT PLAN

MUNICIPALITY OF CROWSNEST PASS



MAY  
2019



Community Futures Crowsnest Pass



Prepared by: Community Design Strategies Inc.



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# Acknowledgements

The development of the Crowsnest Pass Municipal Heritage Management Plan involved the consultation of municipal staff, councillors, the Municipal Historic Resources Board (MHRB), and the community to engage on a broad scale the stakeholders who are passionate about conserving and protecting the heritage resources of the Crowsnest Pass. The process included several meetings, public consultation through a Regional Vision strategic planning workshop, as well as an Open House to provide an overview of the Heritage Management Plan, and a guide through the recommended policies and procedures, the process of designation, and opportunities that exist in moving forward with heritage resource management that will ensure the identification, protection, and conservation of historic places throughout the region.

The Municipality of Crowsnest Pass is grateful for the financial support the Alberta Historical Resources Foundation provided in the form of a matching grant to complete this plan. The Foundation's support gave stimulus to develop the policies, procedures, and templates that will drive future historic site identifications through to designation, and appropriate historic site interventions that will protect the site's significance and integrity.

This Heritage Management Plan would not have developed without the vision and commitment of the Crowsnest Pass Municipal Historic Resources Board, as well as municipal staff. The board members and municipal staff provided strong direction and input and participated in the strategic planning work session and public open house to ensure the management plan reflected the outcome of stakeholder concerns. The members of the Municipal Historic Resources Board include:

- Fred Bradley, Chair
- John Kinnear
- Michael Leeb
- Fred Matt
- Lori Prentice
- Deanna Powell
- Stephanie Laine-Hamilton
- Lisa Sygutek

A special thank you is directed to development officer, Lisa Kinnear, for her assistance with logistics and preparations for teleconferencing, board meetings, the Regional Vision strategic planning session and the open house. Also a special thank you to the chief administration officer, Patrick Thomas; the director of Development, Operations and Engineering, Mel Bohmer; and the development officer, Lisa Kinnear, for ensuring all municipal concerns and details were addressed.

Thank you also to the mayor and the following municipal councillors who participated and contributed to the development of the Heritage Management Plan:

- Mayor Blair Painter
- Councillor Marlene Ancil

- Councillor Dave Filipuzzi
- Councillor Doreen Glavin
- Councillor Gordon Lundy
- Councillor Lisa Sygutek
- Councillor Dean Ward

The Heritage Management Plan also benefitted from the valuable input of the following participants who contributed to the strategic planning session:

- Belle Kovach, Bellecrest Association
- Chris Matthews, Executive Director, Crowsnest Museum
- Pat Rypien, President, Crowsnest Historical Society
- Joey Ambrosi, Interpretation-Education Officer, Frank Slide Interpretive Centre
- Monica Field, Facility Manager, Frank Slide Interpretive Centre
- Ian Mckenzie, Crowsnest Heritage Initiative
- Elaine Hruby, Past Executive Director, Crowsnest Pass Ecomuseum Trust Society
- Terry Hrudey, Chair of Municipal Planning Commission
- Sacha Anderson, Community Futures and Chamber of Commerce
- Fred Matt, Past Vice President, Crowsnest Pass Ecomuseum Trust Society
- Wayne Shackleton, property owner
- Edie Shackleton, property owner

The Coleman Seniors Drop-in Centre was generous in accommodating the Strategic Planning Session.



“EACH OF THE COMMUNITIES OF THE CROWSNEST PASS CONTAIN UNIQUE NEIGHBOURHOODS MAIN STREETS AND ASSOCIATED COMMERCIAL BUILDINGS THAT REFLECT THE CHARACTER OF EACH COMMUNITY’S HISTORIC BUSINESS DISTRICT, WHICH ARE STILL, FOR THE MOST PART, AN AUTHENTIC REPRESENTATION OF THEIR PERIOD OF CONSTRUCTION — AND RARE TO HAVE THESE INTACT HISTORIC BUSINESS DISTRICTS AND HISTORIC RESIDENTIAL NEIGHBOURHOODS MOSTLY UNCHANGED DURING THE DYNAMIC ECONOMIC BOOM YEARS RECENTLY EXPERIENCED BY MANY ALBERTA CENTRES.”

*Fred Bradley*



# Executive Summary

The Crowsnest Pass is defined by its unique history and its rich historic fabric. The region has a multitude of historic places that tell stories of the landscape, the richness of ethnic backgrounds, the hard-working tenacity of its residents, and the mosaic of the Pass that is like no other. The Crowsnest Pass is a special place that breathes history, lives in the spirit of those who created it, and respects the need to protect it.

The purpose of this Heritage Management Plan is to encourage the municipality to incorporate various policies and procedures to help continue the process of identifying, conserving and protecting local heritage resources.

The format of the Crowsnest Pass Municipal Heritage Management Plan is structured in ten sections that are organized to provide an overview of the process, procedures and policies, and related templates to achieve the designation and protection of heritage resources within the region. The Management Plan is a guide for council, the Municipal Historic Resources Board, municipal staff, building owners and the public to help identify and preserve the region’s heritage and to strengthen community pride and economic vitality.

The overall structure of the Heritage Management Plan is meant to focus on each component of heritage management:

- Heritage Survey
- Heritage Inventory
- Heritage Designation
- Conservation Strategies and Incentives

These four primary areas of concentration are supported with forms and flow charts that guide all players through the process. The packaging of these forms is meant to simplify the tools for heritage designation, and to ensure the tools are useable in an interactive PDF format as well.

Stemming from the outcome of the Regional Visioning strategic planning session, the research of current practices both locally and beyond, a series of recommendations are provided in terms of priority over a five-year period in the following areas of concentration:

- Heritage Planning
- Heritage Incentives
- Heritage Awareness and Education
- Heritage Partnerships

It is hoped that this Heritage Management Plan will equip the municipality and all stakeholders with a clear vision and effective tools for managing, promoting, interpreting, and supporting local heritage resources.

# Definitions

## **Alberta Historical Resources Foundation (AHRF)**

Alberta's primary window for heritage conservation funding. The foundation provides financial and technical assistance to individuals and organizations for initiatives that preserve and interpret Alberta's heritage through a variety of cost-sharing grants.

## **Alberta Register of Historic Places (ARHP)**

This program is responsible for identifying, evaluating and designating Provincial Historic Resources, updating and maintaining the Register, and submitting eligible sites for listing on the Canadian Register of Historic Places.

## **Canadian Register of Historic Places (CRHP)**

The pan-Canadian list of historic places of local, provincial, territorial and national significance. The CRHP is administered by the Government of Canada, in collaboration with provincial and territorial governments.

## **Character-Defining Elements (CDEs)**

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.

## **Conservation**

All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource to retain its heritage value and extend its physical life. This may involve "Preservation," "Rehabilitation," "Restoration," or a combination of these actions or processes.

## **Crowsnest Pass Municipal Heritage Inventory (MHI)**

The Crowsnest Pass Municipal Heritage Inventory is a list of historic assets within the Municipality of Crowsnest Pass, including the former communities of Coleman, Blairmore, Frank, Hillcrest, and Bellevue that have met all evaluation criteria for significance and integrity and have a Statement of Significance.

## **Cultural Landscape**

Any geographical area that has been modified, influenced, or given special cultural meaning by people, such as:

- Designed cultural landscapes intentionally created by human beings.
- Organically evolved cultural landscapes developed in response to social, economic, administrative or religious forces interacting with the natural environment. They fall into two sub-categories:
  - » Relict landscapes in which an evolutionary process came to an end. Its significant distinguishing features are, however, still visible in material form.
  - » Continuing landscapes in which the evolutionary process is still in progress. They exhibit significant material evidence of their evolution over time.
- Associative cultural landscapes are distinguished by the power of their spiritual, artistic or cultural associations, rather than their surviving material evidence.

### **Designation Bylaw**

A bylaw passed by council designating a historic resource as a Municipal Historic Resource. A Designation Bylaw must include the legal description of the property that is to be designated and a declaration that the property is being designated as a Municipal Historic Resource pursuant to the *Alberta Historical Resources Act*.

### **Heritage**

A broad term that refers to all property that is inherited from the past, including valued objects and qualities such as cultural traditions, unspoiled countryside, and historic buildings that have been passed down from previous generations.

### **Heritage Designation**

Heritage designation is the formal public recognition of a significant heritage property with the passing of either municipal or provincial legislation to ensure the conservation of heritage resources for the benefit and enjoyment of present and future generations.

### **Heritage Resource Intervention Permit**

A Heritage Resource Intervention Permit is required when interventions are proposed to a building or site that has been designated as a Municipal Historic Resource. Interventions include, but are not limited to, construction, additions, alterations, demolition, cosmetic changes and signage.

### **Heritage Survey**

A heritage survey gathers, and records information associated with the physical remains of the past to identify, document and understand the potential historic resources in a community. A heritage survey lays the foundation for continued heritage protection, promotes public awareness and fosters grassroots support for heritage preservation, and offers municipalities a planning tool for managing and preserving historic sites.

### **Heritage Value**

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configuration, uses, and cultural associations or meanings.

### **Historic Commercial Overlay District**

Historic commercial overlay districts are regulated to ensure that new development and façade alterations are designed and constructed in a manner that respects the sense of place evoked by these areas, reinforces the character of these areas, and ensures a high quality of development. Overlays have been prepared for Bellevue, Blairmore and Coleman which identify historic commercial areas to promote and protect their significant historical character.

### **Historic District**

A historic district or conservation area denotes a neighbourhood unified by an architectural style and/or historical development.

### **Historic Place**

A structure, building, group of buildings, district, landscape, archaeological site or other place in Crowsnest Pass that has been formally recognized for its heritage value.

### **Historic Resource**

A historic resource is any work of nature or humans that is primarily of value for its paleontological, archeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest, including, but not limited to, a paleontological, archeological, prehistoric, historic or natural site, structure, or object.

### **Historic Site**

A historic site is any site that includes, or is comprised of, a historic resource of immovable nature or that cannot be disassociated from its context without destroying any of its value as a historic resource.

### **Historical Resources Act (HRA)**

Originally passed into law as the Alberta Heritage Act in 1973, and revised as the *Historical Resources Act* in 2010, the Act is the legislation that, among other things, empowers municipal governments to designate historic resources or areas.

### **Integrity**

The ability of a historic resource to convey its significance. A building or structure, together with its site, should retain a large part of its integrity, its relation to its earlier state, and in the maintenance of its original or early materials and craftsmanship.

### **Interpretation**

This is any communication process designed to reveal the characteristics, meanings and relationships of a community's-built heritage, to the public through reference to cultural objects, landscapes, structures or persons.

### **Intervention**

Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

### **Maintenance**

Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

### **Minimal Intervention**

The approach that allows functional goals to be met with the least physical intervention.

### **Monitoring**

The systematic and regular inspection or measurement of the condition of the materials and elements of a historic place to determine their behavior, performance, and rate of deterioration over time.

### **Municipal Heritage Inventory (MHI)**

List of historic sites that have been formally researched and evaluated, are known to be of potential architectural and/or historical significance and hold Statements of Significance.

### **Municipal Historic Resource (MHR)**

A Municipal Historic Resource is a historic resource that is designated by bylaw and protected from unsympathetic alteration or destruction pursuant to the condition of the Alberta *Historical Resources Act*.

### **Municipal Register of Historic Places (MRHP)**

A listing of properties that have local historic significance and have been designated as Municipal Historic Resources by bylaw enacted by municipal council.

### **Notice of Intention to Designate**

A Notice of Intention to Designate is a motion passed by council stipulating that a written notice of intention to designate a historic resource as a Municipal Historic Resource shall be served on the owner of the said resource. The Notice shall contain the legal description of the property and a declaration stating council's intention to designate the property as a Municipal Historic Resource pursuant to the Alberta *Historical Resources Act*.

### **Preservation**

The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

### **Provincial Historic Resource**

A resource that has been designated by ministerial order, according to the terms set out in the Alberta *Historical Resources Act*.

### **Reconstruction**

The process of recreating the exact form and detail of a vanished resource or major part thereof.

### **Rehabilitation**

The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value.

### **Renovation**

A generic term used to describe various levels of intervention, including remodeling, recycling, and rehabilitation. It refers to the improvement of existing buildings and neighbourhoods.

### **Restoration**

The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a period in its history, while protecting its heritage value.

### **Revitalization**

A term that describes the process of organizational, economic, social, physical, and cultural redevelopment or regeneration of an area or street.

### **Statement of Significance (SoS)**

A Statement that identifies the description, heritage value, and character-defining elements of a historic place. A Statement of Significance is required for an historic place to be listed on the Municipal Heritage Inventory.

## Some Facts to Consider

- » Most buildings are demolished before they are 30 years old.
- » Over 35% of buildings are demolished due to area redevelopment, which can be attributed to a lack of effective planning.
- » Over 22% of buildings are demolished due to buildings being no longer suitable for the required needs, which can be attributed to a lack of imagination in adaptive reuse ideas.
- » If such buildings were refurbished for new uses, Canada's waste stream could be reduced by approximate 6%.
- » In 2000, 12% of Canada's waste disposal was from construction and demolition sources.
- » Depending on methodology, region and year of assessment, estimates of construction and demolition waste in Canada range from 10-33%, with a conservative estimate of about 20%.
- » When a heritage site is demolished, the stored embodied energy goes to waste.

Embodied energy is the energy used in the life cycle of a building, and includes:

- » Initial energy to acquire, process, manufacture and transport building materials and construct the building;
- » Recurring energy to maintain and repair the building;
- » Operating energy to heat, cool, ventilate and light the building; and
- » Demolition energy to demolish and dispose of the building.

# 1. Introduction

## 1.1 A New Framework for Heritage Management

A Heritage Management Plan (HMP) is a guide that will help Crowsnest Pass be a responsible steward of its historic places. It is a tool that provides guidance and direction to identify, preserve, and protect important historic resources with appropriate heritage planning and conservation practices.

The development of the Crowsnest Pass Heritage Management Plan is based on six underlying principles. The Heritage Management Plan is:

- process and product oriented
- a “values-based” approach
- based on public engagement
- not possible or desirable to conserve everything
- an integral part of overall community planning systems
- an open-ended cyclical process.

### The Goal of the Heritage Management Plan

The goal of this Heritage Management Plan is to define the conservation decision-making process. The *Standards and Guidelines for the Conservation of Historic Places in Canada* states that conservation activities be a sequence of actions:

- **Understanding** the historic place
- **Planning** for its conservation
- **Intervening** through projects or maintenance

This HMP provides a framework for the municipal council, administration, the Municipal Historic Resources Board, municipal staff, stakeholder groups, owners of historic places, and the public for a consistent and comprehensive approach to heritage management in Crowsnest Pass.

### The Structure of the Heritage Management Plan

The Crowsnest Pass HMP consists of eight primary components:

- an introduction to heritage management and historic places
- a review of the current context and heritage conservation framework in Crowsnest Pass
- a review of the Heritage Management Plan work session outcome
- an overview of the current national, provincial, and municipal framework related to heritage management
- procedural and policy guidelines for the management of heritage resources in Crowsnest Pass as they apply to the Heritage Management Plan, Survey, Inventory and Designation process
- conservation strategies and municipal incentives related to the protection of historic places
- recommendations describing potential initiatives, incentives, and strategies to assist in heritage conservation activities

- template forms to easily proceed through the Heritage Management Plan’s Survey, Inventory, and Designation process, including bylaw development, and the historic resource intervention permit process.

The structure of the plan provides a clear process of procedures and policies, along with supportive information with the tools and templates needed to achieve designation and protect historic places in Crowsnest Pass.

### **The Benefits of the Heritage Management Plan**

There are several benefits to having a Heritage Management Plan in place. The Plan outlines agreed upon approaches and actions to conserve historical resources in Crowsnest Pass. The HMP is a clear system for monitoring, reviewing, evaluating, designating, and protecting historic resources in the municipality. It provides a clear framework for designation applications and provides a common understanding between such stakeholders as the municipal council, administration, the Municipal Historic Resources Board, the development officer, owners of historic places, and the public.

### **Heritage Conservation and Sustainability**

Heritage conservation is an integral part of community sustainability, and the first guideline of sustainability is – use what already exists. Communities across Canada are embracing the four-pillar model of sustainability. The model is promoted by the National Trust for Canada, which states that maintaining heritage buildings supports the four pillars of sustainability that represent cultural vitality, economic health, environmental responsibility, and social equity. When considering the benefits of heritage conservation in a community or region, such benefits extend across the four pillars of sustainability.



## Sustainable Community Development

- » Heritage tourism is anchored by historic buildings. They connect us to our past and are important resources that link generations, young and old, to enhance education and citizenship.
- » Conserving heritage buildings connects us to our past and strengthens our sense of community.
- » Travelers seek heritage experiences in Canada that offer an experience, provides new knowledge and authenticity.
- » Conservation is more labour intensive than new construction, which focuses on assembling new materials often trucked great distances.
- » Several major government studies verify the labour component of renovation is 1.7 to 2.0 times that of new construction. Thus, it creates two to five times as many jobs as new building construction.
- » Uses less energy and creates less waste than new construction. The energy required to erect a new building is roughly equivalent to the energy required to operate it for 40 years.
- » Rehabilitation retains dollars in the community and supports the development of skilled building trades.
- » Older buildings are typically located in older neighbourhoods, which are compact and walkable, thus they encourage the enhancement of existing neighborhoods and infrastructure rather than decay, urban sprawl and increased infrastructure costs.
- » Study indicated 16% of all landfill waste was from the construction industry, and good portion due to demolition.

### Economic Prosperity

The economic health of either a community or region is substantially bolstered through heritage conservation. It creates growth in employment in the restoration industry, in skilled labour, professional markets, product manufacturing, local sales in construction materials and equipment rental. The municipality benefits from increased property taxes and other revenues such as permit fees. What was once a vacant building and a liability to the municipality is now being used and contributing to the local tax base.

### Cultural Vitality

Heritage conservation promotes architectural diversity in the community and therefore offers unique places and spaces for artists, artisans, and cultural groups to use. It supports arts and culture as an element of everyday life in the community. In turn, this encourages new cultural growth and the opportunity for these heritage places to become focal points for community social events, education and interpretive opportunities, and tourism attractions.

### Social Equity

Heritage conservation provides an abundance of opportunity for public services and volunteerism, fosters a sense of place and pride in the community, and improves social responsibility in all ages. It facilitates neighbourhood diversity of both people and properties, promotes mixed-use developments in urban centres, and enhances the quality of life for citizens by creating safe and environmentally conscious living spaces that demonstrate pride of ownership and respect for traditional values. When a community fosters a healthy historic environment, historic buildings are being used in a variety of ways, thus making them relevant to all sectors of the public.

### Environmental Sustainability

Heritage conservation contributes greatly to environmental sustainability by promoting the reuse of existing resources through the rehabilitation of building materials. It encourages the re-use and re-development of an existing, and perhaps vacant, building for either a similar or entirely different use.

## 1.2 The Value of Historic Places

The spirit and character of Crowsnest Pass is largely defined by its unique history and historic fabric. Throughout the region, historic places tell the story of the land, the people, and the evolution of its communities. Such places showcase the region's historic time-line and demonstrate the places where its families have lived, worked, survived and developed, thus enabling Crowsnest Pass residents to better understand the history of their communities, of the region's ancestry, and the diverse ethnic backgrounds that created a mosaic of culture that defines Crowsnest Pass as it exists today.

## What Do You Value Most About Heritage in the Crowsnest Pass?

- » The fact that the Pass had two to three natural disasters.
- » We live in the most beautiful place in the world.
- » Unique area, geography, and landscape.
- » CNP is out-of-the-way. We experience less change; thus, we live closer to our heritage.
- » Less development pressures.
- » A lot of authenticity. We may not be rich, but we are real.
- » Shared value of multi-culturalism. The assimilation through our grandparents and parents.
- » One "public" school system promotes shared values.
- » Understanding the details of previous owners of the older residential stock.
- » Written history and resources to enrich understanding of history.
- » We are survivors. Your life depended on your neighbours and the community.
- » There are city slickers, hayseeds and mountain people. We are the mountain people.
- » It represents the deep roots of what we have come to love and cherish – fourth generations.
- » Outsiders' view – what the Pass has contributed to Alberta and Canada, and family that worked in the mines.
- » The relationships that have developed. The mines, workers and industrial connections.
- » The coming together of people from all over Canada to work in the mines.

Historic places are valued for their association with the past, and possible connection to:

- significant themes, activities, cultural practices or events
- significant persons in the community
- significant institutions in the municipality
- significant buildings or sites that embody distinctive characters of style of architecture, craftsmanship, or represent high artistic value in the region
- significant for the type of information it yields regarding the municipality's history
- a unique cultural, symbolic, or spiritual significance.

Historic places can be varied in scope, from a small cabin, mine residence, and homestead, to an entire cultural landscape, mine site, dance hall, community hall, or the remnants of an entire town site and gravesite that contains the memory of those who once lived there.

Members of the community may consider such places to have heritage value because of the site's significant association with the past. Such historic places tell a story. Such historic places represent the cultural and built landscape of the municipality and carry meaning that secures collective memory and identity.

The municipality's rich history creates a sense of place and connects the past with the future. Such places have value not only to the Pass but to Alberta, and to Canada.

# 2. Current Context

## 2.1 Overview

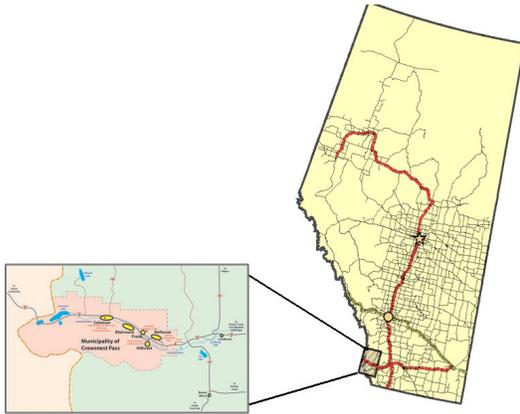
The current context includes background information on the Municipality of Crowsnest Pass with descriptions of its geographic location, historical context, municipal historic resources, and current community stakeholders.

## 2.2 Crowsnest Pass Region

### Geographic Location

The Crowsnest Pass straddles the provincial boundary of Alberta and British Columbia from approximately Elko British Columbia to Lundbreck, Alberta, and is the southernmost Canadian rail and road link through the Canadian Rockies at an elevation of 1,358 metres (4,455 feet). On the Alberta side of the Pass is Crowsnest Lake, which drains into the Crowsnest River, with the water flowing east through a series of rivers across the prairies and Manitoba, and into the Hudson Bay. The valley of the Crowsnest River is surrounded by majestic mountains, many of which are over 2,100-metres. The most spectacular is Crowsnest Mountain (2,785m., 9,138 ft.) on the north side of the valley, while the highest is Mount Ptolemy on the south side of the valley at 2,815-metres (9,234-feet).

The geological processes which took place over hundreds of millions of years are responsible for the coal deposits which drew prospectors, speculators, and many immigrants to the Pass beginning in the late 1800s. Today, both new residents and tourists are drawn to the former mining towns by the scenery and the recreational opportunities available in the Pass.

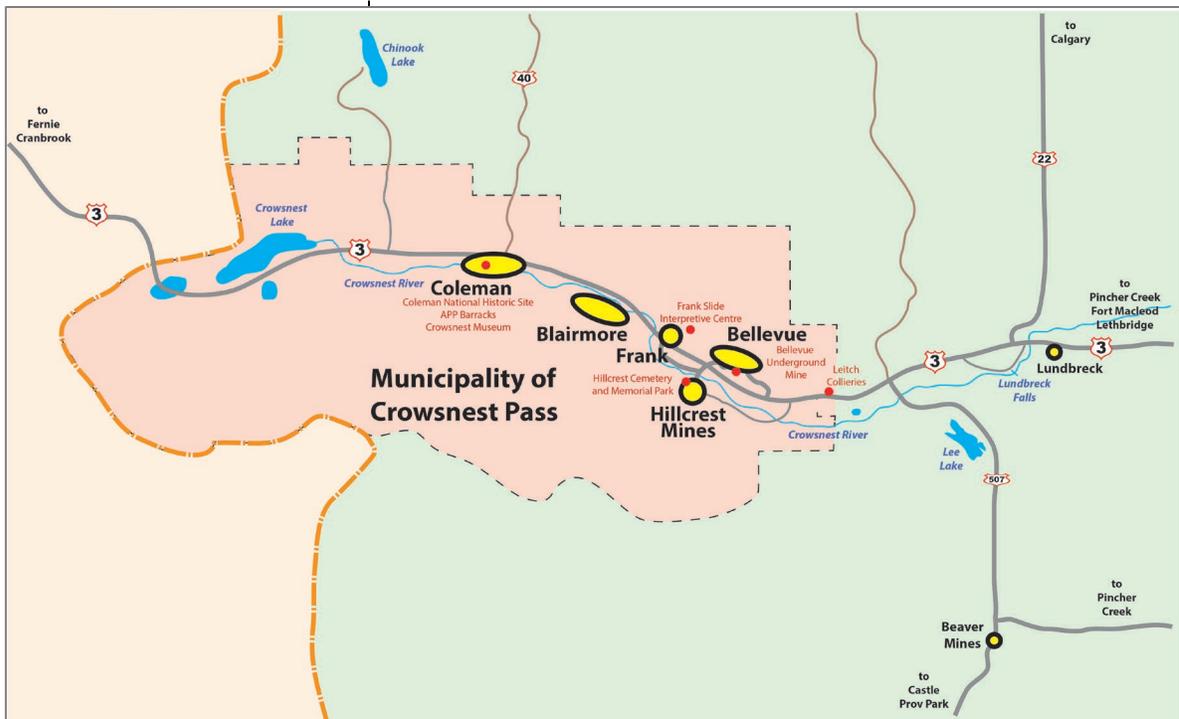


### Crowsnest Pass Communities

- » Coleman
- » Blairmore
- » Frank
- » Hillcrest Mines
- » Bellevue

### Other mine-based communities include:

- » Lille
- » Maple Leaf
- » Passburg
- » Sentinel



The Municipality of Crowsnest Pass was created on January 1, 1979 with the amalgamation of several former mining municipalities that are situated along Highway 3. These are the towns of Blairmore and Coleman; the villages of Bellevue and Frank; and Improvement District No. 5, which included the Hamlet of Hillcrest Mines and East Coleman. There were other mine-based communities such as Passburg, Lille and Sentinel which were either abandoned or reduced in size as mines closed.

### Historical Context

Until the arrival of European explorers in the late 1700s, numerous native cultures utilized the Pass from the period after the last ice age 11,000 years ago. Different parts of the Pass were utilized at different times of the year. They survived on the abundant wildlife in the deep glacial valleys where the creeks and rivers drain into the Crowsnest River; on bison found at the eastern edge of the Pass; and on the fish, that could be found in lakes near the summit of the Pass.

The coal mines, and the associated processing facilities, were the primary reason for the existence of the communities. This is evident by the remaining mining related structures that dot the landscape throughout the Crowsnest Pass. The homes and commercial districts in each community were usually within easy walking distance of the mine.

As the mines prospered, the communities expanded, and the business and managerial classes prospered. Evidence of this prosperity can still be found in the design and architecture of many of the commercial buildings in the downtown business districts, and the homes of business owners and senior mine employees. Unfortunately, as the mines closed one-by-one over the decades the communities suffered, and, in some cases, there is little evidence a community ever existed.

The employment available at the mines drew immigrants from across the globe to what they hoped would be a better existence for themselves and their families. Evidence of the living conditions can be seen in the simple architecture of the tiny miners' cottages that can be found in every community within the Municipality of Crowsnest Pass.

The first European to mention the Pass in his journals was explorer and mapmaker Peter Fidler. In the winter of 1792-93, while working for the Hudson's Bay Company, he mapped much of southern Alberta, and was told of the Crowsnest Pass by the Ktunaxa (Kootenai). Fidler was brought by his Pikanni (Peigan) guides to meet with the Ktunaxa near the Livingstone Gap, about 35-kilometres north of the eastern entrance to the Crowsnest Pass.

In 1873, Michael Phillipps, travelled the Crowsnest Pass prospecting for gold. He did not locate any gold, but instead found evidence of coal deposits. He sent his coal samples to geologist Dr. George M. Dawson of the Geological Survey of Canada. Dawson, along with Joseph Tyrrell, surveyed the Pass for coal deposits in 1883. In 1887, Dawson published his definitive map of the region east of the Rocky Mountains and described the deposits of coal as "practically inexhaustible."

In 1900, S.W. Gebo began testing a seam and, later that year, brought in a partner, H.L. Frank, who purchased the property on the side of Turtle Mountain for \$30,000.

## What is a Municipal Historic Resource?

### Municipal Historic Resource/Historic Place

A Historic Resource is a Historic Place. The resource is a structure, building, group of buildings, district, landscape, archaeological site or other place in Crowsnest Pass that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction.

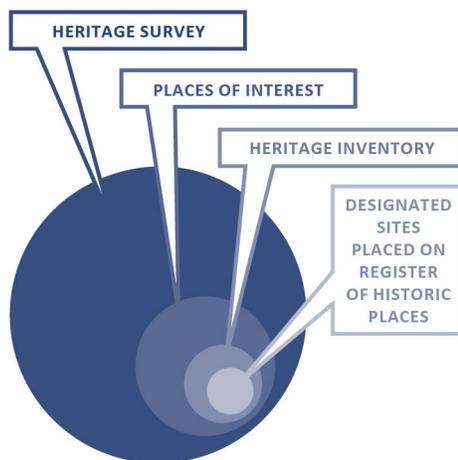
### Heritage Value

The Heritage Value of a Historic Resource or Place is the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining elements such as materials, forms, location, spatial configurations, uses, and cultural associations and meanings.

### Character-Defining Elements

Character-defining elements are the materials, forms, location, spatial configurations, uses and cultural associations or meaning that contribute to the heritage value of a historic places, and which must be retained to preserve its heritage value.

*Definitions provided by Standards and Guidelines for the Conservation of Historic Places in Canada.*



The coal found in the Pass was low in sulphur and phosphorus, and the coal could be processed to form a high-quality material called “coke” that is essential in smelters to produce high grade metals. The coking process takes place in rows of coke ovens where the coal is heated to over 1000 degrees Celsius in the absence of oxygen.

There was demand from smelters in the Northwest United States and British Columbia for coke to process ores mined in south eastern British Columbia, and American mines. In 1902, several Americans formed the International Coal and Coke Company, and purchased the Denison Coal Properties in Crowsnest Pass. The following year, the company began selling lots in Coleman for homes and built 100 coke ovens to process the coal from its new mine. By 1910, the mine employed 550 men, and was producing almost 500,000 tons of coal annually.

In time, the demand for coal by smelters in the region declined, and railways replaced coal generated steam powered locomotives with diesel engines. The last of the mines on the Alberta side of the Pass closed in the 1980s.

It was while surveying coal deposits that federal geologist George Dawson proposed this was the best route for a TransCanada rail line. In the 1890s, the Canadian Pacific Railway (CPR) began surveying and preparing the route from west of Lethbridge to the Pass. Construction of the railway employed many men, with 4,500 labourers at the peak of construction 1898. The rail line was completed the following year.

## Municipal Historic Resources in Crowsnest Pass

The Province of Alberta encourages municipalities to take a stewardship role in identifying and preserving their heritage, and to strengthen community pride and economic vitality. This leads to the designation of heritage sites that clearly demonstrate municipal significance as a Municipal Historic Resource (MHR).

To date, there are 25 sites that have received historic designation in the Pass. There are ten sites designated as Provincial Historic Resources; five Municipal Historic Resources; and nine Registered Historic Resources.

The municipality has made excellent progress in identifying heritage resources in the region, with work on a Heritage Survey conducted between 1978 and 1980 and updated in 2002; and Surveys and Inventories completed in 2013, 2014 and 2015. The municipality has established a Places of Interest list of more than 3,000 sites, and three Historical Context Papers have been completed for Coleman and west to the Alberta boundary; for Blairmore and



### Heritage Survey

Creating a Heritage Survey is the first step in a heritage resource management program. The survey provides information about the resource, both physical and historical, and requires periodic updating due to new found resources, or resources that have fallen to deterioration.

### Places of Interest (POIL)

A Places of Interest list is generated from surveyed resources that may be significant in terms of its heritage value and may merit designation.

### Municipal Heritage Inventory

A Municipal Heritage Inventory is the second step in a heritage resource management program. Resources that have been surveyed, and often placed on the POIL, are evaluated in terms of their significance and integrity to determine their potential for designation. Resources do not have to be surveyed to go through the evaluation process. A Draft Statement of Significance is then developed.

### Register of Historic Places

A resource placed on the Municipal Heritage Inventory may then be designated and placed on the Municipal Register of Historic Places. This third step initiates active heritage resource management to ensure their protection and preservation. Nomination of a resource not surveyed or on the Municipal Heritage Inventory is also possible and is added to the Inventory once the nomination process begins.

Frank; and for Hillcrest and Bellevue. Statements of Significance (SOS) and Statements of Integrity (SOI) have been researched and written for 101 sites including residences, commercial buildings, and mine related structures.

### Crowsnest Pass Municipal Register of Historic Places

While Crowsnest Pass has designated several sites as Municipal Historic Resources, the municipality does not have a Municipal Register of Historic Places. The Oldman River Regional Services Commission has added the locations of the inventory and those historic sites that are designated by bylaw to the municipality's GIS data and can be displayed on the publicly available data sets.

Once a site receives Municipal Historic Designation, most resources may potentially be eligible for inclusion on the Alberta Register of Historic Places and the Canadian Register of Historic Places, but they must meet specific qualifying conditions.

### Municipal Historic Resources Are Historic Places

The spirit and character of Crowsnest Pass is largely defined by its unique history and heritage. Historic places tell the story of the land, the people, and the buildings of communities. Such places are valued for their association with:

- significant themes, activities, cultural practices or events
- significant persons in Crowsnest Pass
- significant institutions in the municipality
- significant buildings embodying distinctive characteristics of architectural style, craftsmanship, or representing high artistic value
- significant types of information it yields regarding the municipality's history
- unique cultural, symbolic, or spiritual significance.

## 2.3 Stakeholders in Crowsnest Pass Heritage Management

The Municipality of Crowsnest Pass is a supporter of heritage organizations and heritage related events in the Pass but does not have a specific grant program for heritage projects or historic building restoration. Council currently makes annual budgetary contributions to several cultural and heritage organizations. Such organizations have included the Crowsnest Municipal Library, the Crowsnest Museum, the Bellevue Underground Mine and the Crowsnest Allied Arts Community. Council has also supported several annual events including the Doors Open Heritage Festival, Bellcrest Days, and Canada Day celebrations in Coleman.

The municipality has provided matching funding for several Municipal Heritage Inventories and Surveys including a recent three-year update of previous work identifying potential historic sites within the Crowsnest Pass. Heritage signage, identification of heritage walks, trails and driving tours have received in-kind and administrative support.

The following community stakeholders play a central role in the management of heritage resources within Crowsnest Pass:

# Local Stakeholders in Heritage

## Municipal Council

## Municipal Historic Resources Board

## Municipal Development officer

## Municipal Administration

## Municipal Planning and Development

## Municipal Community Services

## Community Futures Crowsnest Pass

## Heritage Property Owners

## Community Residents

## Historical Organizations

- » Crowsnest Heritage Initiative Society
- » Crowsnest Historical Society
- » Crowsnest Museum
- » Crowsnest Pass Memorial Society
- » Frank Slide Interpretive Centre
- » Bellevue Underground Mine -
- » Crowsnest Pass Ecomuseum Trust

## Other Organizations

- » Oldman River Regional Services Commission
- » Crowsnest Pass Municipal Library
- » Bellecrest Association
- » Coleman Community Society
- » Coleman Seniors Drop-In Centre Association
- » Bellevue Senior Citizens Club
- » Crowsnest Pass Chamber of Commerce
- » Blairmore and Coleman Lions Clubs
- » Crowsnest Pass Agricultural Society
- » Hillcrest Miner's Club/Hillcrest Miner's Literary and Athletic Association
- » Crowsnest Pass Art Gallery/CNP Allied Arts Association
- » Nippon Institute of Technology Intercultural Campus
- » Local Indigenous Peoples
- » Local Industry
- » University of Lethbridge Gushul Residency Program

## Municipal Council

Municipal council is composed of a mayor and six councilors elected by citizens across the municipality. Mayor and council serve a four-year term. Governed by the Provincial Municipal Government Act, council passes bylaws that provide for, develop and maintain a viable municipality. Provincial legislation also gives council the authority to establish and administer a heritage management program. Council must understand and endorse all policies, programs, budgets and bylaws that directly relate to the protection and conservation of local historic places.

## Municipal Historic Resources Board

The Municipal Historic Resources Board (MHRB) is a standing committee of municipal council and provides advice and recommendations to municipal council on all historic resources and heritage related matters in the municipality, including heritage resources, heritage preservation and heritage policies.

The nine members of the board are appointed by the municipal council and include three members from the public-at-large, and one person from each of the following: municipal council, the Crowsnest Historical Society, the Crowsnest Pass Ecomuseum Trust (Bellevue Underground Mine), Crowsnest Pass Community Futures, the Municipal Planning Commission, and the Crowsnest Pass Chamber of Commerce.

Non-voting members who can provide advice, expertise and assistance on matters under consideration by the Board, and/or for information sharing purposes include (but are not limited to): Director of Planning, Engineering and Operations; Development officer; Provincial Heritage Resource Management advisory staff; and Alberta Culture advisory staff.

## Municipal Development Officer

Rather than a heritage coordinator, the municipality has a development officer from within the Planning, Engineering and Operations Department who is assigned to work with the Municipal Historic Resources Board. The development officer works with the Board in developing programs and services that enhance heritage preservation and is the primary contact between municipal administration and the public on issues related to heritage. The development officer can explain to the owners of heritage properties the municipal, provincial, and federal processes related to heritage designation, and provide access to all information, forms and documentation, required to assist with the designation process.

## Municipal Administration

The Crowsnest Pass administration includes front office staff who are often the first contact for heritage property owners seeking information on designation and can direct them to the appropriate staff person.

### **Municipal Planning and Development**

The Municipal Government Act requires municipalities to manage land use, subdivision and development by preparing bylaws and statutory long-range planning documents. Crowsnest Pass is a member of the Oldman River Regional Services Commission (ORRSC). This service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members. ORRSC is contracted by its member municipalities and provides advice to administration and council regarding land use planning matters. Although the processing is conducted by this organization, the decision is made by a municipal subdivision authority (the Municipal Planning Commission). The Municipal Planning Commission also provides comment to Council on Land Use Decisions (e.g., Land Use Bylaw Amendments) and renders decisions on discretionary Development Permit applications.

### **Municipal Community Services**

The department of Municipal Community Services is responsible for the development and maintenance of all community parks, recreation and cultural facilities. Staff also work with diverse community groups, individuals and government agencies. Through accessible and quality programming they are building strong families and a healthy community.

### **Community Futures Crowsnest Pass**

Community Futures Crowsnest Pass is a community driven, non-profit organization funded by Western Economic Diversification Canada. Guided by a local volunteer Board of Directors, it is staffed by business professionals. Community Futures provides a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. Community Futures has a Business Improvement Loan not specific to heritage conservation and is for interior and /or exterior façade improvements. They provide an interest free loan of up to \$10,000 which can be used for storefront beautification.

### **Heritage Property Owners**

Owners of historic properties serve an important role in maintaining and conserving heritage in Crowsnest Pass. These properties can range from schools, churches, public buildings, commercial and residential buildings, to mine processing structures and outbuildings. Individual properties are very important, and heritage designation can aid owners in protecting the heritage value of buildings. Such property owners are essentially stewards of historic properties and serve to conserve these values for the future.

### **Historical Organizations**

Many of the historical organizations in the Crowsnest Pass are associated with a single heritage feature. However, the **Crowsnest Heritage Initiative** (CHI) is a community group with the principal goal to enhance cultural and heritage tourism opportunities in the Crowsnest Pass to preserve important heritage resources; increase community involvement and awareness; increase tourism traffic; and increase business revenue. The principal function of CHI is to coordinate marketing, fundraising, project implementation, research and planning.

The **Crowsnest Museum** is operated by the **Crowsnest Historical Society**, in the former Coleman High School building. Extensive indoor and outdoor exhibits showcase the social, architectural and coal mining history of the Crowsnest Pass, and the museum also hosts the region's historical archives. The museum offers guided tours and educational programs. Also, the Crowsnest Museums operates the Alberta Provincial Police (APP) Barracks historic building, which tells the story of Prohibition and the APP in the area.

The **Crowsnest Pass Memorial Society** is a registered society that works to restore and maintain the historical cemeteries of the Crowsnest Pass. There are twelve cemeteries in the Pass with most of them over 100 years old. These municipally-owned cemeteries contain information which can be utilized to further enhance the interpretation of the region's heritage. They are largely an untapped and underfunded heritage resource.

The Government of Alberta operates the **Frank Slide Interpretive Centre** which affords visitors the opportunity to experience what it was like to be in the coal mining town of Frank before, during and after the great 1903 rock avalanche. The centre is open year-round with knowledgeable staff to share the stories of the Frank Slide through dynamic interpretive programs and presentations.

The **Crowsnest Pass Eco Museum Trust Society** operates the **Bellevue Underground Mine Tours** providing visitors with the opportunity to walk 300 meters into a historic coal mine. The onsite artifacts are used to interpret the history of Western Canadian mining communities, the birth of labour unions, occupational safety, industry, immigration, and transportation.

#### **Other Community Organizations**

Heritage management relies on the participation of the stakeholders mentioned above, but also on other regional and municipal services, community organizations, residents and the public, such as: volunteers, senior citizen organizations, community associations, Indigenous Peoples, Municipal Library, Chamber of Commerce, Oldman River Regional Services Commission, service clubs and business organizations, local media, local industry and other partners who help extend the support and capacity of municipal staff and the Municipal Historic Resources Board.

- Built heritage is a physical reminder of past events and provides the authenticity and sense of place that can't be replicated without the built heritage.
- Historical resources can be attractive for tourism, and the sense of place is valued by geo-tourism travelers who want a unique experience.
- Historical resources can encourage visitors to stop and explore and engender a sense of pride for local people.
- These resources are a product for driving/walking tours and building interpretation, all of which add up to something unusual and intriguing for visitors to enjoy.
- Beyond economic value, heritage resources maintain the link between past and present, and show our stories.
- Aesthetic quality of the architecture in terms of providing a "window" on past eras, the cultural landscape of the CNP.
- Indigenous and other archeological sites (including industrial sites).
- Authentic small town/rural communities devoid of "big box stores."
- Maintaining designation of Coleman as a National Historic Site to promote tourism.
- Our local heritage resources, which are intimately tied to the early coal and railroad industries as being worthy of preservation, and because of the significant role these industries played in the development of Alberta and Canada.
- Our heritage resources are an important part of the adaptation of the Pass' economy from industrial to tourist based.
- The heritage resources represent the W5 (who, what, when, where and why) of how we came to be.

## 3. Regional Vision

### 3.1 Determining Community Values and Priorities

The Municipality of Crowsnest Pass hosted a strategic planning session on the future of heritage conservation and preservation on December 4, 2017 at the Coleman Seniors' Centre with stakeholders involved in various aspects of local heritage and culture.

The participants included municipal councillors and municipal administration, as well as the Municipal Planning Commission, Municipal Historic Resources Board, Crowsnest Museum, Community Futures, Chamber of Commerce, Crowsnest Heritage Initiative, Frank Slide Interpretive Centre, Crowsnest Pass Eco Museum Trust Society, Bellevue Underground Mine, owners of heritage buildings, and residents interested in their local heritage.

The session was an opportunity for stakeholders across the municipality who are concerned with heritage preservation, education, and tourism to understand the purpose of a Heritage Management Plan and how it is used to identify, protect and conserve heritage places that are important to the residents of Crowsnest Pass. Participants learned about the conservation framework at the local, provincial and national levels; reviewed heritage management strategies of other similar municipal jurisdictions; and exchanged ideas, discussed common issues and possible solutions.

The session enabled stakeholders to envision the future of heritage preservation, conservation and interpretation in Crowsnest Pass through heritage management and legislation. It also enabled stakeholders to identify a vision, guiding principles, goals, actions and priorities to assist with the development of a Heritage Management Plan that is responsive to current issues and opportunities.

The Municipality of Crowsnest Pass has already taken steps to identify heritage properties, and this was the beginning of developing the next steps in managing their heritage resources with specific long-term objectives.



- To tell our story it is essential that these resources be preserved, protected and promoted.
- The history of the Pass is unique and rich in value. Every area has its own story.
- Preservation is important for the heritage of the community.
- Preservation is an efficient use of resources (preserve rather than build new).
- Preservation can attract investment (tourists and developers).
- Preservation can change the nature of a deteriorating neighbourhood or area (downtown Coleman).
- Preservation tells a story.
- The communities of Crowsnest Pass contain rare examples of intact residential, commercial and industrial structures and settlement patterns unique to western Canadian coal mining development and reflective of the cultural and ethnic diversity of its settlers.
- The preservation and protection of these heritage resources is important to ensure that future generations can experience the unique cultural natural historic rural landscape that the Crowsnest Pass area encompasses and portrays.
- There are unique industrial architectural structures and resources associated with the early industrial and coal mining development that are only now intact in the Crowsnest Pass area of Alberta, which need to be preserved for the benefit of present and future generations.
- The heritage structures and buildings provide a “sense of place” for citizens of the community.
- The coal mining structures are to a coal mining community what grain elevators were to prairie towns. Once removed, that important visual connection to the past is forever lost.

### Why Protect Historic Places in Crowsnest Pass

Protecting historic places in Crowsnest Pass is immensely important to the local community. Residents and stakeholders are passionate about their cultural identity. Their residential, commercial, and institutional structures represent settlement patterns unique to Alberta and to western Canada. The cultural and ethnic diversity of those who settled in the area are the very source of the deep belief and passion that is clear in the community today. As shared by a member of the Municipal Heritage Resources Board:

*“Each of the communities of the Crowsnest Pass contain unique neighbourhoods, main streets and associated commercial buildings that reflect the character of each community’s historic business district which are still to the most part an authentic representation of their period of construction – and rare to have these intact historic business districts and historic residential neighbourhoods mostly unchanged during the dynamic economic boom years recently experienced by many Alberta centres.”*



## A SWOT Analysis of Heritage Resources in Crowsnest Pass

The participants were asked to identify the strengths, weaknesses, opportunities and threats facing heritage in Crowsnest Pass. Strengths and weaknesses are internal conditions within the Municipality's control. These are conditions the municipality can change and manage through effective policy and procedural strategies. Opportunities and threats are external conditions that are not necessarily in the municipality's control. These are conditions the municipality cannot change or manage directly; however, the municipality can act by addressing its weaknesses and use its strengths to take advantage of outside influences that will help the municipality achieve its goals.

For instance, the municipality could create a policy that would encourage greater marketing to promote its critical mass of heritage resources. The procedures to achieve this would take advantage of the municipality's abundance of heritage, include the engagement of youth through job creation, capturing the stories and memories of the region's aging population, and incorporating internet-based applications that engage a wide spectrum of ages in exploring the heritage resources of the region.

### Strengths

- An abundance of heritage.
- Resources set in a unique place with a unique connection to history.
- Commitment of heritage organizations.
- Knowledge of history.
- Work that has already been accomplished.
- Critical mass of heritage attractions.
- Heritage inventory.
- Commitment of Council, which supports heritage preservation and are aware of the economic development opportunities.
- Commitment of the community to conserve heritage properties.
- Knowledgeable contractors.

### Weaknesses

- Heritage houses too small for current families.
- Not enough marketing.
- Limited support for heritage.
- Maintaining resources.
- Aging volunteer base.
- Economic challenges for small businesses could cause buildings to become derelict and abandoned.
- More heritage resources than we can afford.
- Need other partnerships to deal with maintenance.
- Lack of vision.
- Lack of planning.
- Lack of funding.
- No process to offer an alternative to demolition.
- Lack of designated properties.
- Lack of funding for heritage awareness – museum, reprints of material, access to institutional information.
- Lack of information on aboriginal communities.
- Encouraging a broader perspective in the designation of heritage resources.
- Aging population – loss of personal connection to the past.
- Perception that designation is a disincentive.
- Sending a clear message about the benefits of designation.

### Opportunities

- Promotion of critical mass of heritage resources.
- Single regional government body to help conserve heritage resources.
- Five unique communities with their own evolution and story.
- Adaptive reuse opportunities that are economically viable.
- Job creation for youth.
- Combining electronics and youth to draw them into heritage.
- Historical cultural landscapes and the value placed through the designation of resources.
- Interpretive program to train interpreters.
- Develop historic conservation trades program due to conservation opportunities in the Pass – including industrial.
- Develop partnership with SAIT, Olds College, and other educational institutions.
- Main Street Program.
- Highway 3 twinning.

### Threats

- Update to safety codes and associated costs.
- Requirements of codes such as handrails.
- Code does not recognize anything but 100% compliance, which discourages ownership of heritage properties.
- Development pressures.
- Rerouting of Highway 3.
- Number of provincially-owned structures and absentee owner properties under threat through ill-maintenance.
- Youth indifference – electronic devices rule the world.
- New residences don't carry the same sentiment to local heritage.
- Time is the biggest threat – procrastination.
- Extreme weather events.
- Potential for large scale residential developments.

## Shared Values

- Because the Pass had 2-3 natural disasters.
- We live in the most beautiful place in the world.
- Unique area, geography, landscape.
- CNP out-of-the-way. we experience less change, so we live closer to our heritage.
- Less development pressures.
- A lot of authenticity. We may not be rich, but we are real.
- Shared value of multi-culturalism. The assimilation through our grandparents and parents.
- One “public” school system promotes shared values.
- Understanding the details of previous owners of the older residential stock.
- Written history and resources to enrich understanding of history.
- We are survivors. Your life depended on your neighbours and the community.
- There are city slickers, hayseeds, and mountain people. We are the mountain people.
- It represents the deep roots of what we have come to love and cherish – fourth generations.
- Outsiders’ view – what the Pass has contributed to Alberta and Canada. And family that worked in the mines.
- The relationships that have developed. The mines, workers, industrial connections.
- The coming together of people from all over Canada to work in the mines.

### Shared Values of Heritage in the Crowsnest Pass

The participants were asked what they value most about the heritage of Crowsnest Pass. This meant considering whether their values were connected to:

- a particular theme, activity, cultural practice or event that contributed to the broad pattern of the history of the Crowsnest Pass
- significant institutions or people
- distinctive design/style/construction that represents unique value to the region
- information that the resource provides regarding the history of the Crowsnest Pass
- a landmark or symbolic status, prominence or sentimental value.

The values shared by the stakeholders are very personal. The values are dependant on past experiences and current conditions and speak to what is important or beneficial to the individual, and to their community. Shared values are a recognition that there are fundamental beliefs or principles that underlie the culture of Crowsnest Pass, and which can guide the decisions of its residents, the municipality and its stakeholders. It represents a tremendous opportunity to work together towards a common goal, and a shared vision to effectively manage historic places within Crowsnest Pass.



- Sessions with trades to learn the tools to restore your home.
- Delivering a youth engagement program.
- Hiking the heritage trails.
- Experiencing interpretive signage.
- Living the experience.
- Sharing the experience with a friend and having the “eureka” experience when someone who does not live here has an emotional reaction.
- Telling visitors about the history.
- Attending an historic presentation/play at the Roxy and the Bellevue Seniors Centre
- Interviewing seniors with the most interesting stories.
- Listening to stories about the past life in the Crowsnest Pass.
- Doing something simple. Walking the dog at a different place every day and appreciating what we have.
- Finding the odd artifact in the most unlikely places.
- Keeping our heritage sites clean by having Stewardship Days.
- Development officer discussing heritage sites with owners and safety code officers having discussions with owners.
- Attending heritage festivals.
- Using an interactive unified website describing, celebrating, and informing about everything.
- Researching at the museum and sharing everything we know.
- “Walking the Talk” by owning and rehabilitating a heritage property.
- Exploring and experiencing instead of taking for granted what many communities don’t even come close to having.
- Kitchen table-talk.
- Working towards sustainability.
- Engaging Belle to do a heritage bus tour and graveyard tour.
- Everybody doing their part towards sustainability.
- Keeping history alive through books and other formats.

### A Day in the Life of Managing Heritage in Crowsnest Pass

The participants then proceeded to explore “A Day in the Life of Protecting Heritage in Crowsnest Pass.” Responding to the question, “If the heritage resources of Crowsnest Pass were being managed as you wish to envision they should be, what would you imagine yourself doing to experience, conserve, protect, and share heritage?”

The response was focused on activity. The “what” of one’s experience to help understand how the participants envision interacting with their heritage, and helping others understand, experience, experience and share the history of the Crowsnest Pass.

The result ranged from private contemplations of one’s history, to recreational interactions, group explorations, structured experiences, research opportunities, celebratory events, and actively managing historic places and assisting those who own heritage resources.

#### The Focus for Heritage Management

In the latter half of the session, participants divided into following four focus groups:

- Heritage Planning
- Heritage Incentives
- Heritage Awareness and Education
- Heritage Partnerships

Each group worked through a series of exercises, specific to their area of focus, to ultimately arrive at a set of actions for the primary elements of their Heritage Management Plan:

- **SWOT Analysis**
  - List of current strengths, weaknesses, opportunities and threats.
- **Vision Statement**
  - Imagining the municipality has all policies and procedures in place, a vision statement is developed that clearly describes the successful future outcome of each group’s focus.
- **Guiding Principles**
  - The principles are necessary to guide all actions that will ensure the vision statement is achieved.
- **Overall Goals**
  - The three primary goals that will lead to the realization of the vision.
- **Actions**
  - The actions required to ensure each goal is achieved.

## HERITAGE PLANNING



### Strengths

- Local economy.
- Authentic theme.
- Tourism potential.
- Heritage professionals (Frank Slide Interpretive Centre, Crowsnest Museum).
- Municipal Historic Resources Board as the advisory to Municipal Council and municipal staff resources).
- Crowsnest Heritage Initiative (Master Plan provides community framework for projects and action).
- Procedures for municipal designation and protection of historic resources.
- Historic Commercial Overlay Districts.
- Parks Canada planning assistance with Coleman National Historic Site.
- Resources of ORRSC and Provincial Heritage Planners.



### Weaknesses

- Too many interest groups.
- Do not like to be told what to do.
- Lack of municipal resources and other resources.



### Opportunities

- Links to other communities.
- Main Street Program – economic development tool.
- Benefit to commercial structures.



### Threats

- Redevelopment.
- Lack of setting priorities.
- Too many rules.

## 3.2 Heritage Planning

### Vision Statement

The Crowsnest Pass Heritage Management Plan will encourage resource/community and owners of heritage buildings to be good stewards of the heritage resources of the Crowsnest Pass.

### Guiding Principles

- Driving influence
  1. Value in preserving heritage buildings.
  2. Promotion of economic development.
  3. Improvement of aesthetics of the community.
- Standard practice to refer to provincial and national conservation standards. There is no reason to reinvent the wheel.

### Overall Goal

- To see heritage resources protected and conserved.
- Visual attractive community.

### Actions

The actions are placed in order of priority based on group rating at the end of the session:

1. Complete the heritage management plan.
2. Educate the community on the value of heritage, including schools.
3. Prioritize implementation actions.
4. Develop a planning strategy.
5. Establish buy-in.
6. Create a Municipal Heritage Registry.
7. Continually review and update.



## HERITAGE INCENTIVES



### Strengths

- Community buy-in.
- Derelict buildings.



### Weaknesses

- Lack of dollars.
- Low priority.
- No control of building codes – assessment codes.



### Opportunities

- Municipal taxation codes.
- Appreciation – recognition.
- Communication solutions.
- Waive fees for heritage
- Free heritage evaluation through the building permit process.



### Threats

- Provincial/Federal regulations.
- Election time frames.

## 3.3 Heritage Incentives

### Vision Statement

Crowsnest Pass will encourage owners to voluntarily improve their buildings for heritage conservation at minimal cost to the ratepayer.

### Guiding Principles

- Minimal cost.
- Measurable results.
- Public acceptance.

### Overall Goal

- Create a better community.
- Foster heritage pride.
- Promote better conservation practices.

### Actions

The actions are placed in order of priority based on group rating at the end of the session:

1. Motion in council to promote the overall goal.
2. Collaboration of all municipal committees/departments.
3. Administration to implement council direction through policy development.
4. Administration to implement heritage training awareness.
5. Evaluation of program effectiveness.



## HERITAGE AWARENESS AND EDUCATION



### Strengths

- Heritage sites, such as:
  - Programming and resources at Crowsnest Museum, Frank Slide Interpretive Centre, and Bellevue Underground Mine.
  - Hillcrest Mine Disaster Cemetery and Memorial Park (Interpretive Panels).
- People of Crowsnest Pass.
- The beauty and landscape.
- Recreational opportunities.
- Signage, such as:
  - Discover Crowsnest Heritage Driving Route and Map.
  - Heritage Kiosks and Interpretive Panels.
  - Heritage Building Plaques and Heritage Walking Tours.
- Facilities/trails, such as heritage designated on Crowsnest Hiking Trail Map.
- Crowsnest Tourist Guide.
- Heritage professionals.
- Connecting to outside resources, such as the Glenbow Museum and universities.
- Written material already compiled.
- Crowsnest Museum Archives.
- Heritage Building Inventory.
- Numerous websites with information, such as Discover Crowsnest Heritage, Frank Slide, Crowsnest Museum, etc.

### Weaknesses

- People in the community who are not aware of the resources.
- Public education and school programs.
- Do not advertise well – poor public awareness.
- Volunteers need more resources.
- Need more stakeholders, such as realtors and restaurant owners.
- Breaking myth of what can be done to/for heritage buildings.
- Minutes of Heritage Board not posted to website.
- Lack of information for newcomers.
- Need heritage policy.
- Marketing.
- No Crowsnest Heritage App.

## 3.4 Heritage Awareness and Education

### Vision Statement

Crowsnest Pass is a world class destination where you will experience mountain culture and unique heritage.

### Guiding Principles

- Stay authentic.
- Protect and preserve heritage resources.
- “Don’t want to become a Canmore” – Limit development to the scale of the community.
- Appropriate marketing – draws tourists but keeps authenticity.
- Seamless intervention (construction) infills – keeps integrity and consistency.
- Continued education for locals, youths, visitors. Never stop learning about our community.
- Businesses integrate into heritage.

### Overall Goal

- Educating youth.
- Sustainability – heritage, economic, environmental.
- Remain authentic.
- Main Street Program – beautification.

### Actions

The actions are placed in order of priority because of group rating at the end of the session:

1. Involving local schools more in heritage.
2. Education (familiarization tours) for local businesses and front-line workers.
3. Framework for heritage sites/people/resources to be able to work together better.
4. More funding for heritage.
5. More utilization of the web, such as the development of a Crowsnest Heritage app.
6. More marketing.
7. Ambassador program.
8. Lobby and advocate for higher wages for workers in the heritage industry.

## HERITAGE AWARENESS AND EDUCATION

### Opportunities

- More connectivity between local sites and resources.
- Collaboration.
- Community engagement with heritage building (commercial and residential) on value of heritage resources as an economic development tool.
- Heritage building as an educational tool.
- Develop community programming, such as vignettes performed by actors at heritage locations (i.e., at APP shooting Constable Lawson, Hillcrest Mine Disaster Cemetery, shootout and train robbery at the Bellevue Café, and labour stories at the Gazebo Park.
- Guided walking tours of historic downtowns and cemeteries.
- Conferences/seminars/workshops on heritage.
- Hold national conference on heritage and architecture, etc.
- Involving the community more with local heritage resources/sites.
- Theatres – acting schools.
- “Art City” – artwork in derelict buildings.
- Cooperation from heritage building owners.
- Marketing.
- Branding Heritage Crowsnest Pass.
- Identifying Indigenous place names and stories.
- Tap into new park.
- More historic/heritage written material to be produced.
- Embrace “redneck.”
- Celebrate “coal.”
- Historic tours.
- Develop heritage app.
- Use Crowsnest Pass as a training resource for Heritage interpretation and partner with educational institution and Crowsnest Pass Heritage Facilities to provide training program and internship opportunities.

### Threats

- Our resources tied to coal. Coal has a bad reputation. Dirty coal = dirty Crowsnest Pass.
- Lack of volunteers.
- Lack of funding.
- Lack of identity.
- Our story isn't being told.
- Oral history is being lost.



## HERITAGE PARTNERSHIPS

### Strengths

- Crowsnest Heritage Initiative.
- Number of related organizations.
- Good municipal government support.
- Community Futures support is strong.
- Volunteer spirit in the Crowsnest Pass.

### Weaknesses

- Need more collaboration and stronger focus.
- Lack of available funds.
- Diminishing numbers of volunteers.
- No dedicated paid staff.
- Lack of involvement with general population.
- Little connection to the business community.

### Opportunities

- Better marketing around heritage resources.
- Create a “super” administration for heritage sites.
- Create a community brand of unique homes, funky places, and quality of life.
- Develop ways of involving youth in heritage activities.

### Threats

- Division of resources over too many sites.
- As community grows, could lose “sense of place.”

## 3.5 Heritage Partnerships

### Vision Statement

Crowsnest Pass is a leader in collaborating and building partnerships throughout its heritage resources. Crowsnest Pass has taken an area rich in history, combined and leveraged resources, and turned heritage into a leading economic driver in the community every citizen is aware, appreciative, and proud of their unique community and supports heritage endeavors.

### Guiding Principles

- Stay authentic.
- Perceived value – must show values to partners.
- Unified vision.
- Sharing of resources – cooperation, not hierarchy.
- Open communication.

### Overall Goal

- Crowsnest pass is a leader in building heritage partnerships.
- To strengthen existing and create new partnerships.
- Create a critical mass of heritage resources that becomes an economic driver.

### Actions

The actions are placed in order of priority based on group rating at the end of the session:

1. Recognition of heritage activities.
2. Formalization of partnerships.
3. Identify partners – indigenous/business/municipal/marketing.
4. Skills inventory of partners.
5. Legitimize heritage as an economic driver – create partnerships to demonstrate sustainability.
6. Celebration of victories, successes.
7. Utilize partners for advancement of community.



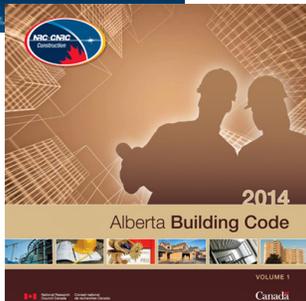
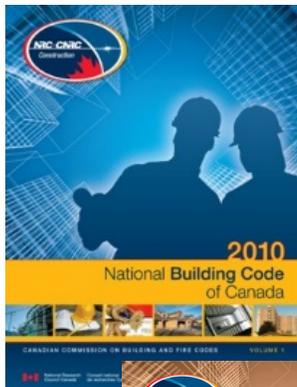
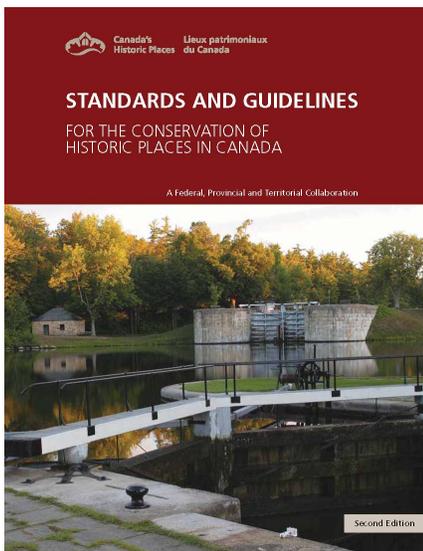
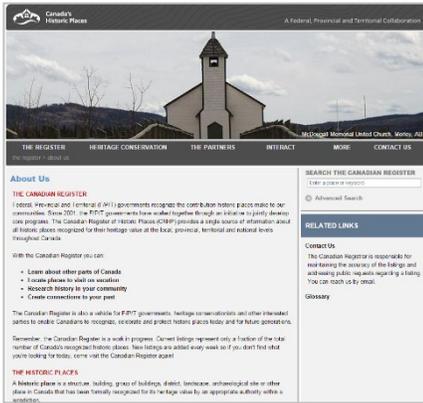
### 3.6 Moving Forward



The Management Plan Work Session provided insight into what the stakeholders valued about their local heritage. It provided an understanding as to the risks and opportunities that the Crowsnest Pass faces in protecting its heritage resources; the future they envision to experience, conserve, protect, and share their heritage; as well as insight into the vision, guiding principles, goals and actions that must drive the future of heritage planning, heritage incentives, heritage awareness and education, and heritage partnerships.

This Heritage Management Plan is meant to reflect the outcome of this session and translate into a grouping of policies and procedures that will assist the Municipality of Crowsnest Pass to achieve the goals and actions identified for the four primary mechanisms of local heritage management.

A similar overview of the national, provincial and municipal framework that was delivered to the stakeholders during the Management Plan Work Session follows this section, and then moves into proposed process and policy guidelines for heritage management; the survey, inventory and designation process; as well as conservation strategies and incentives. Implementation strategies are also provided under each of the four areas of focus shown in the graphic above, as are template forms as a tool to construct and maintain an effective all-encompassing heritage management policy that will ensure the conservation and protection of historic resources that residents of Crowsnest Pass value as their “historic place.”



# 4. Framework

## 4.1 Overview

The framework section describes the existing national, provincial and municipal framework related to heritage management. It is important to understand the three levels of heritage management to take advantage of assistance options available.

## 4.2 National Framework

### Canadian Register of Historic Places

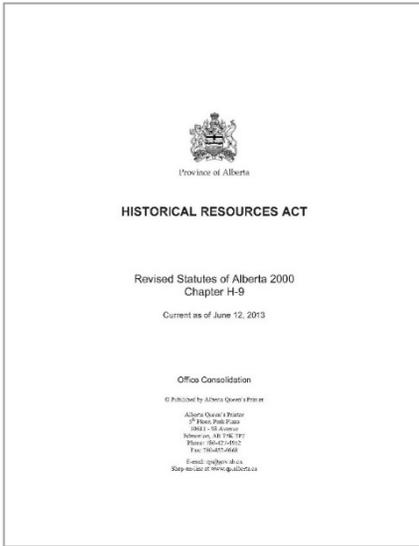
The Canadian Register of Historic Places (CRHP) is a joint project of Canada's provincial, territorial, and federal governments to create a single source of information about all historic places recognized for their heritage value throughout Canada. The Register is a searchable online public tool to learn, locate, and research thousands of historic places across the country. The Canadian Register is a work in progress with new sites added every week. Eligible Alberta sites are added by the Alberta Register of Historic Places.

### Standards and Guidelines for the Conservation of Historic Places in Canada

The *Standards and Guidelines for the Conservation of Historic Places in Canada* is the first-ever pan-Canadian benchmark for heritage conservation practice in this country. It offers results-oriented guidance for sound decision-making when planning for, intervening on, and using historic places. This document establishes a consistent, pan-Canadian set of conservation principles and guidelines for preservation, rehabilitation, and restoration that is useful to anyone conserving historic places. The document is a tool that forms the basis for review and assessment of a conservation project before the project begins, and again upon completion.

### National and Alberta Building Codes

The NBC and the ABC set out technical provisions for the design and construction of new buildings, but it also applies to alterations, change of use and demolition of existing buildings. Building Code upgrading is a very important element of heritage building rehabilitation as it ensures the life safety and long-term protection of the heritage resource. Dealing with aspects of Code is a case-by-case basis with heritage buildings. The requirements of the Code are not specific to individual buildings; therefore each heritage building requires consideration on a case-by-case basis to achieve the most economically viable option to achieving building upgrades. Although the ABC does offer Code equivalencies, such as the use of sprinklers in a heritage building to meet the fire separation and existing requirements, obtaining a report from a Building Code Engineer may be the best option to correctly interpret and identify acceptable levels of Code performance.



## 4.3 Provincial Framework

### Alberta Historical Resources Act

This Act empowers a municipality to protect and conserve historic places in Alberta. This includes processes to document, survey, designate and provide programs for celebrating and conserving historic resources. It is this Act that empowers not only the Province but also municipalities to legally protect locally significant heritage sites from unsympathetic alteration or destruction through designation as a Municipal Heritage Resource as described in section 26, 27, and 28 of the *Historical Resources Act*. The Act gives municipalities the power to protect individual historic resources, as well as historic resource “areas.” The designation becomes a bylaw issued by the local municipal council and must be registered on the title of the property. Below are extractions from the Act that relate to the Municipality’s power to designate a municipal historic resource or municipal historic area:

#### Designation as a Municipal Historic Resource

- 26 (2)** *A council of a municipality, after giving the owner 60 days’ notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.*
- (3)** *A council that designates an historic resource as a Municipal Historic Resource under subsection (2) shall*
- (a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw, and*
  - (b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the appropriate land titles office.*
- (4)** *On the registration of a certified copy of the bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to any land affected by the bylaw.*

#### Designation as a Municipal Historic Area

- 26 (2)** *If it is of the opinion that the preservation of the historical character of any part of the municipality is in the public interest, a council may by bylaw*
- (a) designate that part of the municipality as a Municipal Historic Area, and*
  - (b) prohibit or regulate and control the use and development of land and the demolition, removal, construction or reconstruction of buildings within the Municipal Historic Area.*
- (4)** *A bylaw under subsection (1) is deemed to form part of the land use bylaw of the municipality and Part 17 of the Municipal Government Act relating to a land use bylaw applies to the bylaw under subsection (1).*

## Compensation

Within Section 28 of the *Historical Resources Act*, owners of designated properties are empowered to seek compensation if designation of their property decreased the economic value of the building, structure or land that is within the area designated by the bylaw. However, it is advised that the municipality not designate a property without the approval of the owner and discuss compensation before the designation process begins. In addition, it is common that the value of the property increases with designation as the property carries a stature that others do not.

The property is also eligible for funding to assist with its protection and conservation. Therefore, Crowsnest Pass may also consider entering into an agreement with the owner on the basis that compensation is waived for funding that is available through either the Alberta Historical Resources Foundation or other provincial grant programs. The municipality may also wish to explore heritage incentives, such as waiver of fees on heritage projects, municipal grant programs, tax abatements, zoning relaxations, or parking allowances.

Below are extractions from the Act that relate to compensation:

- 26 (2)** *If the council and the owner cannot agree on the compensation payable under subsection (1), the owner or the council may apply to the Land Compensation Board established under the Expropriation Act to determine the amount of compensation payable by the council to the owner for the decrease in economic value.*
- (3)** *The council may, with the agreement of the owner, provide the compensation under subsection (1) by grant, tax relief or any other means.*

The Act also states that, upon designation, “no person shall (a) destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or (b) remove any historic object from an historic resource that has been designated under this section, without the written approval of the council, or a person appointed by council for the purpose.”

All changes authorized by the municipality should agree with the resource’s Statement of Significance and should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

It is also highly recommended that Crowsnest Pass review any alterations to a historic resource with the provincial Heritage Conservation Advisor for their area from the inception.

## Alberta Historical Resources Foundation

The Alberta Historical Resources Foundation (AHRF) is an Alberta Lottery funded trust organization whose mandate is directed by the *Historical Resources Act*. The foundation provides financial and technical assistance for initiatives that help preserve and interpret Alberta’s heritage, such as historic resource conservation, transportation/industrial artifact conservation, heritage awareness, publications, research, the Roger Soderstrum Scholarship, and the Bob Etherington Heritage Trades Scholarship. These grants are delivered under the Heritage Preservation Partnership Program.



## Heritage Preservation Partnership Program

Under the Alberta Historical Resources Foundation, the Heritage Preservation Partnership Program provides financial assistance to initiatives described above. Annual application deadlines are the first working day of February and the first working day of September.

## Historic Resource Conservation Grants

An owner of a Designated Municipal Historic Resource is eligible to apply for a cost-shared grant from the Alberta Historical Resources Foundation under this program. The grant must be used to protect character-defining elements of a historic place to retain the heritage value and extend physical life. Such conservation work will fall under the treatments of preservation, rehabilitation, or restoration.

As described on the provincial website, the matching grants per application per year are as follows:

- Provincial Historic Resources - \$100,000
- Municipal Historic Resources - \$50,000
- Local historic resources or Registered Historic Resources (non-designated) that have not received any funding from the Foundation – \$5,000

Non-designated cemeteries or burial grounds may qualify for a one-time matching grant for conservation work, studies and professional services up to \$5,000 if it is:

- associated with a significant historic event
- contains graves of historically significant individuals.
- contains distinctive historic landscapes or grave architecture
- demonstrates culturally distinctive mortuary or burial practices.

Source: <http://www.alberta.ca/historic-resource-conservation-grants.aspx>

## Architectural and Engineering Services, Studies, Reports or Plans

Services in support of the conservation of the Historic Resource are also eligible for funding up to a maximum grant of \$25,000, such as: architectural and/or engineering services, feasibility studies, architectural and engineering assessments, historic structure reports, concept plans, preservation plans, architectural drawings and design association with the conservation of an historic place.



## Historic Places Research and Designation Program

Under the Alberta Government, the program is responsible for: identifying, evaluating, and designating Provincial Historic Resources, maintaining the Alberta Register of Historic Places, and submitting eligible sites for listing on the Canadian Register of Historic Places. The *Historical Resources Act* empowers the Alberta Government to designate any site as a Provincial Historic Resource if deemed that its conservation is in the public interest. Designation gives recognition and protection to significant historic places to ensure their conservation. It also enables site owners to apply for matching grants from the Alberta Historical Resources Foundation to undertake conservation work.

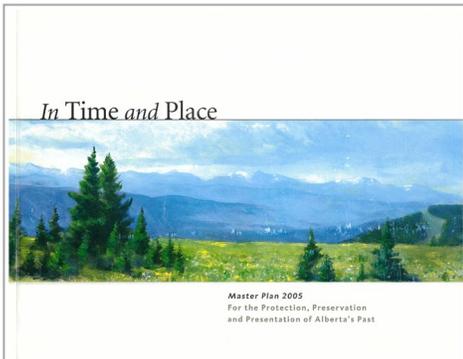
## Alberta Register of Historic Places (HeRMIS)

This Register is a listing of all historic places designated under the province's *Historical Resources Act*. Resources that have been designated as a Provincial or Municipal Resource collectively form the Alberta Register of Historic Places.

The Alberta Register is administered through Alberta Historic Places Research and Designation Program. They are also responsible for submitting eligible sites for listing on the Canadian Register of Historic Places.

## Alberta Heritage Survey Program

The Alberta Heritage Survey Program documents Alberta's historic places in partnership with heritage groups, consultants, and individuals. The Survey Program database contains almost 100,000 records of non-archaeological historic places within the province. The database contains information gathered as early as 1971, and most of the sites are older than 50 years of age. A wide variety of historical sites are represented in the Alberta Heritage Survey such as houses, churches, grain elevators, train stations, barns, mines, cemeteries and a few geological and natural features. The database provides a base of knowledge to assist in making informed decisions regarding Alberta's historic resources. New records can be added to the Alberta Heritage Survey database. Approved projects and individuals can submit data to the Alberta Heritage Survey, using the Alberta Heritage Survey eForm available on the provincial website.

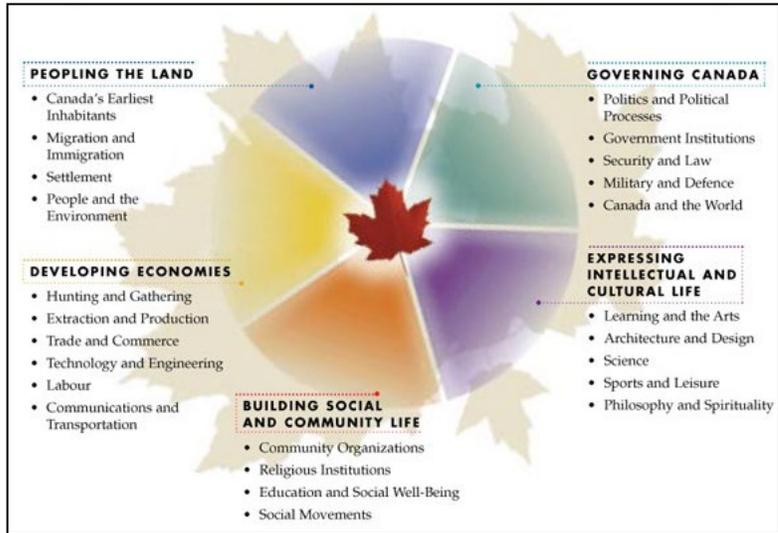


## Thematic Framework

The thematic framework is meant to assist Crowsnest Pass in identifying, with provincial themes detailed in Alberta's Thematic Framework, a new approach to preserving Alberta's history, *In Time and Place, Master Plan 2005, For the Protection, Preservation and Presentation of Alberta's Past*. Heritage significance often focuses on local provincial themes of development to ensure relevancy to local conditions and local community values. The thematic approach enables the community to identify its unique heritage values, to understand how particular historic resources speak to those values, and how each historic resource has a unique and important place within the history of the community. Alberta's *In Time and Place, Master Plan 2005* was designed to be used by any group in Alberta contemplating heritage preservation activities.

The purpose of the thematic framework is to assist in organizing or defining the history of the community to identify and place specific historic sites, significant individuals, and events in context with the community's evolution, and within the realm of Alberta's history.

Alberta’s thematic framework encourages the definition of heritage resources in broad and inclusive terms; helps to understand the inter-relationships between the historic resources; and assists in the collection and preservation of a broad range of intellectual, material and experiential components for each resource. The provincial framework was also developed in consideration with Canada’s overarching historical themes.



Further to Alberta’s thematic framework, a more detailed analysis can be adapted to the Parks Canada National Historic Sites System Plan and has great value when exploring the heritage resources that not only have provincial value, but national importance as well.

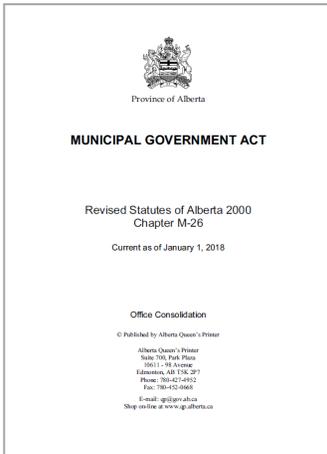
## 4.4 Municipal Framework

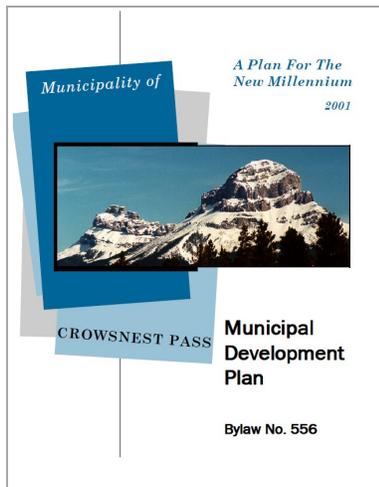
### Alberta Municipal Government Act

The Municipal Government Act (MGA) is the legislative framework in which all municipalities and municipal entities across the Province of Alberta operate. The MGA provides the governance model for cities, towns, villages, municipal districts, specialized municipalities, and other forms of local government. The act provides the foundation for how municipalities operate, how municipal councils function, and how citizens can work with their municipalities. The MGA is structured with three areas of focus: governance; planning and development; and assessment and taxation.

### Municipal Development Plan

A Municipal Development Plan is the primary statutory planning document that outlines a long-term strategic plan for managing growth and development. The document provides excellent opportunity to support heritage conservation by including heritage policies that relate directly to heritage resources within Crowsnest Pass.





### Current Heritage Policies Within the Crowsnest Pass Municipal Plan

The significance of existing heritage infrastructure and the real and potential impacts of heritage on the municipality are well enshrined in current municipal and economic plans, and various bylaws. Over the years the municipality has used its authority under the province’s *Historical Resources Act* to designate several buildings as Municipal Heritage Resources. When adopted by municipal council in 2001, the Municipal Development Plan was called “A Plan for the New Millennium.”

*“The purpose of this plan is to manage and direct growth and development in the Municipality of Crowsnest Pass in a manner that minimizes the adverse impacts on adjacent activities and makes the possible use of the land base and infrastructure in the municipality. The ever-increasing pressure for competing land uses, such as residential, country residences, highway, industrial and both public and private recreation to locate in a compatible manner on a limited land base in an environmentally significant region is a major challenge facing the municipality and the municipal development plan will identify objectives and establish policies to direct future land use.”*

In the Summary of Major Planning Issues, it is noted that “...it is important for the municipality to encourage suitable economic growth strategies while balancing the provision of services and the protection of important **historic, cultural and environmental resources.**”

The Municipal Plan contains many references to heritage and recognizing the significance of developing policies to protect the historic fabric of the Pass.

Under General Residential Development Policies:

7.3 Residential development programs and decisions should ensure:

- (a) a choice of new residential neighbourhoods with provision for different housing types to cater to all housing needs and income levels of the public;
- (b) safe, attractive residential environments secure from incompatible land uses and in conformity with the existing historic, natural and cultural quality of residential neighbourhoods;

7.17 The municipality should endeavor to develop high standards and guidelines regarding the design and aesthetics of new residential subdivisions or housing and may require developers to:

- (a) incorporate architectural controls and design standards that reflect the existing architectural, **historical**, and environmental features of the existing neighbourhood and buildings;

7.20 The municipality should attempt to increase local awareness of historical preservation grants available for residents to restore and improve houses that may be classified as historical.

- 9.20 Signage for the downtowns should be improved and consist of more aesthetic, historical themes to assist in the promotion and enhancement of the downtown areas.

Further objectives within Section 12 of the Crowsnest Pass Municipal Development Plan on environmental, historical and cultural issues area to:

- minimize the conflicts between development activities and the protection of special or significant sites
- coordinate provincial and municipal governments in the preservation of historic and prehistoric sites and to promote key historic and archaeological sites as Pass attractions
- help residents of the Pass understand and appreciate local historical and cultural resources.

The general policies of the plan include:

- 12.1 The municipality should support provincial agencies in promoting awareness of the benefits of protecting special sites.
- 12.2 The municipality should regularly consult with the appropriate heritage and environmental protection agencies in the planning and decision-making process.
- 12.3 The municipality should consult with its planning advisor to consistently and regularly update all land use maps in the community.

Policies specific to Historical and Significant Areas include:

- 12.21 The public should be encouraged to use Conservation or Historical easements to protect or conserve historically significant or environmentally sensitive areas with their purpose being to maintain, at least in part, the natural character of the land by limiting development activities in those areas or, in some instances, limiting public access.
- 12.22 The municipality, in conjunction with the province of Alberta, should endeavor to preserve and protect historical resources sites for archeological, educational and interpretative purposes for the public and future generations.
- 12.23 The preservation and restoration of historic buildings and sites important to the development, character, and identity of the Crowsnest Pass community should be encouraged.
- 12.24 If deemed necessary by the Subdivision and Development Authority, a development or subdivision application for a parcel of land may be referred to Alberta Community Development for review and comments on possible historical or archaeological significance, before rendering a decision on the application.
- 15.0 It is important for the municipality to encourage suitable economic growth strategies while balancing the provision of services and the protection of important historic, cultural and environmental resources.

## Municipal Land Use Bylaws

The Alberta Municipal Government Act requires that Crowsnest Pass adopt a land use bylaw. A land use bylaw regulates and controls the use and development of all land and buildings within the municipal boundaries. Development generally includes building construction, additions or replacement, uses that may occur on the land or in buildings, or changes to a use or intensity of use. A land use bylaw is a legal document and, once approved, has the status of law in a municipality. The land use bylaw is the companion document to the municipal planning strategy, and helps the municipality enforce its vision as defined within the municipal plan.

### Direct Control Districts

Direct Control (DC) districts are special land use districts that apply to one specific area. The general purpose of a direct control district is to provide for development that, because of unique characteristics, unusual site conditions or innovative design, requires specific regulations unavailable in other land use districts. This district is not intended to be used instead of another land use district bylaw that could be used to achieve the same result. DC districts often have special rules and may refer to historic sections or version of the Land Use Bylaw.

### Heritage Conservation Districts

Heritage Conservation Districts (HCDs) form an integral part of cultural heritage in a region. An HCD is an area of a municipality that is protected by a municipal bylaw passed under the Alberta *Historical Resources Act* by council. HCDs are designated because the areas they protect are historically or culturally significant and require special care and attention in the planning process to ensure that they are conserved.

### Historic Commercial Areas Overlay Districts

Within the Land Use Bylaw, the municipality has identified Historic Commercial Areas in Bellevue, Blairmore and Coleman, and prepared overlays for each community “...to promote and protect the significance of these historic commercial areas and areas immediately adjacent to historic commercial areas by ensuring that new development and facade alterations are designed and constructed in a manner that respects the sense of place evoked by these areas.”

Within the Historic Commercial Areas Overlay Districts:

- All development applications for either a permitted or a discretionary use, which include new construction or facade alterations, shall be circulated to the Municipal Heritage Board for comment and review in accordance with the Crowsnest Pass Historic District Design Guidelines.
- All development applications, except for a change of use to a permitted use which does not include any new construction or facade alterations, shall be forwarded, by the development officer, for a decision from the Municipal Planning Commission after the Municipal Heritage Board has reviewed and provided comments on the development application.

- The Municipal Planning Commission may render a decision on either a permitted or discretionary use application if comments are not forthcoming from the Municipal Heritage Board.

The General Development Regulations for the Overlay Districts specify that:

1. Building setbacks, building height and parcel coverage shall be the same as in the underlying Land Use District. Where there appears a contrast between the regulations of the underlying Land Use District and the historical development patterns of adjacent buildings, the new development shall be expected to achieve a reasonable compromise between these two standards but shall have more regard for historical development patterns.
2. Development shall be of a style, design and quality that respects and complements existing buildings in the historic commercial area. Development shall adhere to Section 3, “Main Street Buildings in the Crowsnest Pass”, and to Section 4, “New Construction in the Historic District” of the Design Guidelines for the Crowsnest Pass Historic District document. Buildings shall utilize an established historical design theme or a design theme respectful of and complementary to existing buildings in the historic commercial area.

#### **Municipal Incentives**

The municipality does not provide direct financial incentives to the owners of heritage properties for protection, preservation and restoration. However, the municipality pays the interest on loans available from Community Futures Crowsnest Pass for commercial building improvements. This loan program is not specific to heritage properties and is not available to residential property owners.

The municipality has also developed a 5-year tax cancellation policy, the **Targeted New Development/Re-Development Policy**, as an incentive for non-residential properties, either new development or redevelopment, which could include heritage preservation and restoration. The building construction value of a project must either equal or exceed \$500,000, and the tax cancellation benefit is no greater than \$50,000 per year for a 5-year period.

## Municipal Heritage Management

### Definition

Municipal Heritage Management is the identification, interpretation, maintenance, and preservation of significant historic places and cultural sites.

### Goal

To develop a realistic Heritage Management process and policy framework to carry out the intention of legislation and practices to ensure responsible conservation can be implemented. Once implemented, it will become the foundation of the Crowsnest Pass Heritage Management Program.

### Process

A potential Historic Resource is surveyed for further documentation, evaluated for eligibility and placed on the Municipal Heritage Inventory with a Statement of Significance. The Historic Resource is then designated with the approval of the property owner and placed on the Municipal Register of Historic Places. Alterations to the Resource can only occur through a permit and approval process.

### Form Location

Refer to appropriate form in Appendix:

- A.1 – Process Flow Chart
- A.13 – Designation Process Summary Form.

# 5. Heritage Management Process

## 5.1 Purpose of Heritage Management

Heritage places and cultural resources play a fundamental role in the engagement of Crowsnest Pass communities within the region. Heritage and culture are the basis of all social identity and development and are the endowment that each generation receives and passes on. Protecting and managing historic resources jointly with all members of the community contributes to the quality of life and respect Crowsnest Pass embraces. Greater attention to cultural and built heritage provides more effective community engagement, and enhances the legacy of those who struggled, fought, and surged forward to build a region layered with values that embrace Indigenous Peoples, farming, mining, the railroad, logging, trapping, prospecting, and rural and urban development.

Heritage Management provides Crowsnest Pass with a process to help protect these values, and to secure measures that will help identify, interpret, maintain and preserve these historic places for years to come.

## 5.2 Heritage Management Process

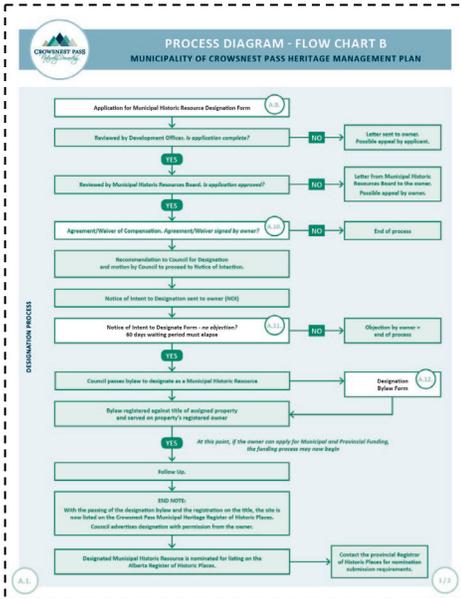
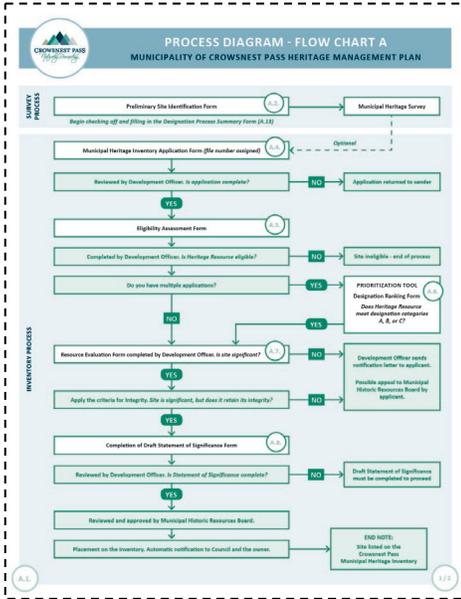
Managing heritage resources in Crowsnest Pass involves an array of participants in the community that engages the council, the Municipal Historic Resources Board, the development officer, administrative staff, Municipal Planning and Development, owners of historic properties, and community partners. All participants have a role to play in conserving and protecting such resources.



The Heritage Management process is meant to provide a clear direction on how to designate important and significant historic resources in Crowsnest Pass. The process is connected to corresponding forms and templates that guide each step of progression that ultimately results in the resource being designated and placed on the Municipal Register of Historic Places. Although not required, the designated resource can also be nominated for listing on the Alberta Register of Historic Places. To do so, the municipality must submit a copy of the bylaw and the Statement of Significance, and other required documentation, to the province's Registrar of Historic Places.

The municipality is also encouraged to develop and maintain a comprehensive Register and Inventory of Historic Resources in Crowsnest Pass, where the Register identifies all resources that have been designated under the Historic Resources Act, and the Inventory identifies historic resources which have the potential to be designated.

## Municipal Heritage Management Process



Process	Procedure
Municipal Heritage Survey	<ul style="list-style-type: none"> <li>Undertake preliminary site identification using the <b>Preliminary Site Identification Form</b>.</li> <li>Complete the provincial <b>Heritage Survey Form</b>.</li> <li>Create a Places of Interest List (POIL).</li> </ul>
Municipal Heritage Inventory	<ul style="list-style-type: none"> <li>Complete the <b>Municipal Heritage Inventory Application Form</b>.</li> <li>Assess resource using the <b>Eligibility of Resource Form</b>.</li> <li>If there are more than five applications, prioritize using the <b>Designation Ranking Form</b>.</li> <li>Determine significance and integrity of the resource using the <b>Resource Evaluation Form</b>.</li> <li>Complete a <b>Statement of Significance Form</b> that remains a draft until adopted by bylaw.</li> <li>Place Resource on Municipal Heritage Inventory.</li> <li>File Statement of Significance and all supporting documentation.</li> <li>Maintain Heritage Inventory on an annual basis.</li> </ul>
Municipal Historic Resources Designation	<ul style="list-style-type: none"> <li>Complete a <b>Municipal Historic Resource Designation Application Form</b>.</li> <li>Review and approve application.</li> <li>Obtain a signed <b>Agreement/Waiver of Compensation Form</b> by property owner.</li> <li>Recommend to council to designate the property as a Municipal Historic Resource.</li> <li>Pass motion by council to designate the property and send a <b>Notice of Intention to Designate</b> to property owner. The owner has 60 days to reject designation and cannot alter the site without council's permission for the next 120 days to ensure the property is protected during the designation process.</li> <li>Pass bylaw by council, after 60 days, to designate the property.</li> <li>Register bylaw against title of property with Land Titles Office.</li> <li>List site on the Municipal Register of Historic Places.</li> </ul>

<p><b>Alberta Register of Historic Places</b></p>	<ul style="list-style-type: none"> <li>• Contact the provincial Registrar of Historic Places to nominate site for listing on the Alberta Register of Historic Places and the Canadian Register of Historic Places.</li> </ul>
<p><b>Alteration of a Municipal Historic Resource</b></p>	<ul style="list-style-type: none"> <li>• Complete <b>Application for Heritage Resource Intervention Permit Form</b>.</li> <li>• Review and evaluate the Application for Intervention to ensure it meets all required standards for conservation.</li> <li>• Consult with the Municipal Historic Resources Board to obtain guidance and a recommendation on alterations when necessary, or if it exceeds a minor alteration.</li> <li>• Present recommendation to the Municipality's Development Officer or Municipal Planning Commission for final decision.</li> <li>• Notify property owner of application decision.</li> </ul>

### 5.3 Heritage Management Policy Guidelines

Heritage Management Plans are most successful when they are strongly supported by the local municipality and involve the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Heritage Management Plan Policy Guidelines describe a combination of supportive roles.

#### Heritage Management Policy Guidelines

Stakeholder	Policy
<p><b>Municipal Council</b></p>	<ul style="list-style-type: none"> <li>• Approve, adopt, and implement the Heritage Management Plan.</li> <li>• Integrate the Heritage Management Plan into the Land Use Bylaw as a primary tool for heritage management.</li> <li>• Make decisions regarding the management of heritage resources, cultural landscapes, and potential heritage areas within Crowsnest Pass.</li> <li>• Support the appointment of the Municipal Historic Resources Board.</li> <li>• Ensure the existence of a full or half-time heritage coordinator or development officer fulfilling a similar role.</li> <li>• Support and encourage community engagement and public events in the preservation and celebration of heritage within the Crowsnest Pass.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with other community partners to promote heritage awareness and education of the region's historic resources.</li> <li>• Recognize the contributions of owners of designated properties for their contributions to conserve and protect historic resources in Crowsnest Pass.</li> <li>• Review and revise the Heritage Management Plan as necessary, with the assistance and recommendations of the Municipal Historic Resources Board, at minimum every 5 years.</li> <li>• Review and consider recommendations of the Municipal Historic Resources Board concerning heritage management in Crowsnest Pass, as well as proposed alterations to municipal historic resources.</li> <li>• Consider building code equivalencies for heritage buildings to meet the building code requirements of the Alberta and National Building Codes. However, the Municipality cannot vary building code requirements; variance can only be approved by Municipal Affairs.</li> </ul>
<p><b>Municipal Historic Resources Board</b></p>	<ul style="list-style-type: none"> <li>• Assist council in implementing the HMP, policies and procedures.</li> <li>• Identify additional historic resources to be surveyed, evaluated, included in the Heritage Inventory, and included in the Municipal Register of Historic Places.</li> <li>• Advise council on all matters related to heritage within the region, including proposed alterations to municipal historic resources when necessary.</li> <li>• Assist council in creating recognition measures to celebrate and encourage the participation of owners of historic resources.</li> <li>• Coordinate consultation between council and community partners.</li> <li>• Assist council in developing a communications strategy to build public awareness and understanding of heritage management throughout the Pass.</li> <li>• Provide recommendations to council regarding the designation of historic sites and their inclusion on the Municipal Register of Historic Places.</li> <li>• Undertake training on the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government's Historic Resources Management Branch, or other private consulting sources.</li> </ul>

<b>Development Officer</b>	<ul style="list-style-type: none"> <li>• Undertake extensive training on the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.</li> <li>• Coordinate all communication between the Historic Resources Board and property owners, community partners, and other stakeholders.</li> <li>• Provide information and documentation on the designation process to owners of historic resources within Crowsnest Pass.</li> <li>• Monitor, evaluate, and report on the Heritage Management Program.</li> <li>• Manage the procedures of the heritage management process as outlined in the Heritage Management Plan, which includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>» Maintaining all documents and files for the survey, inventory, and site designations.</li> <li>» Processing all required forms and permit applications related to heritage management.</li> <li>» Reviewing and distributing heritage-related information or matters to other municipal departments as necessary.</li> </ul> </li> <li>• Assist the Historic Resources Board with all aspects of procedures and policies of the heritage management process.</li> <li>• Obtain guidance and a recommendation from the Historic Resources Board when reviewing interventions to historic resources where the proposed alterations are not minor in nature.</li> </ul>
<b>Municipal Administration</b>	<ul style="list-style-type: none"> <li>• Assist the development officer and the Historic Resources Board with the management and maintenance of the Heritage Survey, Inventory, and Municipal Register of Historic Places.</li> <li>• Undertake basic training of the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.</li> <li>• Provide general information to property owners and the public on heritage resource management in Crowsnest Pass.</li> </ul>
<b>Municipal Planning and Development</b>	<ul style="list-style-type: none"> <li>• Provide planning and development support for the development officer, the Historic Resources Board, and to council as it pertains to heritage management, zoning, permits, and Heritage Character Areas or Overlay Districts that may be established.</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake training of the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.</li> </ul>
<b>Heritage Property Owners</b>	<ul style="list-style-type: none"> <li>Be a custodian of heritage places within the region of Crowsnest Pass.</li> <li>Be informed, engaged, and aware of opportunities for the protection and conservation of historic resources in Crowsnest Pass.</li> <li>Apply for listing on the Municipal Heritage Inventory.</li> <li>Apply for designation by completing all applications and documentation and submit to the municipality for processing.</li> <li>Be aware of appropriate Standards for Conservation and apply the standards when undertaking approved alterations to designated heritage properties.</li> </ul>
<b>Community Partners</b>	<ul style="list-style-type: none"> <li>Participate in public consultation sessions related to heritage management in Crowsnest Pass.</li> <li>Be a custodian of heritage places within the region of the Crowsnest Pass.</li> <li>Be informed, engaged, and aware of opportunities for the protection and conservation of historic resources in Crowsnest Pass.</li> <li>Support Crowsnest Pass, the Historic Resources Board, and the development officer in the implementation of the Heritage Management Plan.</li> <li>Provide historical information on heritage sites under consideration for the Heritage Survey, Heritage Inventory, or Municipal Designation.</li> </ul>

## Municipal Heritage Survey

### Definition

A Heritage Survey is a summary of information associated with potential historic places. The heritage resources are most often man-made structures such as houses, commercial and institutional buildings, and bridges. Less common are geological or natural features.

### Goal

To identify, document and understand potential historic places in the Pass, to create a database that will help identify and evaluate significant heritage resources, and to recognize the importance of historic places in Crowsnest Pass.

### Process

The Alberta Survey Program provides a four-page Heritage Survey Site Form to record site information, including black and white photographs. The original forms are then scanned, with originals being filed with the Alberta Survey Program, and a digital record retained by the municipality.

### Form Location

Refer to form in Appendix:

- A.2 – Preliminary Heritage Site Identification Form
- A.3 – Government of Alberta Survey Site Form

# 6. Municipal Heritage Survey Process

## 6.1 Purpose of the Municipal Heritage Survey

Historic places, historic resources, and heritage resources are terms that are commonly used to describe buildings, cultural landscapes and districts that may have historical significance.

A Municipal Heritage Survey is a well-established technique for systematically investigating heritage resources within a defined geographic area. It is the first step in a heritage resource management program. A **Reconnaissance Survey** or an **Intensive Survey** can be conducted, depending on municipal requirements. Surveys are conducted to gather, and record, information associated with heritage resources and includes three concurrent stages:

- Background research
- Fieldwork involving the visual inspection and documentation of the site
- Documentation

The survey provides information about the resource, both physical and historical, and requires periodic updating due to either new found resources, or resources that have fallen to deterioration. The survey does not impose any restrictions on the resource, nor is there any limitation of what can be surveyed.

As a precursor to the development of Crowsnest Pass's Heritage Management Plan, a Heritage Survey was completed for 118 heritage sites across the region.

## 6.2 Heritage Survey Process

The survey process begins with the initial identification of the site. This can be done either through a formal process using a Preliminary Site Identification Form, or simply through a reconnaissance survey of the site. Ideally the resource would be recorded using the Alberta Survey Program's Heritage Survey Site Form, however, it is possible to bypass completion of the survey form and move directly to the Heritage Inventory Process.



## Heritage Survey Process

Process	Procedure
<b>Preliminary Site Identification</b>	<ul style="list-style-type: none"> <li>Historic sites may be identified by anyone in the municipality, the site owner, the development officer, and the Municipal Historic Resources Board. The municipality also has the option of selecting a Heritage Consultant to continue with updating the Heritage Survey.</li> <li><b>Preliminary Heritage Site Identification Form</b> is completed and submitted to the development officer for review by the Municipal Historic Resources Board.</li> <li>Historic site undergoes either a more intensive survey or proceeds directly to the Heritage Inventory stage.</li> </ul>
<b>Municipal Heritage Survey</b>	<ul style="list-style-type: none"> <li>Historic site undergoes a more intensive survey using the <b>Heritage Survey Site Form</b> provided by the Alberta Survey Program. All conditions of the program are followed.</li> </ul>
<b>Places of Interest List</b>	<ul style="list-style-type: none"> <li>Historic site is placed on a Places of Interest List to be considered for the Heritage Inventory.</li> </ul>

**PRELIMINARY HERITAGE SITE IDENTIFICATION FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

Date: \_\_\_\_\_ Land Location: \_\_\_\_\_  
 Name(s) of Site: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Current Owner: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Previous Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ Construction Date: \_\_\_\_\_  Approximate  Actual  
 Email: \_\_\_\_\_ Builder/Architect: \_\_\_\_\_

Additions or Alterations to Original Building: \_\_\_\_\_

History: \_\_\_\_\_

A.2. MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM 5/3

Government of Alberta ■  
**SITE FORM** Heritage Survey Key H S

Site Name \_\_\_\_\_  
 Other Name(s) \_\_\_\_\_  
 Site Type \_\_\_\_\_

**Legal Description**

Lot \_\_\_\_\_ Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_  
 Block \_\_\_\_\_  
 Plan \_\_\_\_\_  
 Nearest Boundaries \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ Avenue \_\_\_\_\_ Number \_\_\_\_\_  
 Town \_\_\_\_\_ Near Town \_\_\_\_\_ Other \_\_\_\_\_ County \_\_\_\_\_

NTS Grid Letter \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

UTM Zone \_\_\_\_\_ Easting \_\_\_\_\_ Northing \_\_\_\_\_ Datum \_\_\_\_\_ Coordinate Determination \_\_\_\_\_  
 Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ Datum \_\_\_\_\_ Coordinate Determination \_\_\_\_\_

Image 1

Type \_\_\_\_\_  
 Number \_\_\_\_\_  
 View \_\_\_\_\_  
 Date \_\_\_\_\_  
 Source \_\_\_\_\_

**Visual Description**

Style \_\_\_\_\_  
 Plan Shape \_\_\_\_\_  
 Storeys \_\_\_\_\_  
 Foundation \_\_\_\_\_  
 Superstructure \_\_\_\_\_  
 Superstructure Color \_\_\_\_\_  
 Roof Structure \_\_\_\_\_  
 Roof Cover \_\_\_\_\_  
 Exterior Color \_\_\_\_\_

Exterior \_\_\_\_\_  
 Interior \_\_\_\_\_  
 Environment \_\_\_\_\_  
 Condition \_\_\_\_\_  
 Alterations \_\_\_\_\_

**Text Fields**

Architect \_\_\_\_\_  
 Builder \_\_\_\_\_  
 Craftsman \_\_\_\_\_  
 History \_\_\_\_\_

Sources \_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_\_

Status \_\_\_\_\_  
 Form Completed By \_\_\_\_\_

**Office Use**

Priority \_\_\_\_\_ Geo Code \_\_\_\_\_  
 Station Number \_\_\_\_\_ Register \_\_\_\_\_

Key H S

Description \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_ Code \_\_\_\_\_

Image 2

Type \_\_\_\_\_  
 Number \_\_\_\_\_  
 View \_\_\_\_\_  
 Date \_\_\_\_\_  
 Source \_\_\_\_\_

Image 3

Type \_\_\_\_\_  
 Number \_\_\_\_\_  
 View \_\_\_\_\_  
 Date \_\_\_\_\_  
 Source \_\_\_\_\_

### 6.3 Heritage Survey Policy Guidelines

Heritage surveys are most successful when they are strongly supported by the local municipality and involve the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Heritage Survey Policy Guidelines describe a combination of supportive roles for the municipality to continue with, and maintain, the Heritage Survey for Crowsnest Pass.

#### Heritage Survey Policy Guidelines

Stakeholder	Policy
<b>Municipal Council</b>	<ul style="list-style-type: none"> <li>Support and promote the undertaking of heritage surveys of all existing heritage resources throughout the region.</li> </ul>
<b>Municipal Historic Resources Board</b>	<ul style="list-style-type: none"> <li>Encourage the preliminary identification of heritage sites throughout the region.</li> <li>The municipality also has the option of selecting a Heritage Consultant to continue with updating the Heritage Survey.</li> <li>Review <b>Preliminary Heritage Site Identification Form</b> submitted by property owner or interested parties.</li> <li>Maintain and update the Municipal Heritage Survey through an annual review of existing surveys that may require further documentation, as well as additional sites that may need to be recorded.</li> <li>Survey all new historic sites that may have the potential to be placed on the Municipal Heritage Inventory.</li> <li>Identify date of survey completion on <b>Designation Process Summary Form</b>.</li> <li>Place sites on the Places of Interest List.</li> </ul>
<b>Development Officer</b>	<ul style="list-style-type: none"> <li>Ensure the <b>Preliminary Heritage Site Identification Form</b> is available to anyone wishing to submit a site.</li> <li>Coordinate reconnaissance or intensive survey of heritage sites when necessary.</li> <li>Ensure <b>Designation Process Summary Form</b> is initiated for each site.</li> </ul>
<b>Heritage Property Owners</b>	<ul style="list-style-type: none"> <li>Complete a <b>Preliminary Heritage Site Identification Form</b> to be considered on the Places of Interest List.</li> <li>Submit <b>Preliminary Heritage Site Identification Form</b> to development officer.</li> </ul>
<b>Community Partners</b>	<ul style="list-style-type: none"> <li>Assist in the ongoing identification of heritage sites throughout the municipality.</li> <li>Participate in historical research and provide historical information on heritage sites under consideration for the Heritage Survey.</li> <li>Provide volunteer support in the completion of either reconnaissance surveys or intensive surveys.</li> </ul>

## Municipal Heritage Inventory

### Definition

The Municipal Heritage Inventory is a list of resources that are historically significant and retain the physical features, or character-defining elements, necessary to convey that significance.

### Goal

To assess, evaluate, and determine if historic resources are eligible for municipal designation and placement on the Municipal Register of Historic Places.

### Process

A Municipal Heritage Inventory Application is submitted to the Municipality. The Crowsnest Pass Municipal Historic Resources Board assesses and evaluates the resource to determine eligibility, significance and integrity. If the resource meets evaluation requirements, a Draft Statement of Significance is prepared, and the resource is then placed on the Municipal Heritage Inventory.

### Template Location

Refer to forms in Appendix:

- A.4 – Municipal Heritage Inventory Application Form
- A.5 – Eligibility Assessment Form
- A.6 – Designation Ranking for Historic Resources Form
- A.7 – Resource Evaluation Form
- A.8 – Statement of Significance Form

# 7. Municipal Heritage Inventory Process

## 7.1 Purpose of the Municipal Heritage Inventory

The purpose of the Municipal Heritage Inventory is to catalogue important historic places in Crowsnest Pass. Each record of a historic place contains photographs of the site, location, a description of the historic place, an explanation of its heritage value in the context of the community, as well as a list of any physical features on and around the site that speak to its integrity. The number of historic places that can be included on the Heritage Inventory depends on the municipality's financial and staff resources to compile it.

A Municipal Heritage Inventory also increases the community's understanding of its historic places. It helps identify which historic places should receive special recognition, how historic places can contribute to tourism and economic development goals, appropriate uses for heritage buildings and other historic places, and how to integrate heritage conservation and management into community planning.

In addition, individual Statements of Significance produced during this stage are a provincial mandatory requirement to designate a Municipal Historic Resource.

## 7.2 Municipal Heritage Inventory Process

The inventory process begins with a Municipal Heritage Inventory Application submitted by the owner of the historic resource, or other interested parties. After the resource is assessed for eligibility, significance and integrity, a Draft Statement of Significance is prepared after which the resource is placed on the Municipal Heritage Inventory. It is important to maintain the inventory, and to ensure any resource included on the inventory is earmarked on the municipal GIS Mapping to ensure such sites are given consideration in all future Crowsnest Pass or owner initiatives.



## Why Heritage Inventories Are Important

### Consists of...

- Basic site information and data collected during the preliminary research stage.
- Description of the historic place, its heritage value and its character-defining elements.

### Provides...

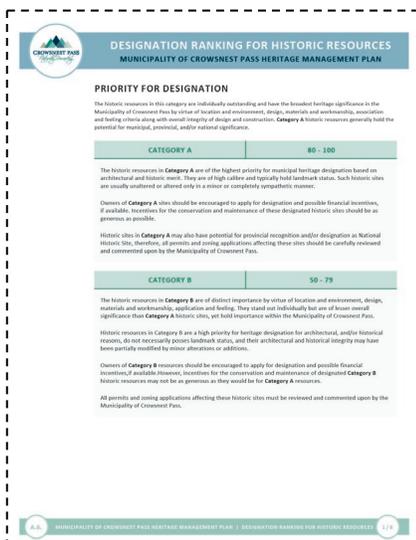
- Valuable planning and a heritage management tool that can assist with other municipal initiatives.
- Potential historic resources for Municipal Historic Resource designation.

### Used to...

- Enhance heritage awareness, education and interpretation initiatives.
- Raise owner awareness regarding the existence of important character-defining elements.
- Monitor heritage areas as well as the impact of future development to protect heritage values.

## Municipal Heritage Inventory Process

Process	Procedure
<b>Municipal Heritage Inventory Application</b>	<ul style="list-style-type: none"> <li>• Historic sites may be identified by anyone in the municipality, the site owner, the development officer, or the Historic Resources Board. The municipality also has the option of selecting a Heritage Consultant to continue with updating the Heritage Inventory.</li> <li>• <b>Municipal Heritage Inventory Form</b> is completed by the owner or an interested party, and submitted to the development officer for review, assignment of a file number, and submission to the Historic Resources Board. The file number is a unique identifier that stays with the resource throughout the evaluation process and is referenced on all documentation moving forward.</li> <li>• <b>Municipal Heritage Inventory Form</b> provides enough information to enable the Historic Resources Board to assess eligibility, undertake a designation ranking, and complete a resource evaluation.</li> </ul>
<b>Eligibility Assessment</b>	<ul style="list-style-type: none"> <li>• Development officer uses the <b>Eligibility Assessment Form</b> for a preliminary review to ensure the site is not an excluded type, and/or it qualifies for an exception.</li> <li>• If the site is eligible, the development officer may decide that additional research is required to support further evaluation. Such research may come from a field survey of the resource, archival searches of original documentation and photographs, and oral history interviews. Other sources may include local histories, magazine and journal articles, and academic manuscripts such as a thesis.</li> <li>• If the site is ineligible, the development officer provides written notification to the applicant and withdraws the application.</li> </ul>
<b>Designation Ranking for Historic Resources</b>	<ul style="list-style-type: none"> <li>• If the historic site is eligible, and there are several designation applications, the development officer may wish to undertake a preliminary evaluation using the <b>Designation Ranking Form</b>. The form provides an objective numerical rating of the resource to determine priority for designation.</li> </ul>
<b>Resource Evaluation to Determine</b>	<ul style="list-style-type: none"> <li>• <b>Resource Evaluation Form</b> is completed by the development officer to determine which significance criteria may apply, the site's context, and the site's municipal significance based on the</li> </ul>



## What Does Placement on the Municipal Heritage Inventory Mean for the Property Owner?

A Municipal Heritage Inventory is not the same as heritage protection or “designation.” A heritage site listed on the Heritage Inventory can only be protected by some other means, such as a designation bylaw.

If a building or structure is listed on the Municipal Heritage Inventory, the owner may redevelop the site or make alterations to the building, provided that the proposed changes are within the limitations of other municipal bylaws and regulations.

Damage to historic places often results from a lack of understanding by property owners and others of the importance of treating character-defining elements with sensitivity. A Municipal Heritage Inventory can help municipal staff monitor certain areas and direct development to ensure heritage values are respected and preserved. It also serves to identify potential candidates for Municipal Historic Resource designation, or other means of legal protection.

### Are There Financial or Other Incentives at This Stage?

There are no financial or other incentives available from the Municipality for sites listed on the Municipal Heritage Inventory. However, the Alberta Historical Resources Foundation provides a one-time matching grant of \$5,000 for local (non-designated) Historic Resources. Owners of protected heritage properties can make application to the Alberta Historical Resources Foundation for financial assistance to undertake appropriate conservation measures to their designated property. Owners should contact the Municipality Development officer or the Municipal Historic Resources Board to consider next steps for application, and to explore whether the Municipality has initiated additional incentives to encourage the conservation and protection of historic resources throughout the region.

<p><b>Significance and Integrity</b></p>	<p>context. The criteria used to assess significance includes:</p> <ul style="list-style-type: none"> <li>» Theme/Activity/Cultural Practice/Event</li> <li>» Institution/Person</li> <li>» Design/Style/Construction</li> <li>» Information Potential</li> <li>» Landmark/Symbolic Value</li> </ul> <ul style="list-style-type: none"> <li>• Research collected during the resource evaluation stage can help either the development officer or the Municipal Historic Resources Board prepare a Context Statement and a Statement of Integrity required on the <b>Resource Evaluation Form</b>.</li> <li>• Using the <b>Resource Evaluation Form</b>, the development officer undertakes a site inspection to assess the integrity of the site and to determine if the resource retains enough historic fabric and design features to communicate its significance. This is done in three stages: <ul style="list-style-type: none"> <li>» identify the site’s character-defining elements</li> <li>» assess aspects of Integrity retained by the resource</li> <li>» determine if the resource has integrity.</li> </ul> </li> <li>• If the resource has significance and retains its integrity, the Municipal Historic Resources Board completes the remaining sections of the <b>Resource Evaluation Form</b> and provides written notification to the applicant that the resource will move to the next stage of the process.</li> </ul>
<p><b>Draft Statement of Significance</b></p>	<ul style="list-style-type: none"> <li>• Once the resource is determined eligible due to its significance and integrity, the development officer, or a Heritage Consultant, completes the <b>Statement of Significance Form</b> to place the resource on the Municipal Heritage Inventory.</li> </ul>
<p><b>Placement on the Municipal Heritage Inventory</b></p>	<ul style="list-style-type: none"> <li>• Once the <b>Statement of Significance Form</b> is approved by the Municipal Historic Resources Board, the resource is placed on the Municipal Heritage Inventory.</li> <li>• Municipal Historic Resources Board notifies council, and provides written notification to the owner, along with a copy of the <b>Statement of Significance Form</b>, confirming the resource has been placed on the Municipal Heritage Inventory, and describing next steps if the owner wishes to proceed to designation.</li> </ul>
<p><b>Filing and Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Development officer maintains a complete file on the resource, including all forms, documentation, photographs, research, and oral history interview records.</li> <li>• Development officer notifies Municipal Planning and Development for placement on municipal GIS</li> </ul>

Mapping in the event of either demolition or development permits.

- Development officer reviews the Municipal Heritage Inventory on an annual basis. The review also involves adding new information discovered on any site already on the Municipal Heritage Inventory.

### 7.3 Municipal Heritage Inventory Policy Guidelines

A Municipal Heritage Inventory is most successful when it is strongly supported by the local municipality and involves the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Municipal Heritage Inventory Policy Guidelines describe a combination of supportive roles for the municipality to continue with, and maintain, the Heritage Inventory for Crowsnest Pass.

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**PRIORITY FOR DESIGNATION**

The historic resources in this category are individually outstanding and have the broadest heritage significance in the Municipality of Crowsnest Pass by virtue of location and environment, design, materials and workmanship, association and historic context along with overall integrity of design and construction. Category A historic resources generally hold the potential for municipal, provincial, and/or national significance.

CATEGORY A	80 - 100
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The historic resources in Category A are of the highest priority for municipal heritage designation based on architectural and historic merit. They are of high calibre and typically hold landmark status. Such historic sites are usually undisturbed or altered only in a minor or completely sympathetic manner.

Owners of Category A sites should be encouraged to apply for designation and possible financial incentives, if available. Incentives for the conservation and maintenance of these designated historic sites should be as generous as possible.

Historic sites in Category A may also have potential for provincial recognition and/or designation as National Historic Sites. Therefore, all permits and zoning applications affecting these sites should be carefully reviewed and commented upon by the Municipality of Crowsnest Pass.

CATEGORY B	50 - 79
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The historic resources in Category B are of distinct importance by virtue of location and environment, design, materials, and workmanship, application and feeling. They stand out individually but are of lesser overall significance than Category A historic sites, yet hold importance within the Municipality of Crowsnest Pass.

Historic resources in Category B are a high priority for heritage designation for architectural, and/or historical reasons, do not necessarily possess landmark status, and their architectural and historical integrity may have been partially modified by minor alterations or additions.

Owners of Category B resources should be encouraged to apply for designation and possible financial incentives, if available. However, incentives for the conservation and maintenance of designated Category B historic resources may not be as generous as they would be for Category A resources.

All permits and zoning applications affecting these historic sites must be reviewed and commented upon by the Municipality of Crowsnest Pass.

A-1 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 110

**RESOURCE EVALUATION FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

Site Name	SITE PHOTOGRAPH
File Number	
Site Address	
Legal Description	
Description	

**SIGNIFICANCE ASSESSMENT**

Significance Criteria

- A. Theme/Activity/Cultural Practice/Vent
- B. Institution/Person
- C. Design/Style/Construction
- D. Information Potential
- E. Landmark/Symbolic Value

Context Statement

Municipal Significance

- A. Theme/Activity/Cultural Practice/Vent
  - Significant Association
- B. Institution/Person
  - Individual Significance
  - Association Significance
- C. Design/Style/Construction
  - Style/Type/Method of Construction
  - Work of a Master
  - High Artistic Value
- D. Information Potential
  - The Natural Environment
  - Completely Excavated Sites
- E. Landmark/Symbolic Value

Explanation:

A-2 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM | 111

**STATEMENT OF SIGNIFICANCE FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

SITE NAME	FILE NO.	
SITE ADDRESS		
SITE PHOTOGRAPH	SITE PHOTOGRAPH	SITE PHOTOGRAPH
DESCRIPTION OF HISTORIC PLACE		

A-3 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM | 112

**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

Name of Heritage Resource: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Legal Description, L&P/L&T No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Plan (DCC) No.: \_\_\_\_\_  
Land Use District: \_\_\_\_\_

Name of Registered Owner(s):  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant/Agent (if different than name):  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

\*A copy of this form may be required to be submitted with the application.

**FOR OFFICE USE ONLY**

Application No.: \_\_\_\_\_ File No.: \_\_\_\_\_  
Received By: \_\_\_\_\_

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail) P.O. Box 400, Crowsnest Pass, AB, T0A 0G0 (Email) development@crownsnestpass.com  
(Tel) 403-252-2122 (Fax) 403-252-2121

A-4 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM | 113

**WAIVER OF COMPENSATION FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

I, \_\_\_\_\_, 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 29(1) of the Historical Resources Act, RSA 2000, c.H.6, from the Municipality of Crowsnest Pass, for any decrease in economic value resulting from a bylaw, pursuant to Section 29(2) of the Historical Resources Act, RSA 2000, c.H.6, 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\_\_\_\_ at the Municipality of Crowsnest Pass, in the Province of Alberta.

Signature of Registered Owner: \_\_\_\_\_ Witness: \_\_\_\_\_  
Municipality of Crowsnest Pass Seal

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail) P.O. Box 400, Crowsnest Pass, AB, T0A 0G0 (Email) development@crownsnestpass.com  
(Tel) 403-252-2122 (Fax) 403-252-2121

A-5 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | WAIVER OF COMPENSATION FORM | 114

**NOTICE OF INTENTION TO DESIGNATE FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESOURCE: \_\_\_\_\_ AS A MUNICIPAL RESOURCE

ALBERTA HISTORIC RESOURCES ACT  
Section 28 H.R.A., R.S.A. 1980, c.H.6, as amended

To: \_\_\_\_\_

Notice is hereby given that following at least sixty (60) days from the date of issuing this Notice, on \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_ Municipal Council of \_\_\_\_\_ intends to pass a bylaw that the site legally described as: \_\_\_\_\_

BRIEF LEGAL DESCRIPTION: Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
LONG LEGAL DESCRIPTION: Municipal Address: \_\_\_\_\_

(Excepting there out all mines and interests, and containing the building(s), known as: \_\_\_\_\_)

located on the site to be designated a MUNICIPAL HISTORIC RESOURCE under Section 28 of the Historical Resources Act, as amended from time to time.

AND TO TAKE FURTHER NOTICE THAT the Municipal Council of Crowsnest Pass has appointed the Chief Administrative Officer to implement notice arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

FILE NO.: \_\_\_\_\_

ATTACHMENTS:  
 Location Map  
 Photographs  
 Statement of Significance

Chief Administrative Officer

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail) P.O. Box 400, Crowsnest Pass, AB, T0A 0G0 (Email) development@crownsnestpass.com  
(Tel) 403-252-2122 (Fax) 403-252-2121

A-6 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | NOTICE OF INTENTION TO DESIGNATE FORM | 115

## Municipal Heritage Inventory Policy Guidelines

Stakeholder	Policy
<p><b>Municipal Council</b></p>	<ul style="list-style-type: none"> <li>• Follow the Municipal Heritage Inventory process as detailed in the Crowsnest Pass HMP.</li> <li>• Adopt provincial evaluation process to determine whether historical places meet criteria of historical, architectural, archeological or cultural significance.</li> <li>• Maintain a current list of all historic resources that have a Draft Statement of Significance.</li> <li>• Promote the Municipal Heritage Inventory by making it accessible to the public.</li> <li>• Recognize there will be owners of historic resources who either wish not to participate in the Heritage Management Program, or who do not want to make public their historic site included in the Municipal Heritage Inventory.</li> </ul>
<p><b>Municipal Historic Resources Board</b></p>	<ul style="list-style-type: none"> <li>• Maintain the Municipal Heritage Inventory with the assistance of the development officer and municipal staff.</li> <li>• Assess the eligibility of historic resources that have been submitted following the Municipal Heritage Inventory Application process.</li> <li>• Use the <b>Designation Ranking for Historic Resources Form</b> when there are several applications and priority sites need to be determined.</li> <li>• Approve the addition of historic resources on the Municipal Heritage Inventory.</li> <li>• Review and update the Municipal Heritage Inventory annually with the assistance of the development officer and municipal staff. The municipality also has the option of selecting a Heritage Consultant to continue with updating the Municipal Heritage Inventory.</li> <li>• Determine and document, with photographs, if the site:             <ul style="list-style-type: none"> <li>» continues to retain its Significance and Integrity</li> <li>» retains its character-defining elements without inappropriate alteration</li> <li>» has not been demolished.</li> </ul> </li> <li>• Remove sites on the Municipal Heritage Inventory that have undergone inappropriate alterations or have been demolished.</li> <li>• Inform council of heritage properties placed on, or removed from, the Municipal Heritage Inventory.</li> <li>• Inform owners of properties listed on the Municipal Heritage Inventory about the opportunities available to them through designation.</li> </ul>

<p><b>Development Officer</b></p>	<ul style="list-style-type: none"> <li>• Coordinate all administration for the Municipal Heritage Inventory.</li> <li>• Provide information and assistance to property owners and the public regarding heritage management in Crowsnest Pass.</li> <li>• Assist property owners and interested parties with the inventory application process.</li> <li>• Review Municipal Heritage Inventory applications for completeness.</li> <li>• Assign a file number for each Municipal Heritage Inventory application.</li> <li>• Evaluate eligible historic resources to determine Significance and Integrity.</li> <li>• Complete a Statement of Significance for each historic resource that meets the assessment and evaluation criteria. The municipality also has the option of selecting a Heritage Consultant to complete a Statement of Significance.</li> <li>• Submit Evaluation and Statement of Significance to the Historic Resources Board for review and approval.</li> <li>• Ensure heritage resources with a Statement of Significance are added to the Municipal Heritage Inventory.</li> <li>• Update <b>Designation Process Summary Form</b>.</li> <li>• Review and update the Municipal Heritage Inventory annually with the assistance of the municipal staff.</li> </ul>
<p><b>Municipal Administration</b></p>	<ul style="list-style-type: none"> <li>• Assist with the management of the Municipal Heritage Inventory.</li> <li>• Support and assist the Historic Resources Board and the development officer with maintaining the Municipal Heritage Inventory.</li> <li>• Assist the development officer with administrative tasks associated with the Municipal Heritage Inventory.</li> <li>• Assist the Historic Resources Board and the development officer with an annual review and update of the Municipal Heritage Inventory.</li> </ul>
<p><b>Municipal Planning and Development</b></p>	<ul style="list-style-type: none"> <li>• Identify sites placed on the Municipal Heritage Inventory on municipal GIS Mapping in the event of either demolition or development permits.</li> <li>• Retain a copy of a Statement of Significance for each site on the inventory and identified on all mapping.</li> <li>• Include identification of such sites in all related reports, Area Redevelopment Plan, and the Municipal Development Plan.</li> </ul>

<b>Heritage Property Owners</b>	<ul style="list-style-type: none"> <li>• Complete the <b>Municipal Heritage Inventory Application Form</b> to either:             <ul style="list-style-type: none"> <li>» include heritage resource on the Municipal Heritage Inventory</li> <li>» remove heritage resource from the Municipal Heritage Inventory</li> <li>» request evaluation of the heritage resource be reassessed.</li> </ul> </li> </ul>
<b>Community Partners</b>	<ul style="list-style-type: none"> <li>• Participate in historical research and provide historical information on heritage sites under consideration for the Municipal Heritage Inventory.</li> </ul>

## Historic Resource Designation

### Definition

Municipal Heritage Designation is the process of protecting a historic resource by way of a Municipal Bylaw registered on the property with Land Titles.

### Goal

To legally protect heritage places to prevent inappropriate actions that could damage or destroy their heritage value; formally recognize significant historic places within Crowsnest Pass' history; and to provide a gateway to financial and other incentives for heritage property owners.

### Process

A Heritage Designation Application is submitted to the Municipality. Council passes a motion to designate, notifies owner and, after 60 days, passes a Designation Bylaw that is then registered on the property through the Land Titles Office. It is then listed on the Municipal Register of Historic Places. It may also be registered on the Alberta Register of Historic Places, but this is at the discretion of the Municipality.

### Form Location

Refer to forms in Appendix:

- A.9 – Municipal Historic Resource Designation Form
- A.10 – Waiver of Compensation Form
- A.11 – Notice of Intention to Designate Form
- A.12 – Designation Bylaw Form
- A.13 – Designation Process Summary Form
- A.14 – Application for Heritage Resource Intervention Permit Form

# 8. Municipal Heritage Designation Process

## 8.1 Purpose of Municipal Heritage Designation

Designation under the Alberta *Historical Resources Act* is one tool that communities throughout Alberta have used to protect hundreds of heritage properties. Properties can be designated either individually or as part of a larger Heritage Conservation District.

For Crowsnest Pass, designation of heritage properties provides a process to ensure the heritage attributes of a property are conserved and protected over time. Property owners, the Historic Resources Board, the development officer and other municipal staff work together to ensure that any future changes to the property respect its value.

For the property owner of a historic resource, designation recognizes the significance of their property and assures them that future owners will respect and appreciate their investment. Designation may also provide property owners with access to grants, loans, or tax relief to support the conservation of the property.

Overall, heritage designation recognizes the importance of a property to the local community; protects the properties cultural heritage value; encourages good stewardship and conservation; and promotes knowledge and understanding about the property.

## 8.2 Heritage Designation Process

The designation process begins with an Application for Historic Resource Designation submitted by either the owner of the historic resource, or other interested parties. After the application is reviewed and approved by the Historic Resources Board, the board submits a recommendation for designation to council after which council passes a motion to proceed, and a Letter of Intention to Designate is sent to the property owner with a 60 days' notice, after which council may pass a bylaw declaring the site a Municipal Historic Resource pursuant to the Historic Resources Act. The site is then placed on the Municipal Register of Historic Places and, at the discretion of the municipality, can also be listed on the Alberta Register of Historic Places.



## The Issue of Compensation

Is Crowsnest Pass required to compensate owners in exchange for municipal historic resource designation?

- Section 28 of the Historic Resources Act includes provisions for owner compensation, which normally applies when the economic value of the property is negatively affected by designation. However, more often the value of the property increases.
- Compensation agreements are normally created prior to designation, and in a manner, that benefits both the owner and the Municipality.
- Owners of designated Municipal Historic Resources have access to ongoing Provincial conservation funding through the Alberta Historical Resources Foundation.
- The owner will often waive compensation with the understanding that potential funding is in place to assist with preservation, rehabilitation, or restoration activities.
- The Municipality may also elect to initiate local incentives that are most suitable for their local situation.
- The designation of a property is registered on the land title, and thus remains in effect after the property is sold.

## Heritage Designation Process

Process	Procedure
<b>Municipal Historic Resource Designation Application</b>	<ul style="list-style-type: none"> <li>• Property owner completes the <b>Application for Designation Form</b> and submits to the Historic Resources Board for review and approval.</li> <li>• Municipal Historic Resources Board prepares a recommendation to council to designate the property.</li> </ul>
<b>Agreement/Waiver of Compensation</b>	<ul style="list-style-type: none"> <li>• Municipality and the property owner arrive at either an agreement of compensation, or waived compensation. Note: Many owners of Municipal Historic Resources waive compensation because of their eligibility to apply to the Alberta Historical Resources Foundation for financial assistance to support approved conservation work.</li> </ul>
<b>Notice of Intention</b>	<ul style="list-style-type: none"> <li>• Council passes a motion to designate the property.</li> <li>• Council sends a <b>Notice of Intention</b> to designate with a 60-day waiting period to the property owner.</li> </ul>
<b>Designation Bylaw</b>	<ul style="list-style-type: none"> <li>• Council passes bylaw to designate property as a Municipal Historic Resource.</li> <li>• A <b>Designation Bylaw</b> is registered against title of the assigned property at the Land Titles Office and served on the property's registered owner.</li> </ul>
<b>Municipal Register of Historic Places</b>	<ul style="list-style-type: none"> <li>• Historic site is listed on the Municipal Register of Historic Places.</li> </ul>
<b>Alberta Register of Historic Places</b>	<ul style="list-style-type: none"> <li>• Historic site may be nominated for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places.</li> </ul>

**WAIVER OF COMPENSATION FORM**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

I, \_\_\_\_\_, 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 Municipality of Crownsnest Pass, for any decrease in economic value resulting from a bylaw, pursuant to Section 28(2) of the Historical Resources Act, RSA 2000, c H-9, designating the \_\_\_\_\_ and listed 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\_\_\_\_, at the Municipality of Crownsnest Pass, in the Province of Alberta.

Signature of Designated Owner: \_\_\_\_\_  
Witness: \_\_\_\_\_

Municipality of Crownsnest Pass Seal

File No.: \_\_\_\_\_

FORM 042-T10 Development Officer, Municipality of Crownsnest Pass  
(Main) 780-586-0000, Crownsnest Pass, AB T0E 0S0 | Email: development@crownsnestpass.com  
(Fax) 493-944-2218 (Fax) 493-944-1311

4.10 MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | WAIVER OF COMPENSATION FORM

**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

Name of Heritage Resource: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Legal Description (LRRS/VRV No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Plan (Z) No.: \_\_\_\_\_  
Land Use District: \_\_\_\_\_

Name of Registered Owner(s)  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

\*A copy of the Title may be required to be submitted with the application.

Name of Applicant/Agent (if different than owner)  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

FOR OFFICE USE ONLY  
Application No.: \_\_\_\_\_ File No.: \_\_\_\_\_  
Received By: \_\_\_\_\_

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this municipal historic resource designation application. This information is provided under the authority of the Freedom of Information and Access to Information Act. If you have any questions about the collection of this information, contact the Director of Municipal Planning and Development at (403) 663-8871, Municipality of Crownsnest Pass, #102 St. Anne's, Crownsnest, AB, T0E 0S0.

4.10 MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM

**DESIGNATION PROCESS SUMMARY FORM**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

This form is to be completed by the Municipal Historic Resources Board at each stage of the heritage designation process.

Site Name: \_\_\_\_\_ File No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Process Began: \_\_\_\_\_  
Owner: \_\_\_\_\_ Date Process Ended: \_\_\_\_\_

YES/NO

<input type="checkbox"/>	Survey form completed	Date: _____
<input type="checkbox"/>	Municipal Heritage Inventory Application Form	Date: _____
<input type="checkbox"/>	Eligible for designation (Designation by Assessment)	Date: _____
<input type="checkbox"/>	Designation-Banking Form	Date: _____
<input type="checkbox"/>	Resource Evaluation Form	Date: _____
<input type="checkbox"/>	Draft Statement of Significance	Date: _____
<input type="checkbox"/>	Placed on Heritage Inventory	Date: _____
<input type="checkbox"/>	Application for Municipal Designation	Date: _____
<input type="checkbox"/>	Agreement/Waiver of compensation signed by owner	Date: _____
<input type="checkbox"/>	Council passed motion to designate	Date: _____
<input type="checkbox"/>	Notice of intention sent to owner	Date: _____
<input type="checkbox"/>	60 day wait period elapsed	Date: _____
<input type="checkbox"/>	Designation bylaw created	Date: _____
<input type="checkbox"/>	Council passed bylaw	Date: _____
<input type="checkbox"/>	Bylaw registered against title and served on property owner	Date: _____
<input type="checkbox"/>	Placed on Municipal Heritage Register of Historic Places	Date: _____
<input type="checkbox"/>	Placed on the Alberta Register of Historic Places	Date: _____

Notes: \_\_\_\_\_

FORM 043-T10 Development Officer, Municipality of Crownsnest Pass  
(Main) 780-586-0000, Crownsnest Pass, AB T0E 0S0 | Email: development@crownsnestpass.com  
(Fax) 493-944-2218 (Fax) 493-944-1311

4.11 MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION PROCESS SUMMARY FORM

### 8.3 Heritage Designation Policy Guidelines

The designation of a heritage resource is most successful when it is strongly supported by the property owner and the local community. It is important to establish clear roles and responsibilities leading to designation and, while there are not rigid rules, the following Heritage Designation Policy Guidelines describe a combination of supportive roles to achieve designation collaboratively.

#### Heritage Designation Policy Guidelines

Stakeholder	Policy
Municipal Council	<ul style="list-style-type: none"> <li>Adopt standards of required documentation for the designation of a Municipal Historic Resource.</li> <li>Enact bylaws to designate Municipal Heritage Resources.</li> <li>Designate a historic resource as described in the <i>Historical Resources Act</i>.</li> <li>Avoid designating a historic site without the support and approval of the owner.</li> <li>Negotiate a contractual agreement that addresses waiver of compensation with an owner of a historic site who agrees to waive the right for compensation and potentially access funding sources to assist with the preservation, rehabilitation or restoration of the site. Such an agreement should be created by the municipality's legal representative.</li> <li>Maintain the Municipal Register of Historic Places.</li> <li>Adopt the pan-Canadian set of conservation principles and guidelines as set out in the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> as the foundation for the appraisal of all heritage permit applications and consultations.</li> <li>Provide owners of historic resources with necessary support, including assistance with designation and funding applications, to enable designation of their property and inclusion on the Municipal Register of Historic Places.</li> <li>Create a land use zone, such as a Heritage Character Area, Heritage District or a Heritage Overlay District, specifically for designated resources where deemed beneficial.</li> <li>Provide the Alberta Register of Historic Places with a copy of the designation bylaw and registration on title for the designated historic resource.</li> <li>Consider either financial or non-financial incentives to owners of designated properties to support and</li> </ul>

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**HERITAGE RESOURCE INTERVENTION PERMIT**

- A Heritage Intervention Permit is required to undertake changes to properties because of their historic or architectural significance under the Alberta Historical Resources Act. Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 23(6) of the Act requires that "no person shall destroy, dilute, alter, colour, or impair a historic resource that has been designated... without the written approval of the Council or a person appointed by the Council for this purpose."
- The purpose of a Heritage Intervention Permit is to ensure that proposed changes to a designated Historic Resource do not alter the property in such a way that the reason for designation is destroyed.
- A Heritage Intervention Permit is required when interventions are proposed for Municipal Heritage Resources, including construction, additions, alterations, demolitions, new colours, new windows, lighting, brick work and all applicable exterior including roofs.
- There is no fee for a Heritage Resource Intervention Permit.
- Applicants are required to confirm their plans with the Municipality to determine if a Development Permit and/or a Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit does not supersede the requirements of the Alberta Building Code, the Municipal Government Act or the Municipality's Land Use Bylaw.
- It is suggested that the Applicant consult with a Municipal Historic Resources Board Member or Development Officer when making plans to submit an Application for Heritage Resource Intervention Permit, at the time other advice, suggestions or advice on appropriate methods of treatment or intervention.
- All Applications for Heritage Resource Intervention Permits will be evaluated by the Crowsnest Pass Municipal Historic Resources Board and recommendations will be presented to the Municipality's Development Officer for their decision.
- The requirements to complete an Application for Heritage Resource Intervention Permit are:
  - Copy of Designation Name, with Statements of Significance (taken from municipality)
  - Concept drawing (e.g. image of structure or finished sign)
  - Detailed dimensioned drawings or proposed "work" (structure or sign)
  - Site plan detailing the location of the structure or sign, to scale, in relation to other structures
  - Historical documentation/photographs to support proposed intervention
  - Photographs of existing building, site elevations, finishes, architectural details, streetview or landscape
  - Description of materials to be used for proposed intervention
  - If SIGNAGE: Samples of heritage colour with manufacturer's name, number and finish for each
  - If SIGNAGE: Sample font, name and size of lettering, and sign mounting information
  - If LIGHTING FIXTURE: Images and description of fixtures
- During the evaluation of the Application, municipal staff, Historic Resources Board members and/or the Development Officer may find it necessary to enter the property, to view and photograph the site that is subject to the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

0.3.3 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 0.3.3

**HISTORICAL MARKER APPLICATION FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Date or approximate date of construction: \_\_\_\_\_ File No.: \_\_\_\_\_

Site visible from a road/municipality property  Site open to public  Site is significant to the history of the Municipality of Crowsnest Pass

Historic significance criteria (select A, B and/or C below as appropriate):

Site is associated with events that have made a significant contribution to broad patterns of our history.

Site is associated with persons or groups whose lives were significant in our past.

The site embodies the distinctive characteristics of a type, period, or method of construction; or represents the work of a master; or possesses exceptional artistic value.

Summary of historic information:

Level of historic integrity: State whether the building is located on its original site and whether it retains the key exterior materials that date from the period of its historic significance. If the property has been altered, how historic materials and significant features have been preserved?

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photographs are appreciated and will be returned upon request. Send form and attachments to:  
FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(MAIL) P.O. Box 400, Crowsnest Pass, AB, T0L 0R0 | Email: development@crowspass.com  
(FAX) (403) 272-2100 (FAX) (403) 272-2100

0.3.3 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | HISTORICAL MARKER APPLICATION FORM 0.3.3

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

NAME OF HERITAGE RESOURCE: \_\_\_\_\_ FILE NO.: \_\_\_\_\_  
BYLAW NO.: \_\_\_\_\_

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING:  
AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS, the Historical Resources Act, R.S.A. 2000, c. H-9, as amended, permits the Municipal Council of a municipality to designate any heritage 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 Crowsnest Pass on \_\_\_\_\_ as a Municipal Historic Resource; and

WHEREAS the Owners of \_\_\_\_\_ of the Municipality of Crowsnest Pass have agreed to waive compensation for the designation of \_\_\_\_\_ of the Municipality of Crowsnest Pass as a Municipal Historic Resource, now and in the future.

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

1. HERITAGE RESOURCE DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE

The Heritage Resource, commonly known as \_\_\_\_\_ of the Municipality of Crowsnest Pass, is hereby designated as a Municipal Historic Resource, specifically described in Schedule "A", which is located on the land legally described as follows:

\_\_\_\_\_

Excepting thereout:  
\_\_\_\_\_

Excepting thereout all mines and minerals subject to the condition that the same shall be used for historic resource purposes only.

0.3.2 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION BYLAW FORM 0.3.2

encourage preservation, rehabilitation, and restoration activities.

- Establish a Heritage Management Program to ensure a uniform process for evaluating resources leading to Municipal Designation.

**Municipal Historic Resources Board**

- Adopt standards of required documentation for the designation of a Municipal Historic Resource.
- Inform property owners and the public of the process and benefits of designation, as well as potential funding available through the Alberta Historical Resources Foundation.
- Assist property owners who wish to apply to the Alberta Historical Resources Foundation for funding to protect and conserve their designated property.
- Review and approve designation applications.
- Assist council and the development officer in reaching an **Agreement/Waiver of Compensation** signed by the property owner.
- Provide Municipal Historic Resource Designation recommendations to council.
- Nominate the historic resource for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places by contacting the Alberta Registrar of Historic Places, however this is not a requirement.
- Assist Planning and Development with **Heritage Resource Intervention Permit** applications.

**Development Officer**

- Coordinate the administrative process of designating historic resources, including:
  - » Municipal Designation applications
  - » Agreement/Waiver of Compensation signed by the property owner
  - » Notice of Intention to Designate
  - » Designation Bylaw
  - » Registration of Designation Bylaw against title.
- Provide advice to property owners regarding the designation process, the benefits of heritage designation, and the importance of preserving heritage buildings.
- Place the designated property on the Municipal Register of Historic Places.
- Contact the Alberta Registrar of Historic Places to initiate nomination of the historic resources for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places, however this is not a requirement.
- Refer **Application for Designation** to the Municipal Planning Commission for comment.
- Update **Designation Process Summary Form**.

## Amending or Repealing Municipal Historic Resource Designations

### Bylaws not Affecting the Legal Description

The regular bylaw process used by Council can also be used to amend a Municipal Historic Resource designation bylaw that does not affect the legal description of the designated parcel.

### Bylaws that Amend the Legal Description

If a Bylaw amends the legal description, Council should then follow the same process as a designation bylaw. Bylaws that change the legal land description of a designated parcel, or change the Statement of Significance, should be registered at the land titles office. The Municipality should also supply the Alberta Registrar of Historic Places with a copy of the bylaw and update the site's entry on the Alberta Register of Historic Places.

### The Repeal Process

Municipal Historic Resource bylaws can be repealed. To do so, Council must pass a bylaw repealing the designation bylaw. The repeal must be made in the same way as the original bylaw and is subject to the same consents, conditions, or advertising requirements as the passing of the original bylaw. If passed, the *Historic Resources Act* requires that the bylaw be served on the registered owner of the property. The Municipality must also discharge the designation bylaw from the land titles registry.

	<ul style="list-style-type: none"> <li>Assist Planning and Development with the <b>Heritage Resource Intervention Permit</b> process.</li> </ul>
<b>Municipal Administration</b>	<ul style="list-style-type: none"> <li>Help the Historic Resources Board and the development officer with the administration of the Municipal Register of Historic Places.</li> <li>Ensure <b>Heritage Resource Intervention Permit</b> applications are completed and approved prior to any proposed changes to a designated Historic Resource.</li> </ul>
<b>Planning and Development</b>	<ul style="list-style-type: none"> <li>Help the Historic Resources Board and the development officer with matters related to designation bylaws and Historic Character Area designations.</li> </ul>
<b>Heritage Property Owners</b>	<ul style="list-style-type: none"> <li>Complete and submit the <b>Municipal Historic Resource Designation Form</b>.</li> <li>Submit a signed <b>Agreement/Waiver of Compensation Form</b> prior to council passing a motion to issue a Notice of Intention (NOI).</li> </ul>
<b>Community Partners</b>	<ul style="list-style-type: none"> <li>Engage in the recognition and celebration of historic sites that are designated and placed on the Municipal Register of Historic Places.</li> </ul>

## 8.4 Other Designation Categories

### Provincial Historic Resource Designation

The *Historical Resources Act* gives the Alberta Government the authority to designate a Provincial Historic Resource (PHR). To qualify for designation, the historic places must be:

- associated with an important aspect of Alberta's natural or human history
- of outstanding provincial significance
- situated in their original location
- retain the physical site (architectural) features necessary to convey the significance.

The owners of a PHR are required under the Act to seek written approval from the Minister before making any alterations, repairs and restorations to the resource. Changes are often made to a PHR; however, owners should discuss any anticipated changes with a Provincial Heritage Conservation Advisor.

There are significant incentives available from the Province to assist owners with undertaking approved work on a resource:

- matching funds, up to \$100,000 per year
- access to provincial heritage conservation advisors
- promotion of the site for tourism, if approved by the owner
- placement of a plaque which explains the historic significance of the resource
- placement on the Canadian Register of Historic Places.

## Coleman National Historic Site

In the 1990's, the *Historic Sites and Monuments Board of Canada* requested *Parks Canada* undertake studies of historic coal mining properties in Alberta to identify the best examples of a coal mining landscape. Coleman was identified as one of three considered to have readily-identifiable mining landscapes, retained a relatively high degree of integrity, and to represent important aspects of the history of the coal mining industry in Alberta, and in Canada as a whole.

In 2001, the International Coke and Coal Company mine site, the downtown Coleman core, and the West Coleman residential area were designated as the Coleman National Historic Site of Canada. In the Commemorative Integrity Statement, it is noted, "*At the time, Coleman is the only known coal mining community in Canada where all the key elements that define a coal mining community—the remnant mine entry, the surface plant, the rail link, and the supporting community—all remain within a cohesive industrial landscape.*"

The designation is honorary in nature and does not confer heritage protection on the property, as these matters are the responsibility of the province. The federal legislation does not provide the same level of protection for heritage resources as the *Alberta Historical Resources Act*. Under the provincial legislation, a municipality can designate a Municipal Historic Area, and "...*prohibit or regulate and control the use and development of land and the demolition, removal, construction or reconstruction of buildings within the Municipal Historic Area.*" However, the municipality would have to provide financial compensation to property owners for any economic loss.

Several of the structures within the National Historic Site boundaries have been demolished, and this jeopardizes the federal designation which can be removed if the site's integrity is compromised.

### National Cost-Sharing Program for Heritage Places

The National Cost-Sharing Program for Heritage Places is open to owners and eligible lessees of national historic sites. The program supports *Parks Canada's* mandate of protecting and presenting places of national historic significance, and fostering the public's understanding, appreciation and enjoyment of these places to ensure their commemorative integrity for present and future generations. This source of funding was used to help finance the restoration of the former Alberta Provincial Police building located in the *Coleman National Historic Site*.

Funding is available in three categories:

- 1. Preparatory Assistance Projects**

Projects to develop technical and planning documents necessary to ensure the site's physical integrity. Eligible costs will be reimbursed up to the lesser of \$10,000 or 50% of total eligible costs.

- 2. Conservation Projects**

Projects to conserve threatened components of a heritage place, to ensure its physical integrity. Eligible costs will be reimbursed up to the lesser of \$100,000 or 50% of total eligible costs.

- 3. Presentation Projects**

Presentation projects that focus on communicating to the public the messages related to reasons for designation as a heritage place. Eligible costs will be reimbursed up to the lesser of \$10,000 or 50% of total eligible costs.

# 9. Conservation Strategies and Incentives

## 9.1 Extending the Physical Life of Historic Places

The most successful means to preserving a historic place is for the property to have a meaningful use. A designated yet vacant heritage site is prone to suffer from neglect, misuse and vandalism, if it not being used. Crowsnest Pass could potentially revise the municipal planning framework to recognize heritage conservation as a core municipal value. If the municipality created a heritage incentive fund or offered a tax incentive or reduction program to assist property owners with preservation, rehabilitation and / or restoration efforts, the economic feasibility of revitalizing the property for occupancy would be more feasible. In turn, the economic benefits to the overall community would surface within the business community, attract a pool of skilled labour and specialized trades, offer training for unskilled labour, add to tourism designations, and offer attractive housing, office, or industrial use options. Such assistance could potentially include a requirement that the property continue to be occupied in some manner.

The importance of heritage conservation in the municipality can also be raised by including its significance in other legislation in such plans as the:

- Municipal Development Plan
- Area Redevelopment Plan
- Recreation and Cultural Master Plan
- Municipal Sustainability Master Plan
- Economic Development Plan
- Community Strategic Action Plan

A Municipal Heritage Strategic Plan could provide a guiding document that adopts the Municipal Heritage Plan and details a formally recognized Municipal Heritage Program. The strategic plan would carry the Heritage Management Plan to the next step by formally adopting heritage program policy, mission and goals, as well as objectives of program delivery, grants and incentives, and annual reporting to council.

In addition, the Crowsnest Pass has contributed funding and staff to develop an inventory of the significant properties. The municipality could consider placing a high priority on inappropriate alterations to historic resources as well as demolition of such resources. All applications for demolition could be immediately referred to the Crowsnest Pass Heritage Resources Board for review against the Municipal Heritage Inventory and a recommendation for a protection order if necessary. An annual review of approximately twenty-five percent of the designated sites, as well as those on the Municipal Heritage Inventory, would assist in maintaining a current list of heritage properties that are designated or on the Municipal Heritage Inventory.

The Heritage Management Plan also contains the mechanism for on-going identification of potential heritage sites as they are either discovered or as sites become at least 50-years old, thus gaining heritage value.

## 9.2 Standards for the Conservation of Historic Places

The following fourteen standards are from the *Standards and Guidelines for the Conservation of Historic Places in Canada*. They are provided here to promote responsible conservation practices that will help protect historic resources in Crowsnest Pass and extend the physical life of such resources.

The first nine standards relate to preservation, rehabilitation and restoration. Standards 10, 11, and 12 relate to rehabilitation, and standards 13 and 14 relate to restoration.

### Standards for Historic Resource Intervention

Standard	Preservation, Rehabilitation and Restoration
1	Conserve the heritage value of a historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2	Conserve changes to a historic place that, over time, have become character-defining elements in their own right.
3	Conserve heritage value by adopting an approach calling for minimal intervention.
4	Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5	Find a use of a historic place that requires minimal or no change to its character-defining elements.
6	Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7	Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.

8	Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9	Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.
<b>Standard</b>	<b>Rehabilitation</b>
10	Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where enough physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound version of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11	Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.
12	Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.
<b>Standard</b>	<b>Restoration</b>
13	Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where enough physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14	Replace missing features from the restoration period with new features whose forms, materials and detailing are based on enough physical, documentary and/or oral evidence.

### 9.3 Conservation Guidelines for Property Owners

As per **Section 26 (6)** of the *Alberta Historical Resources Act*, notwithstanding any other Act, no person shall

- a) *destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or*

- b) *remove any historic object from an historic resource that has been designated under this section, without the written approval of the council or a person appointed by the council for this purpose.*

Council appoints an approving authority to protect the integrity of the municipal heritage resource to whom the applicant shall apply for Historic Resource Intervention Permit for any proposed restoration/changes to the structure. Any development or alterations affecting the site shall respect and conserve the heritage value and the character-defining elements identified in the Statement of Significance in accordance with the General Guidelines for Conservation, and as recommended in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

### General Guidelines for Conservation and Intervention

Item	Procedure
<b>Compatible Uses</b>	<ul style="list-style-type: none"> <li>Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building.</li> <li>The use of the Municipal Historic Resource for its original purpose is desirable.</li> </ul>
<b>Original Character</b>	<ul style="list-style-type: none"> <li>The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved.</li> <li>The removal or alteration of any historical materials or features shall be avoided wherever possible.</li> </ul>
<b>The Historic Period</b>	<ul style="list-style-type: none"> <li>The Municipal Historic Resource should be recognized as a product of its own time.</li> <li>Alterations that are not based on historic fact, or that recreate an earlier or later idiom, are discouraged.</li> </ul>
<b>Witness to Change</b>	<ul style="list-style-type: none"> <li>Changes to a Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. This evolution may have acquired significance, therefore alterations to the original building should be recognized and respected where indicated.</li> </ul>
<b>Repair and Replacement</b>	<ul style="list-style-type: none"> <li>Deteriorated architectural features shall be repaired rather than replaced wherever possible.</li> <li>Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc.</li> <li>The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.</li> </ul>

<b>Style and Craftsmanship</b>	<ul style="list-style-type: none"> <li>Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>In all cases, surface cleaning shall be undertaken with the gentlest means available.</li> <li>Sandblasting, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building.</li> <li>Sandblasting is not recommended on brick, stone and wood.</li> <li>In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.</li> </ul>
<b>Reversibility of Improvements</b>	<ul style="list-style-type: none"> <li>When the introduction of either new elements or materials is necessary to either stabilize or preserve a municipally designated Historic Resource, alteration shall be undertaken such that the new materials should they fail, may be removed later without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that have been thoroughly tested and found satisfactory in situ shall be used.</li> </ul>
<b>Recording</b>	<ul style="list-style-type: none"> <li>Prior to undertaking any alteration, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the owner shall compile a complete record of the architectural features of the Municipal Historic Resource.</li> <li>Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.</li> </ul>
<b>Original Construction Details</b>	<ul style="list-style-type: none"> <li>In some historic structures, either poor construction details or inappropriate material can result in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Restoration of the resource should therefore be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>Prior to undertaking any improvements, an Application for a Heritage Resource Intervention Permit must be submitted to the Municipality of Crowsnest Pass for review by the Municipal Historic Resources Board. The Application shall include phasing of alterations where necessary due to either</li> </ul>

	<p>program or budget restrictions. The type and timing of both short and long-term maintenance work should also be included.</p>
<b>Building Codes</b>	<ul style="list-style-type: none"> <li>• At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource.</li> <li>• The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means to minimize the impact of the historic fabric.</li> </ul>
<b>Signs</b>	<ul style="list-style-type: none"> <li>• Generally, signs should be limited to signs that were originally present on the building.</li> <li>• In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project.</li> <li>• The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource wherever possible.</li> <li>• All signs must conform to the Land Use Bylaw.</li> </ul>

## 9.4 Municipal Conservation Incentives

Conservation incentives are used to encourage the retention and restoration of heritage resources. There are two types of incentives that a municipality could make available to owners of heritage resources. Conservation incentives and financial incentives.

### Conservation Incentives

Conservation incentives, such as municipal relaxations and variances, are primarily legislative measures which can be adopted by municipal council to encourage the owners of heritage properties to preserve, rehabilitate or restore their designated heritage property. Such measures can also act as motivation to have an owner of a property not designated to seek designation, and thus preserve what may be a property with significance in the municipality. Conservation incentives act as tools to promote the retention and restoration of heritage properties, and are legislative steps that can be taken by the municipality, such as:

- variances to the Land Use Bylaw
- relaxation of design guidelines that may have a negative impact on heritage architectural features
- land use bylaw amendments
- assistance from the municipal development officer to fill out various forms

- design consultation and technical assistance for the restoration of properties on the Municipal Register of Historic Places.

General requirements for site development are enabled under the Municipal Government Act in the form of bylaws that specify the use, density, siting and subdivision of land, and buildings or structures permitted on the site. When dealing with development applications, the municipality has the discretionary power to relax requirements, especially if amenities are being offered by the applicant, such as the rehabilitation of a heritage structure. Relaxations may be related to parking, setbacks and access, and could be offered to ensure property conservation principles and guidelines are followed.

### **Financial Incentives**

Financial incentives are aimed at encouraging the protection and preservation of designated heritage resources. They can take the form of:

- heritage tax incentive providing a tax exemption over a specific period
- reduction in municipal property taxes over a specific period
- building rehabilitation grants for commercial, industrial, and institutional buildings
- building rehabilitation grants for residential properties
- design assistance grants
- waiving permit fees for conservation projects.

The assessment and taxation process governed by provincial legislation can be very strict but should be explored. As long as the property is municipally designated or legally protected, a municipality may choose to forgive all or part of the municipal portion of the property tax on a heritage property. In such cases, the value of the tax relaxation could be based on the cost of the rehabilitation. Experience in Victoria, BC, and in the United States has demonstrated that incentives tied to income tax can be effective mechanisms for the preservation of heritage buildings.

If the restoration work increases the assessment of the property, a reduction in municipal property taxes can be either a one-time occurrence or spread out over several years, after which the taxes levied against the property resume at the new assessment value. During the exemption period, the mill rate is slightly increased for all property to compensate for the exemption; thus, ensuring there is no decrease in total tax collected by the municipality. At the end of the exemption period, the property is then assessed at its increased value, resumes payment of taxes at the higher assessed value, and the mill rate for all properties returns to its initial rate.

Council could also set a minimum limit of the value of the restoration, such as \$10,000. The limit of a tax credit could be 50% of the owner's investment and, again, a reduction in taxes or a tax exemption could apply over a set period. Overall, it is recommended that the municipality consult with a lawyer and a tax specialist to consider the options available.

With the most effective way to ensure the long-term viability of a heritage property being continuous use of the property, council may also wish to tie incentives to how the property will be used after building rehabilitation is

completed. For instance, within a commercial district council may wish to create a policy that ensures the main floor can only be used for retail use with residential on all upper floors.

A Heritage Fund could also be created using an annual contribution amount from the municipality, along with donations from corporations, and members of the community. The fund could be used to match the property owner's contribution and building rehabilitation grants obtained from the Alberta Heritage Resources Foundation.

#### **Other Incentives**

During the Regional Vision Session, the participants identified other incentives that could be initiated in Crowsnest Pass. Recognition awards could be used to recognize the participation of the owners of designated heritage properties; the work of heritage volunteers; the commitment of corporate sponsors; and for the interpretation of the heritage in the Crowsnest Pass through publications. It was also envisioned that the municipality would provide an atmosphere that promotes collaboration amongst the region's museums, heritage organizations and educational facilities to promote heritage conservation in Crowsnest Pass.

## **9.5 Demolition of Historic Resources**

Conservation incentives are used to encourage the retention and restoration of heritage resources. There are two types of incentives that are generally available to resources owners. Conservation incentives and financial incentives.

#### **Demolition of Non-Designated Historic Resources**

Under Section 26, subsection 6(a), of the Alberta Historical Resources Act, no person shall destroy a historic resource that has been designated under the provisions of the Act. However, there is no protection in the legislation to prevent demolition of resources which have the potential to be designated. This includes sites which may have been surveyed, evaluated, and included on a municipal heritage inventory.

The ability of the municipality to prevent demolition of an undesignated resource with the potential to be designated is limited. The only effective means is for council to use the power bestowed on the municipality by the Historical Resources Act to designate the resource as a Municipal Heritage Resource. However, the Act requires the municipality to compensate the owner for any loss of financial value associated with designation, and thus council may be reluctant to use this option.

In situations involving resources of local, and potentially provincial, significance the Municipal Historic Resources Board and municipal council could request that the Minister responsible for Heritage consider designation of the site under the provisions of the Act.

Any applications for demolition permits should be referred to the development officer for review, and any sites which are deemed to be of historical significance should be presented to council and the Historic Resources Board. The revised Municipal Government Act allows for a 20-day period in which the

municipality must determine whether a development application is complete and may be extended by an agreement between the applicant and the municipality. If the property impacted is on the Municipal Heritage Inventory, this may allow for a period in which the benefits of designation can be explored with the property owner.

As a last resort, the municipality could explore the potential for re-locating historic resources facing demolition to a land bank or encourage the resale of a resource for relocation to another privately-owned property. If relocation is within the municipality, designation could still be considered; however, the significance of the context would need to be assessed first. The disadvantage of this option is that the moved resources may not be eligible for either heritage designation or financial incentives for preservation work from the province.

### **Maintenance and Repair of Municipal Historic Resources**

While there is authority within the Historical Resources Act to govern maintenance for Provincial Historic Resources, there are no such regulations concerning sites designated as Municipal Historic Resources. This can lead to the deterioration of a resource from lack of repair and maintenance to the point where, for public safety, the building must be demolished.

The current Municipal Heritage Resource designation bylaws adopted by council do not contain any wording providing for maintenance and repairs of Municipal Heritage Resources. However, the unrelated Community Standards Bylaw 798, 2010 in Section 3, subsection “J,” pertains to the responsibility of the owner to prevent the land from becoming an “Offending Premises.” This may include:

*J. The lack of repair or maintenance of buildings, equipment or structures on property including but not limited to:*

- i. The significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements including fences and sheds;*
- ii. Broken or missing windows, siding, shingles, shutters, eaves or other building material normally attached to the building during the course of original construction.*
- iii. Significant fading, chipping or peeling of painted areas or deterioration of the exterior of buildings, structures or improvements on the Property.*
- iv. The presence of excavations, materials or any other hazard or condition that poses a danger to public safety or is determined to be unsightly to adjoining property owners.*

While the above bylaw could also be used to prevent undesignated resources from neglect, council should consider developing a Municipal Heritage Resource (MHR) – Minimum Standards Bylaw for the care and maintenance of designated properties. The owners of most designated resources are aware of the significance of their property and that maintenance issues need to be addressed. However, a maintenance review process can identify potential

problems before they have serious impact on the resource. This bylaw should also contain:

- mechanisms for regular inspection of municipal heritage resources by the development officer or designate
- processes for review by the resource owner
- methodology to enforce any maintenance and repairs deemed to be necessary be undertaken by the owner.

## **9.6 Archaeological and Geological Sites in Crowsnest Pass**

The Alberta Archaeological Site Inventory contains information about archaeological resources in Alberta. An archaeological resource is of value for its prehistoric, historic, cultural or scientific significance. A site can be buried or partially buried in land or submerged beneath the surface of any watercourse or permanent body of water. Sites also vary in size and complexity, from the location of a single stone tool to an area occupied by many over thousands of years.

There have been many projects which have identified important sites of early human activity in the Crowsnest Pass. The information contained in these sites is also a part of the heritage of the region and it is recommended that further work be undertaken to interpret these sites and add the information to the heritage interpretive programs in Crowsnest.

The geology of the Crowsnest Pass is significant for several reasons. The settlements in the Pass exist because of the coal mines, and the coal exists because of the geology of the Rocky Mountains. There are also locations, such as Crowsnest Mountain, which have cultural significance for Indigenous Peoples. The way the rock of Turtle Mountain was laid down and thrust up by tectonic forces determined the fate of the town of Frank in the 1903 slide. In almost any direction as one travels through the Pass, the geological record is visible in the exposed bare rock. There is some interpretive signage with geological information, and the Frank Slide Interpretive Centre does have excellent displays of the geological history of the region.

There are several locations which have been designated as Provincial Heritage Resources, such as the Drumheller Hoodoos, Rat's Nest Cave (Canmore), and the Okotoks "Big Rock" Erratic, but these also have attached heritage and cultural significance. There is no heritage funding from the province for purely geological sites. It should be investigated whether more signage should be created in collaboration with the Frank Slide Interpretive Centre.

# 10. Recommendations

## 10.1 Overview

The following recommendations provide a prioritized summary of actions that developed from the outcome of the Regional Vision strategic planning session detailed in Section 3. The summary is to assist the municipality and stakeholders in moving forward in generating a heritage management program. The identification of more specific timeframes, a change in priority, adding additional actions and identifying responsibility for each action is an exercise that will help the municipality embrace the HMP moving forward.

## 10.2 Heritage Planning Recommendations

Priority	Recommendation
Year One	<ul style="list-style-type: none"> <li>• Adopt the Crowsnest Pass Heritage Management Plan.</li> <li>• Adopt the Standards and Guidelines for the Conservation of Heritage Places in Canada.</li> <li>• Develop a strategy and an information package to introduce the HMP, the value of heritage, and process of designation to a wider audience in the region, including the schools, to create buy-in.</li> <li>• Set targets and indicators to monitor the impact of heritage management strategies.</li> <li>• Ensure an annual review and ongoing maintenance of Heritage Survey files, and a comprehensive Municipal Heritage Inventory and the Municipal Register of Historic Places. The Register identifies all resources that have been designated under the Historical Resources Act. The Inventory identifies historic resources which have the potential to be designated.</li> <li>• Update the Municipal Heritage Inventory to ensure it contains a cross section of representation from various time periods in the history of the Crowsnest Pass, as well as types of resources such as residential, rural, commercial, and industrial.</li> <li>• Identify heritage resources listed on the Municipal Heritage Inventory on the database of the Planning and Development Department.</li> <li>• Create a Municipal Register of Historic Places as a listing of properties that have local historic significance and have been designated as Municipal Historic Resources by bylaw enacted by council.</li> </ul>
Year Two	<ul style="list-style-type: none"> <li>• Actively pursue the identification, designation and protection of significant heritage resources.</li> <li>• Amend the <i>Land Use Bylaw</i> to enable the granting of variances if its approval will, in the opinion of the</li> </ul>

	<p>development approving authority, substantially improve the quality of design of the development relative to the appropriate design guidelines or will contribute to the preservation of the heritage value of a recognized historical building or resource (<i>i.e., Town of Banff</i>).</p> <ul style="list-style-type: none"> <li>• Create, review, maintain, and update the inventory of a Municipal Register of Historic Places.</li> <li>• Ensure mechanisms are in place to ensure the Historic Resources Board (MHRB) provides advice to municipal staff and council on any matter related to the heritage significance of any building, structure or landscape feature located within the region.</li> <li>• Ensure mechanisms are in place to ensure the MHRB may make recommendations to city staff or council respecting applications which may have an impact upon a building, structure, or landscape feature having possible heritage significance in the region.</li> <li>• Ensure the MHRB reviews and provides comment on applications to demolish building, structure, or landscape feature having possible heritage significance in the region.</li> </ul>
<b>Year Three</b>	<ul style="list-style-type: none"> <li>• Consider contracting to a heritage consultant to complete additional heritage surveys and additions to the Municipal Heritage Inventory as an option to updating the Municipality's Places of Interest List and the Municipal Register of Historic Places and ensuring the Alberta Survey Program records are updated at the same time.</li> <li>• Consider creating a special heritage district that encompasses the Coleman National Historic Site.</li> </ul>
<b>Year Four</b>	<ul style="list-style-type: none"> <li>• Develop design guidelines specific to historic buildings.</li> <li>• Develop a public education program showing the value of heritage to create "buy-in" by the public.</li> </ul>
<b>Year Five</b>	<ul style="list-style-type: none"> <li>• Monitor, evaluate and improve – set targets and indicators to monitor the impact of the operation of heritage management practices, and the overall performance of the heritage management system.</li> <li>• Develop participatory monitoring and evaluation processes that include municipal employees, heritage experts and the community custodians of the municipality's heritage.</li> <li>• Monitor, evaluate and improve – identify areas where heritage management practices, and the overall performance of the heritage management system could improve.</li> </ul>

### 10.3 Heritage Incentives Recommendations

Priority	Recommendation
Year One	<ul style="list-style-type: none"> <li>• Set targets and indicators to monitor the impact of heritage incentive strategies.</li> <li>• Offer opportunities for municipal staff to benefit from heritage awareness training.</li> <li>• Explore incentives that will promote improved conservation practices.</li> </ul>
Year Two	<ul style="list-style-type: none"> <li>• Research options for continued financial support programs with Community Futures.</li> <li>• Write the Prime Minister, Minister of Finance, and Minister of Canadian Heritage urging the government to implement a national incentive program for heritage conservation.</li> <li>• Advocate to the appropriate provincial government ministers and departments to restore the Municipal Heritage Partnership Program to assist municipalities with heritage planning, and through proposing resolutions by the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta.</li> <li>• Advocate to the Provincial Government to develop and support an Alberta Mainstreet Program to assist municipalities with the preservation and conservation of historic main streets.</li> </ul>
Year Three	<ul style="list-style-type: none"> <li>• Explore policy development that further supports heritage incentives that will foster pride in local heritage.</li> <li>• Consider a financial strategy to sustain heritage resources and maximize the use of existing resources for all stakeholders.</li> <li>• Consider the development of a Heritage Fund to support conservation and restoration activities.</li> <li>• Consider waiving administrative and permit fees for conservation projects.</li> </ul>
Year Four	<ul style="list-style-type: none"> <li>• Recognize owners of designated properties for their contributions in conserving historic places in Crowsnest Pass. Create a recognition initiative for owners of designated sites, such as building plaques, certificates of designation, public recognition through newspaper articles, website postings, ribbon cutting and award ceremonies.</li> <li>• Consider creating a program of tax rebates, term reductions or term exemptions for properties that have been restored.</li> </ul>
Year Five	<ul style="list-style-type: none"> <li>• Monitor, evaluate and improve – identify areas where heritage incentives could improve.</li> </ul>

## 10.4 Heritage Awareness and Education Recommendations

Priority	Recommendation
Year One	<ul style="list-style-type: none"> <li>• Set targets and indicators to monitor the impact of heritage awareness and education strategies.</li> <li>• Engage the community in celebrating local heritage.</li> <li>• Ensure the municipal website includes “Heritage” as a priority item rather than being embedded into the site under another theme.</li> <li>• Incorporate more information on heritage resources on the municipal website.</li> <li>• Encourage volunteer and staff training and development in heritage conservation.</li> </ul>
Year Two	<ul style="list-style-type: none"> <li>• Develop a communications strategy to build public awareness and understanding of the Heritage Management Program and the Heritage Management Plan.</li> <li>• Develop familiarization tours for local business and frontline tourism workers.</li> <li>• Create an Ambassador Program to promote regional heritage and potential partnerships.</li> <li>• Present the Heritage Management Plan at meetings of the Chamber of Commerce, and other community organizations in the region.</li> <li>• Continue to develop a Heritage Plaque Program.</li> </ul>
Year Three	<ul style="list-style-type: none"> <li>• Raise public awareness and understanding of the social, economic, health, recreational, and environmental roles and benefits of heritage conservation.</li> <li>• Develop a marketing strategy to enhance financial abilities to address the promotion of local heritage.</li> <li>• Identify heritage research projects which may be funded by grants from the Alberta Historical Resources Foundation.</li> </ul>
Year Four	<ul style="list-style-type: none"> <li>• Create a “Heritage” app that can be downloaded by residents, tourists, and the schools.</li> <li>• Create a framework for improving collaboration amongst residents, resource owners and heritage site staff.</li> <li>• Develop a heritage curriculum with the Livingstone Range School Division.</li> <li>• Develop an Oral History Program.</li> <li>• Develop a Youth Heritage Program to increase opportunities for students to experience the region’s heritage and understand its value and relevance.</li> <li>• Enable public access to municipal heritage archives for research and educational purposes.</li> </ul>

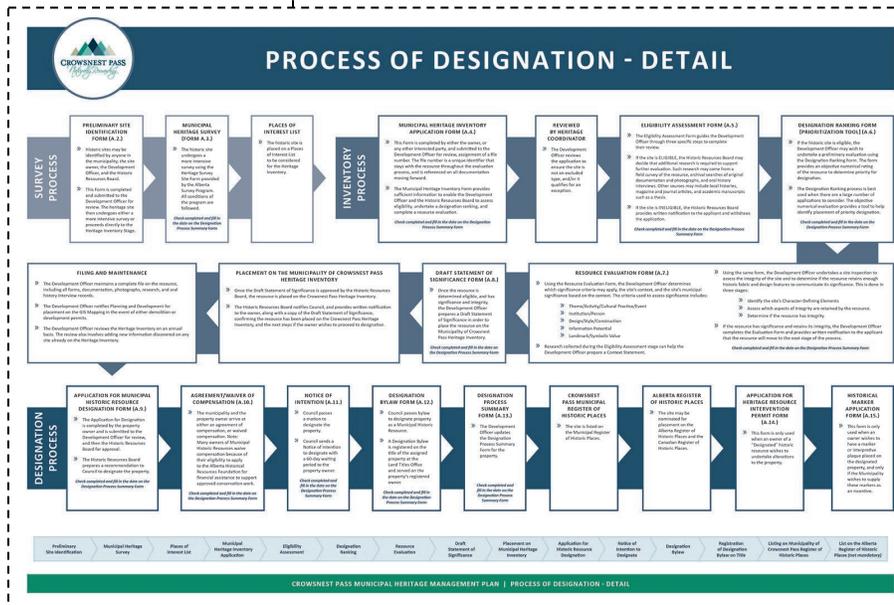
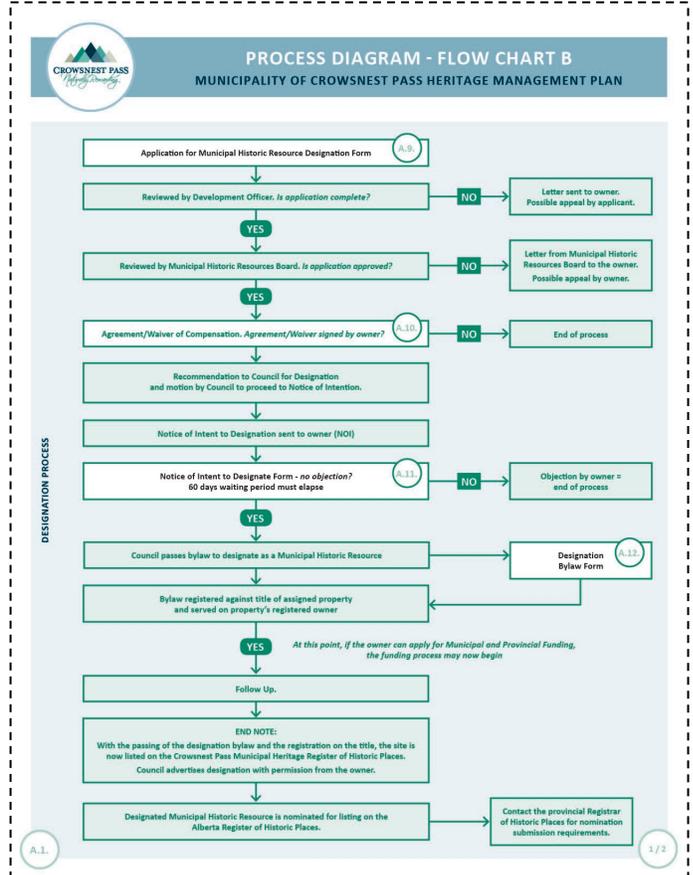
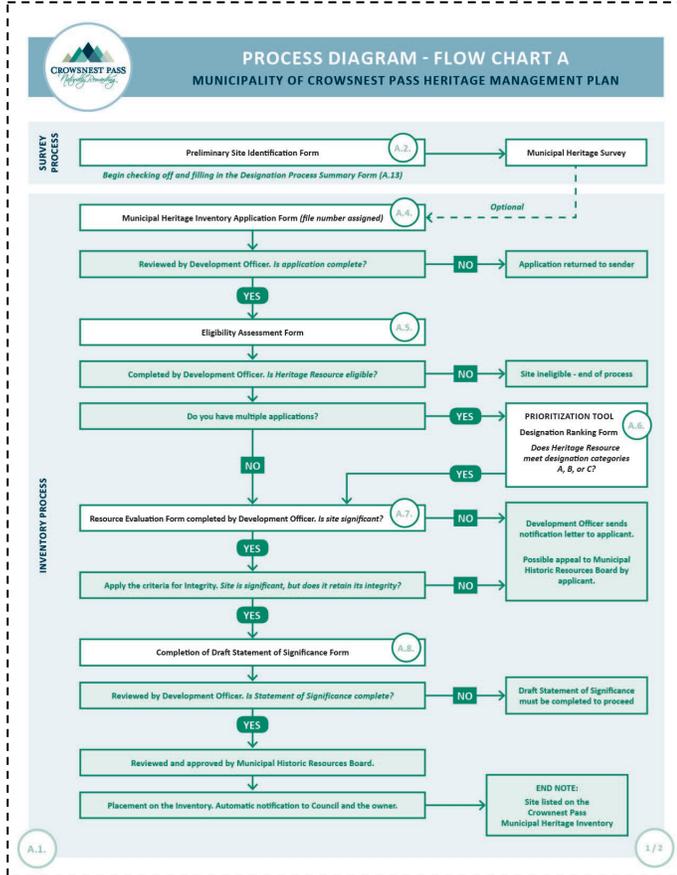
<b>Year Five</b>	<ul style="list-style-type: none"> <li>• Enhance the capacity to develop products and programs that interpret, present, and share the municipality’s heritage stories and engage people.</li> <li>• Continue to publish printed material on heritage resources in the Pass.</li> <li>• Continue to create special “Heritage Weeks” that bring awareness to the value and significance of local heritage.</li> <li>• Monitor, evaluate and improve – identify areas where heritage awareness and educational activities could improve.</li> </ul>
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### 10.5 Heritage Partnerships Recommendations

Priority	Recommendation
<b>Year One</b>	<ul style="list-style-type: none"> <li>• Set targets and indicators to monitor the impact of heritage partnership strategies.</li> <li>• Identify potential Indigenous/business/municipal/marketing partners and undertake an inventory of skills to identify the value each partner can offer.</li> <li>• Prepare an information package that identifies how various partners can participate in the conservation and protection of historic resources and encouraging public awareness and engagement.</li> </ul>
<b>Year Two</b>	<ul style="list-style-type: none"> <li>• Develop a Volunteer Recruitment and Appreciation Program.</li> <li>• Develop partnerships with heritage organizations both in the region and beyond the municipal borders to promote heritage conservation.</li> <li>• Develop partnerships with local and regional tourism organizations.</li> </ul>
<b>Year Three</b>	<ul style="list-style-type: none"> <li>• Develop partnerships with post-secondary trades programs to train conservation techniques.</li> <li>• Collaborate with other community partners to promote heritage awareness and education of the region’s historic resources.</li> <li>• Create partnerships to demonstrate sustainability to legitimize heritage as an economic driver.</li> </ul>
<b>Year Four</b>	<ul style="list-style-type: none"> <li>• Develop partnerships with the Crownsnest Pass municipal library. The local public library is a hub of information and activity. Library managers are eager to connect with community interests.</li> </ul>
<b>Year Five</b>	<ul style="list-style-type: none"> <li>• Celebrate victories and successes through shared events, functions and festivals.</li> <li>• Monitor, evaluate and improve – identify areas where heritage partnership activities could improve.</li> </ul>

# A. Template Forms

## A.1. Process Diagram Flow Chart & Detail



## A.2. Preliminary Heritage Site Identification Form



**PRELIMINARY HERITAGE SITE IDENTIFICATION FORM**

MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

Date:	<input type="text"/>	Land Location:	<input type="text"/>
Name(s) of Site:	<input type="text"/>		
Applicant Name:	<input type="text"/>	Current Owner:	<input type="text"/>
Phone Number:	<input type="text"/>	Previous Owner:	<input type="text"/>
Address:	<input type="text"/>	Construction Date:	<input type="text"/> <input type="checkbox"/> Approximate <input type="checkbox"/> Actual
Email:	<input type="text"/>	Builder/Architect:	<input type="text"/>

Additions or Alterations to Original Building:

History:

A.2. MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
1/2



**PRELIMINARY HERITAGE SITE IDENTIFICATION FORM**

MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

Special Exterior Features:

Special Interior Features:

Additional Information:

Do you have any photographs, documents, blueprints, etc. to show us?

Do you have any additional information about other buildings in the Municipality of the Crowsnest Pass?

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
 (Mail): P.O. Box 600, Crowsnest Pass, AB, T0X 0S0 | (Email): development@crownestpass.com  
 (Tel): 403-563-2218 (Fax): 403-563-5581

A.2. MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
2/2

### A.3. Government of Alberta Survey Site Form

Government of Alberta ■  
Heritage Survey

**SITE FORM** Key H S

1 Site Name \_\_\_\_\_  
2 Other Name(s) \_\_\_\_\_  
3 Site Type \_\_\_\_\_

**Legal Description**

4 LSD 5 Quarter 6 Section 7 Township 8 Range 9 10 11 Lot  
12 Block  
13 Plan  
14 Metes & Bounds

15 Address \_\_\_\_\_ 16 Number \_\_\_\_\_  
17 Street \_\_\_\_\_ 18 Avenue \_\_\_\_\_  
19 Other \_\_\_\_\_  
20 Town \_\_\_\_\_ 21 Near Town \_\_\_\_\_ 22 County \_\_\_\_\_

NTS 23 Grid / 24 Letter / 25 Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 26 Name \_\_\_\_\_

UTM 27 Zone \_\_\_\_\_ 28 Easting \_\_\_\_\_ 29 Northing \_\_\_\_\_ 30 Datum \_\_\_\_\_ 31 Coordinate Determination \_\_\_\_\_  
32 Latitude \_\_\_\_\_ 33 Longitude \_\_\_\_\_ 34 Datum \_\_\_\_\_ 35 Coordinate Determination \_\_\_\_\_

**Image 1**

36 Type \_\_\_\_\_  
37 Number \_\_\_\_\_  
38 View \_\_\_\_\_  
39 Date \_\_\_\_\_  
40 Source \_\_\_\_\_

**Visual Description**

41 Style \_\_\_\_\_  
42 Plan Shape \_\_\_\_\_  
43 Storeys \_\_\_\_\_  
44 Foundation \_\_\_\_\_  
45 Superstructure \_\_\_\_\_  
46 Superstructure Cover \_\_\_\_\_  
47 Roof Structure \_\_\_\_\_  
48 Roof Cover \_\_\_\_\_  
49 Exterior Codes \_\_\_\_\_  
50 Exterior \_\_\_\_\_  
51 Interior \_\_\_\_\_  
52 Environment \_\_\_\_\_  
53 Condition \_\_\_\_\_  
54 Alterations \_\_\_\_\_

Description \_\_\_\_\_ Key H S Date (dd/mm/yyyy) \_\_\_\_\_ Code \_\_\_\_\_

55 Construction \_\_\_\_\_ 56 \_\_\_\_\_ 57 \_\_\_\_\_  
58 Usage \_\_\_\_\_ 59 \_\_\_\_\_ 60 \_\_\_\_\_  
61 Owner \_\_\_\_\_ 62 \_\_\_\_\_

**Image 2**

36 Type \_\_\_\_\_  
37 Number \_\_\_\_\_  
38 View \_\_\_\_\_  
39 Date \_\_\_\_\_  
40 Source \_\_\_\_\_

**Image 3**

36 Type \_\_\_\_\_  
37 Number \_\_\_\_\_  
38 View \_\_\_\_\_  
39 Date \_\_\_\_\_  
40 Source \_\_\_\_\_

**Text Fields**

63 Architect \_\_\_\_\_  
64 Builder \_\_\_\_\_  
65 Craftsman \_\_\_\_\_  
66 History \_\_\_\_\_  
67 Sources \_\_\_\_\_

68 Status \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_ 69 \_\_\_\_\_  
70 Form Completed By \_\_\_\_\_ 71 \_\_\_\_\_

**Office Use**

72 Priority \_\_\_\_\_ 73 Geo Code \_\_\_\_\_  
74 Borden Number \_\_\_\_\_ 75 Register \_\_\_\_\_

## A.4. Municipal Heritage Inventory Application Form

**MUNICIPAL HERITAGE INVENTORY APPLICATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

Name of Heritage Resource:

Street Address:

Legal Description: Lot(s)/Unit No.:  Block No.:  Plan (ITO) No.:

Land Use District:

\*Name of Registered Owner(s):

Street Address:

City:  Province:  Postal Code:

Telephone No.:  Email:

\*A copy of the Title may be required to be submitted with the application.

Please check one:

As the registered owner, I request that the above noted heritage resource be **included** in the Municipal Heritage Inventory. (Please see attached submittal requirements)

As the registered owner, I request that the above noted heritage resource be **removed** from the Municipal Heritage Inventory.

The above noted heritage resource has been evaluated in order to determine the importance or significance of the resource and eligibility for inclusion in the Municipal Heritage Inventory. As the registered owner, I request that the evaluation of the above noted heritage resource be **reassessed**. (Please see attached submittal requirements)

**FOR OFFICE USE ONLY**  
 File No.:   
 Received By:

A.4. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 1/3

**MUNICIPAL HERITAGE INVENTORY APPLICATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**SUBMITTAL REQUIREMENTS**

If you are requesting the inclusion of a heritage property on the Municipal Heritage Inventory, or reassessment of the evaluation of a resource, please include as much of the following information with your application as possible.

**PROPERTY INFORMATION:**

Current colour photographs of the subject property and adjacent sites (please label and date each photograph)

Historic photographs or illustrations of the property and structures (if available)

Description and sketch of present site conditions including landscaping, parking areas and surface materials

**HISTORICAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)**

Date of construction of original structure(s)

Description and date of any substantial alterations, additions or renovations

Description of original, present and proposed use of all structures and the site

Statement of the historical significance of the structure(s) and site including, but not limited to, association with any historical persons, groups, institutions, or events at the local, regional, provincial or national level

Statement of any special prominence of the structure(s) or site in the cultural, political or economic development of Crowsnest Pass

Architect's name (original and any substantial alterations, additions or renovations)

Builder's name (original and any substantial alterations, additions or renovations)

Statement of any special prominence of the architect and/or builder in the community, province or nation

**ARCHITECTURAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)**

Current colour photographs of each building facade (Please label and date each photograph)

Description (including photographs and/or illustrations) of the type of construction indicating type of materials (original or replacement), colour and present condition

Description (including photographs and/or illustrations) of the architectural features indicating type of materials (original or replacement), colour and present condition, including but not limited to: foundation, roof, doors, windows, trim, exterior finish, porches/balconies, substantial alterations and other features

Description (including photographs and/or illustrations) of any notable construction methods, use of materials or craftsmanship

How does the resource contribute to or fit into the streetscape and surrounding landscape? Is the resource a prominent visual landmark in the neighbourhood, community or region? If so, please explain

**NOTE:** It is strongly encouraged that you consult with the Municipality of Crowsnest Pass prior to submitting the completed application. The Development Officer may waive some of the listed requirements. More detailed information may be requested during review of the application.

A.4. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 2/3

**MUNICIPAL HERITAGE INVENTORY APPLICATION FORM**  
 CROWSNEST PASS MUNICIPAL HERITAGE MANAGEMENT PLAN

**AUTHORIZATIONS**

**REGISTERED OWNER'S CONSENT**

As of the date on this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Municipality of Crowsnest Pass Land Use Bylaw. I agree to comply with all provisions of the Municipality of Crowsnest Pass Land Use Bylaw and any other applicable legislation, if this application is approved.

Signatures of registered owner(s):

Date:

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
 (Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): development@crowsnestpass.com  
 (Tel): 403-963-2218 | (Fax): 403-563-5581

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Development Permit Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act.

A.4. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 3/3

## A.5. Eligibility Assessment Form

**ELIGIBILITY ASSESSMENT FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**ELIGIBILITY ASSESSMENTS**

Site Name:   
 Address:   
 Owner:  File No.:

Is the resource an Excluded Type?  YES  NO → Resource is eligible.

YES

Is the resource a Type 1 or Type 2 Exclusion?  TYPE 1  TYPE 2

Does it meet any of the Exception Criteria?  YES  NO

If yes, please explain:

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
 (Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): development@crownsnestpass.com  
 (Tel): 403-563-2218 | (Fax): 403-563-5581

A.S.
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | ELIGIBILITY ASSESSMENT FORM
1/3

**ELIGIBILITY ASSESSMENT FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**EXCLUDED TYPE 1**  
 The following resources are not eligible for listing on the Alberta Register of Historic Places.  
 There are no exceptions to Type 1 Exclusions.

**BUILDINGS, STRUCTURES OR OBJECTS OUTSIDE MUNICIPAL JURISDICTION:**  
 Examples include property owned or regulated by the Federal Government, property owned by the Provincial Government, property subject to the Post-Secondary Learning Act, and sub-surface resources.

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**BUILDINGS, STRUCTURES OR OBJECTS THAT ARE SITUATED IN AN HISTORICAL PARK OR VILLAGE:**  
 Examples include artificial groupings of buildings that have been created for the purposes of interpretation, protection or maintenance as they create a false sense of historic development.

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**SMALL MOVABLE OBJECTS:**  
 Examples include transportable sculpture, furniture, and other decorative arts that do not have an association with a specific place.

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**RECONSTRUCTIONS:**  
 A recreation of a form where most or all of the fabric is not authentic.

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**HUMAN REMAINS:**  
 Human remains are not eligible.

EXCLUDED TYPE 2 The following resources are not ordinarily eligible for listing on the Alberta Register of Historic Places.	EXCEPTION CRITERIA Under special circumstances, exceptions are made to the Type 2 Exclusions.
<b>CEMETERY:</b> A collection of graves that are marked by stones, artefacts, fencing, depressions, or shown through maps or by means of testing.	May qualify if it derives its primary significance from distinctive design features or is associated with a significant event. In all circumstances, cemeteries are designed exclusive of any human remains.
<b>BIRTHPLACES OR GRAVES:</b> A reflection of the origins of important persons or as lasting memorials of them.	May qualify if the birthplace or grave of a figure of importance has no other appropriate resource associated with his or her productive life. In all circumstances, cemeteries are designed exclusive of any human remains.
<b>RESOURCES THAT ARE PRIMARILY COMMEMORATIVE IN NATURE:</b> Resources that are designed or constructed after the occurrence of an important historic event or after the life of an important person.	May qualify if its design, age, tradition or symbolic value has invested it with its own significance. The significance comes from its value as a cultural expression at the date of its creations, and generally must be over 50 years old and have significance based on its own value - not on the value of the event or person being memorialized.
<b>RESOURCES THAT HAVE BEEN MOVED:</b> Significance is embodied in locations and settings as well as in the resources themselves, so moving a resource destroys the relationship with its surroundings, and the associations with historic events and persons.	May qualify if: It was moved early in its history and developed historical associations in the new location in the past 50 years. It is primarily significant for its exceptional architectural value. It is the sole surviving resource most importantly associated with an historic theme, activity, cultural practice, event, institution or person. It was specifically designed to be relocated as part of its normal use. If it is in the immediate vicinity of its original location and its association with its historical environment is maintained.

A resource that has achieved significance in the last 50 years may qualify for exemption from this exclusion if it can demonstrate that the resource is extraordinarily significant under any of the five Significant criteria, and/or it is particularly fragile, of high significance and may not survive for 50 years without protection.

A.S.
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | ELIGIBILITY ASSESSMENT FORM
2/3

# A.6. Designation Ranking for Historic Resources Form

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

**PRIORITY FOR DESIGNATION**

The historic resources in this category are individually outstanding and have the broadest heritage significance in the Municipality of Crownsnest Pass by virtue of location and environment, design, materials and workmanship, association and having criteria along with overall integrity of design and construction. **Category A** historic resources generally hold the potential for scientific, provincial, and/or national significance.

<b>CATEGORY A</b>	<b>80 - 100</b>
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The historic resources in **Category A** are of the highest priority for municipal heritage designation based on architectural and historic merit. They are of high calibre and typically hold landmark status. Such historic sites are usually evaluated or assessed only in a minor or completely unrepresentative manner.

Owners of **Category A** sites should be encouraged to apply for designation and possible financial incentives, if available. Incentives for the conservation and maintenance of these designated historic sites should be as generous as possible.

Historic sites in **Category A** may also have potential for provincial recognition and/or designation as National Historic Sites, therefore, all permits and zoning applications affecting these sites should be carefully reviewed and commented upon by the Municipality of Crownsnest Pass.

<b>CATEGORY B</b>	<b>50 - 79</b>
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The historic resources in **Category B** are of distinct importance by virtue of location and environment, design, materials and workmanship, association and feeling. They stand out individually but are of lesser overall significance than **Category A** historic sites, yet hold importance within the Municipality of Crownsnest Pass.

Historic resources in **Category B** are a high priority for heritage designation for architectural, and/or historical resources, do not necessarily possess landmark status, and their architectural and historical integrity may have been partially modified by minor alterations or additions.

Owners of **Category B** resources should be encouraged to apply for designation and possible financial incentives, if available. However, incentives for the conservation and maintenance of designated **Category B** historic resources may not be as generous as they would be for **Category A** resources.

All permits and zoning applications affecting these historic sites must be reviewed and commented upon by the Municipality of Crownsnest Pass.

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 314**

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

<b>CATEGORY C</b>	<b>26 - 49</b>
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The historic resources in **Category C** are of some importance by virtue of location and environment, design, materials and workmanship, association and feeling. They tend to stand out individually but to a lesser degree than those in **Category B**, but contribute to the heritage fabric of the rural landscape, streetscapes and/or neighbourhoods and serve as vital reminders of the history of the Crownsnest Pass area.

**Category C** historic resources exhibit a tangible measure of original architectural character and possibly historical significance, making them worthy of preservation, therefore conservation of such resources should be encouraged. They may also be eligible for heritage designation provided they retain some distinctive or particularly interesting architectural detailing or other characteristics. Designations of **Category C** historic resources should be considered on a case-by-case basis, as their architectural and historical integrity have generally been modified by alterations or additions to some degree.

Owners of **Category C** historic resources should be encouraged to apply for designation and possible financial incentives, if available. However, incentives for the conservation and maintenance of designated **Category C** historic resources may not be as generous as they would be for **Category B** resources.

All permits and zoning applications affecting these historic resources must be reviewed and commented upon by the Municipality of Crownsnest Pass.

<b>CATEGORY D</b>	<b>0 - 25</b>
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Historic resources in **Category D** are of limited heritage value. Typically, their architectural and historical integrity will have been heavily modified by alterations and/or additions. They generally retain very little or no original or significant detailing and do not contribute to the heritage fabric of the rural landscape, streetscape, and/or neighbourhood. Such sites would likely not be eligible for designation, however all permits and zoning applications affecting these sites should be reviewed and commented upon by the Municipality of Crownsnest Pass to avoid further negative impact on the site or significant historic sites located nearby.

**SPECIFIC CRITERIA**

**I. LOCATION AND ENVIRONMENT**

- Community Context**  
To what degree does the historic resource remain in the same location where it was constructed, or where a historic activity or event occurred. A moved resource is also eligible if it has been on its current location for at least 50 years.
- Physical Setting**  
To what degree does the historic resource retain its original relationship to surrounding features or open space, such as topographical features, vegetation, man-made features, open space, and/or the character of the street, neighbourhood, or area, and contributes to a sense of continuity within the area?
- Landmark Status**  
To what degree is the existing historic resource distinctive, conspicuous, and/or a familiar feature of the street, neighbourhood, town, or region?

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 314**

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

**II. DESIGN**

- Style/Type**  
To what degree is historic resource a notable, academically perfect, or an early example of a particular period, architectural style, purpose, type, or connection?
- Construction**  
To what degree is the historic resource a suitable, innovative, or early example of a particular method of construction, assembly, or use of building materials?
- Designer/Builder**  
Is the historic resource designed by, or attributed to, a noteworthy architect, engineer, builder, craftsman, landscape architect, or artist who has made a significant contribution locally?
- Composition**  
To what degree is the historic resource particularly attractive or unique because of the excellence of design, artistic merit, aesthetic qualities, composition, craftsmanship, and/or detail?
- Interior Elements**  
To what degree are the interior spaces particularly notable for design elements, craftsmanship, finishes, or other details worthy of preservation through heritage designation?

**III. MATERIALS AND WORKMANSHIP**

- State of Preservation/Alteration**  
To what degree does the exterior of the historic resource retain most or all of its original character-defining elements and materials of construction? To what degree have alterations or additions in any been minor in nature or applied in a sensitive manner?
- Condition**  
To what degree is the overall state of the historic resource's structural condition?
- Technological Practice**  
To what degree does the historic resource demonstrate physical evidence of traditional or innovative techniques?
- Aesthetic Principles**  
To what degree does the appearance or style of the historic resource carry physical evidence of beauty, art or taste, either basic or sophisticated, in the resource or its individual parts?

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 314**

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

**IV. ASSOCIATION AND FEELING**

- Trends/Patterns/Themes**  
To what degree is the historic resource associated with, and effectively illustrative of, broad patterns of cultural, social, political, military, economic, and/or industrial history? To what degree does the resource alone the property into a broader historical context?
- Persons/Institutions**  
To what degree is the historic resource associated with the life or activities of a person, family, group, organization, or institution that has made a significant, noteworthy, or influential contribution to the community?
- Events**  
To what degree is the historic resource associated with a momentous historical event that has made a significant contribution to the community?
- Aesthetic Sense**  
To what degree is the historic significance of the historic resource enhanced by its ability to convey the aesthetic sense of a particular period due to the presence of physical features that, taken together, express the resource's historic character?
- Historical Sense**  
To what degree is the historic significance of the historic resource enhanced by its ability to convey the historic sense of a particular period due to the presence of physical features that, taken together, express the resource's historic character?

**V. RARITY**

- Rarity of Architectural Style/Type/Function**  
To what degree is the historic resource a rare or unique example of a particular architectural style, type or function?
- Rarity of Age**  
To what degree is the historic resource exceptional or unique of its age?
- Rarity of Architectural Details**  
To what degree does the historic resource possess rare or unique architectural detailing?
- Rarity of Construction Elements**  
To what degree does the historic resource possess rare or unique elements and/or materials of construction?
- Rarity in Other Factors (Bonus)**  
To what degree does the historic resource possess other rare, singular, or incomparable characteristics?

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 314**

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

Date of Evaluation: \_\_\_\_\_ Name of Site: \_\_\_\_\_  
 Name of Evaluator: \_\_\_\_\_ Municipal Address: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Legal Address: \_\_\_\_\_  
 Age of Resource: \_\_\_\_\_ File No.: \_\_\_\_\_

I. LOCATION & ENVIRONMENT	EXCELLENT	GOOD	FAIR	POOR
1. Community Context	<input type="checkbox"/> 40	<input type="checkbox"/> 27	<input type="checkbox"/> 14	<input type="checkbox"/> 0
2. Physical Setting	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
3. Landmark Status	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
<b>SUB-TOTAL</b>				
<b>LOCATION &amp; ENVIRONMENT TOTAL</b>				

II. DESIGN	EXCELLENT	GOOD	FAIR	POOR
4. Style or Type	<input type="checkbox"/> 40	<input type="checkbox"/> 27	<input type="checkbox"/> 14	<input type="checkbox"/> 0
5. Construction	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
6. Designer or Builder	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 3	<input type="checkbox"/> 0
7. Composition	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 3	<input type="checkbox"/> 0
8. Interior Elements (Bonus)	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 3	<input type="checkbox"/> 0
<b>SUB-TOTAL</b>				
<b>DESIGN TOTAL</b>				

III. MATERIALS & WORKMANSHIP	EXCELLENT	GOOD	FAIR	POOR
9. State of Preservation/Alteration	<input type="checkbox"/> 45	<input type="checkbox"/> 27	<input type="checkbox"/> 14	<input type="checkbox"/> 0
10. Condition (Overall)	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
11. Technological Practice	<input type="checkbox"/> 15	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
12. Aesthetic Principles	<input type="checkbox"/> 15	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
<b>SUB-TOTAL</b>				
<b>MATERIALS &amp; WORKMANSHIP TOTAL</b>				

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | HISTORIC RESOURCE EVALUATION SCORE SHEET | 314**

**DESIGNATION RANKING FOR HISTORIC RESOURCES**  
MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN

IV. ASSOCIATION & FEELING	EXCELLENT	GOOD	FAIR	POOR
13. Trends/Patterns/Themes	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
14. Persons/Institutions	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 0
15. Events	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
16. Aesthetic Sense	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 3	<input type="checkbox"/> 0
17. Historical Sense	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 3	<input type="checkbox"/> 0
<b>SUB-TOTAL</b>				
<b>ASSOCIATION &amp; FEELINGS TOTAL</b>				

V. RARITY	EXCELLENT	GOOD	FAIR	POOR
18. Rarity of Style/Type	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
19. Rarity of Age	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
20. Rarity of Detail	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
21. Rarity of Construction	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
22. Rarity Other (Bonus)	<input type="checkbox"/> 20	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0
<b>SUB-TOTAL</b>				
<b>RARITY TOTAL</b>				

CATEGORY SUB-TOTALS	SCORE TOTALS	PERCENTAGE	SUB-TOTALS
I. LOCATION & ENVIRONMENT		20%	
II. DESIGN		20%	
III. MATERIALS & WORKMANSHIP		20%	
IV. ASSOCIATION & FEELING		20%	
V. RARITY		20%	
<b>TOTAL SCORE</b>			
<b>DESIGNATION CATEGORY</b>			

FORWARD TO: Development Officer, Municipality of Crownsnest Pass  
 (Mail) P.O. Box 400, Crownsnest Pass, AB T0B 2S2 | (Email) development@crownsnestpass.com  
 (Fax) 403-943-2218 | (Cell) 403-943-5981

**A.6. MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | HISTORIC RESOURCE EVALUATION SCORE SHEET | 314**

## A.7. Resource Evaluation Form

RESOURCE EVALUATION FORM MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN	
Site Name	SITE PHOTOGRAPH
File Number	
Site Address	
Legal Description	
Description	
SIGNIFICANCE ASSESSMENT	
Significance Criteria	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event <input type="checkbox"/> B. Institution/Person <input type="checkbox"/> C. Design/Style/Construction <input type="checkbox"/> D. Information Potential <input type="checkbox"/> E. Landmark/Symbolic Value
Context Statement	
Municipal Significance	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event <ul style="list-style-type: none"> <li>Significant Association</li> </ul> <input type="checkbox"/> B. Institution/Person <ul style="list-style-type: none"> <li>Individual Significance</li> <li>Association Significance</li> </ul> <input type="checkbox"/> C. Design/Style/Construction <ul style="list-style-type: none"> <li>Style/Type/Method of Construction</li> <li>Work of a Master</li> <li>High Artistic Value</li> </ul> <input type="checkbox"/> D. Information Potential <ul style="list-style-type: none"> <li>The Natural Environment</li> <li>Completely Excavated Sites</li> </ul> <input type="checkbox"/> E. Landmark/Symbolic Value
Explain:	

MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM 1/5

RESOURCE EVALUATION FORM MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN	
Period of Significance	
INTEGRITY ASSESSMENT	
Character Defining Elements (CDE's)	<input type="checkbox"/> Yes <input type="checkbox"/> No List:

MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM 2/5

RESOURCE EVALUATION FORM MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN	
Aspects of Integrity	<input type="checkbox"/> 1. Location Explain:
	<input type="checkbox"/> 2. Design Explain:
	<input type="checkbox"/> 3. Environment Explain:
	<input type="checkbox"/> 4. Materials Explain:
	<input type="checkbox"/> 5. Workmanship Explain:

MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM 3/5

RESOURCE EVALUATION FORM MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN	
Aspects of Integrity (continued)	<input type="checkbox"/> 6. Feeling Explain:
	<input type="checkbox"/> 7. Association Explain:
Integrity Assessment	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event <ul style="list-style-type: none"> <li>Would the resource as it exists today be recognizable to a contemporary of the important theme, activity or event it is associated with?</li> </ul> <input type="checkbox"/> B. Institution/Person <ul style="list-style-type: none"> <li>Would the resource as it exists today be recognizable to a contemporary of the important institution or person it is associated with?</li> </ul> <input type="checkbox"/> C. Design/Style/Construction <ul style="list-style-type: none"> <li>Does the resource retain most of the physical features that mark it as:               <ul style="list-style-type: none"> <li>The embodiment of a type, period or method of construction, or</li> <li>A representative of the work of a master, or</li> <li>Having high artistic value.</li> </ul> </li> </ul> <input type="checkbox"/> D. Information Potential <ul style="list-style-type: none"> <li>Does the resource retain its potential to yield specific data that addresses important research questions?</li> </ul> <input type="checkbox"/> E. Landmark/Symbolic Value <ul style="list-style-type: none"> <li>Does the resource retain its ability to convey its landmark or symbolic value?</li> </ul>

MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM 4/5

RESOURCE EVALUATION FORM MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN	
Statement of Integrity	
Final Evaluation and Recommendation	<input type="checkbox"/> Place resource on the Municipal Heritage Inventory <input type="checkbox"/> Designate as a Municipal Resource <input type="checkbox"/> Designate as a Provincial Resource (potential) <input type="checkbox"/> Remove resource from the historic resources management process.

FORWARD TO: Development Officer, Municipality of Crownsnest Pass  
 (Mail) P.O. Box 600, Crownsnest Pass, AB, T0K 2D0 | (Email) development@crownsnestpass.com  
 FAX: 403-962-2244 | TOLL: 403-963-3867

MUNICIPALITY OF CROWNSNEST PASS HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM 5/5

## A.8. Statement of Significance

**STATEMENT OF SIGNIFICANCE FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

SITE NAME		FILE No.	
SITE ADDRESS			

SITE PHOTOGRAPH

SITE PHOTOGRAPH

SITE PHOTOGRAPH

**DESCRIPTION OF HISTORIC PLACE**

A.8.
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM
1/3

**STATEMENT OF SIGNIFICANCE FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**HERITAGE VALUE**

A.8.
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM
2/3

**STATEMENT OF SIGNIFICANCE FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**CHARACTER-DEFINING ELEMENTS**

*Sources:*

A.8.
MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM
3/3

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
 (Mail): P.O. Box 600, Crowsnest Pass, AB, T0E 6H0 | (Email): development@crownestpass.com  
 (Tel): 403-563-2218 (Fax): 403-563-5561

## A.9. Municipal Historic Resource Designation Form

**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**Name of Heritage Resource:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Legal Description: Lot(s)/Unit No.:** \_\_\_\_\_ **Block No.:** \_\_\_\_\_ **Plan (LTO) No.:** \_\_\_\_\_

**Land Use District:** \_\_\_\_\_

**\*Name of Registered Owner(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*A copy of the Title may be required to be submitted with the application.

**Name of Applicant/Agent (if different than owner):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Application No.:** \_\_\_\_\_ **File No.:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Heritage Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Municipal Planning and Development at (403) 562-8877, Municipality of Crowsnest Pass, 8702 22 Avenue, Coleman, AB, T0J 0M0.

A.9. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
1 / 4

**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**AUTHORIZATIONS**

**AUTHORIZATION OF APPLICANT/AGENT**

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form submitted to the Municipality of Crowsnest Pass on my/our behalf for the property known as \_\_\_\_\_

**Signature(s) of registered owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature(s) of Signing Officer(s) of Corporation:** \_\_\_\_\_ **Corporate Seal(s), if applicable:** \_\_\_\_\_

**REGISTERED OWNER'S AGREEMENT**

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that I agree to comply with all provisions of the Municipality of Crowsnest Pass Land Use Bylaw. I agree to comply with all provisions of the Municipality of Crowsnest Pass Land Use Bylaw and any other applicable legislation, if this application is approved.

**Signature(s) of registered owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

**Signature of applicant or agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FORWARD TO: Development Officer, Municipality of Crowsnest Pass**  
(Mail) P.O. Box 600, Crowsnest Pass, AB, T0J 0E0 | (Email) development@crownestpass.com  
 (Tel) 403-563-2218 (Fax) 403-563-5581

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Heritage Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Municipal Planning and Development at (403) 562-8877, Municipality of Crowsnest Pass, 8702 22 Avenue, Coleman, AB, T0J 0M0.

A.9. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
1 / 4

**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**SUBMITTAL REQUIREMENTS**

Please include all of the following information with your application.

**PROPERTY INFORMATION:**

- Current colour photographs of the subject property and adjacent sites (please label and date each photograph)
- Historic photographs or illustrations of the property and structures (if available)
- Description and sketch of present site conditions including landscaping, parking areas and surface materials
- Copy of the current certificate of title for the property
- Current copy of a legal survey prepared by an Alberta Land Surveyor

**ARCHITECTURAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)**

- Current colour photographs of each building facade (Please label and date each photograph)
- Description (including photographs and/or illustrations) of the type of construction indicating type of materials (original or replacement), colour and present condition
- Description (including photographs and/or illustrations) of the architectural features indicating type of materials (original or replacement), colour and present condition, including but not limited to: foundation, roof, doors, windows, trim, exterior finish, porches/balconies, substantial alterations and other features
- Description (including photographs and/or illustrations) of any notable construction methods, use of materials or craftsmanship
- How does the resource contribute to or fit into the streetscape and surrounding landscape? Is the resource a prominent visual landmark in the neighbourhood, community or region? If so, please explain

**HISTORICAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)**

- Date of construction of original structure(s)
- Description and date of any substantial alterations, additions or renovations
- Description of original, present and proposed use of all structures and the site
- Statement of the historical significance of the structure(s) and site including, but not limited to, association with any historical persons, groups, institutions, or events at the local, regional, provincial or national level
- Statement of any special prominence of the structure(s) or site in the Municipality of Crowsnest Pass' cultural, political or economic development
- Architect's name (original and any substantial alterations, additions or renovations)
- Builder's name (original and any substantial alterations, additions or renovations)
- Statement of any special prominence of the architect and/or builder in the community, province or nation

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Heritage Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Municipal Planning and Development at (403) 562-8877, Municipality of Crowsnest Pass, 8702 22 Avenue, Coleman, AB, T0J 0M0.

A.9. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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**MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM**  
 MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

**REHABILITATION INCENTIVE INFORMATION**

If you are applying for financial assistance from the Alberta Historical Resources Foundation, additional information will be required.

The nature of rehabilitation proposed and the type of financial assistance that is being requested. Consultation with the Municipality to review the scope of work proposed for your historic place is recommended.

*Owner agrees that the rehabilitation of the resource will meet the intent of The Standards and Guidelines for the Historic Conservation of Historic Places in Canada.*

**Owner's Signature:** \_\_\_\_\_

**NOTE: It is strongly encouraged that you consult with the Municipality of Crowsnest Pass prior to submitting the completed application. The Development Officer may waive some of the listed requirements. More detailed information may be requested during review of the application.**

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Heritage Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Municipal Planning and Development at (403) 562-8877, Municipality of Crowsnest Pass, 8702 22 Avenue, Coleman, AB, T0J 0M0.

A.9. MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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A.10. Waiver of Compensation Form



**WAIVER OF COMPENSATION FORM**  
**MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN**

I \_\_\_\_\_, 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 Municipality of Crowsnest Pass, 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\_\_\_\_, at the Municipality of Crowsnest Pass, in the Province of Alberta.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Municipality of Crowsnest Pass Seal

File No.: \_\_\_\_\_

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): [development@crowstpass.com](mailto:development@crowstpass.com)  
(Tel): 403-563-2218 (Fax): 403-563-5581

## A.11. Notice of Intention to Designate Form



### NOTICE OF INTENTION TO DESIGNATE FORM MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

NAME OF HERITAGE RESOURCE:

AS A MUNICIPAL RESOURCE

ALBERTA HISTORIC RESOURCES ACT  
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

To:

Notice is hereby given that following at least sixty (60) days from the date of serving this Notice, on:

Council Meeting Date:

Municipal Council of:

intends to pass a Bylaw that the site legally described as:

SHORT LEGAL DESCRIPTION:

Plan:

Block:

Lot:

LONG LEGAL DESCRIPTION:

Municipal Address:

Excepting there out all mines and minerals, and containing the building(s), known as:

located on the site to be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

**AND TO TAKE FURTHER NOTICE THAT** the Municipal Council of Crowsnest Pass has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this      day of      , 20      .

FILE No.:

ATTACHMENTS:

Location Map

Statement of Significance

Photographs

Chief Administrative Officer

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): development@crowstpass.com  
(Tel): 403-563-2218 (Fax): 403-563-5581

## A.12. Designation Bylaw Form

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESOURCES: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**1. PURPOSE OF DESIGNATION**  
A Bylaw of the Municipality of Crownest Pass in the Province of Alberta for the purpose of designating \_\_\_\_\_ as a Municipal Heritage Resource.

**2. HISTORICAL SIGNIFICANCE**  
WHEREAS the Historical Resources Act, R.S.A. 2001, c. H-9, as amended, permits the Municipal Council of a municipality to designate a historic resource within a municipality where considered to qualify to be a public historical or cultural resource; and

WHEREAS it is deemed in the public interest to designate the Historic Resource located at the address of \_\_\_\_\_ as a Municipal Heritage Resource; and

WHEREAS the Council of the Municipality of Crownest Pass deems it to be in the public interest to designate the Historic Resource, now and in the future;

**3. NOW THEREFORE BE IT RESOLVED** that the Council of the Municipality of Crownest Pass, in the Province of Alberta, having considered the historical significance of the Historic Resource, do hereby designate the Historic Resource as follows:

**4. HERITAGE RESOURCE DESIGNATION AND A MANAGING INSTRUMENT**  
The Historic Resource, commonly known as \_\_\_\_\_ of the Municipality of Crownest Pass, is hereby designated as a Municipal Heritage Resource, specifically identified as Schedule "A", which is located on the land legally described as follows:

Legal Description of area and acreage subject to the conditions that the same shall be used for historic resource purposes only.

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**5. PERMITTED WORK AND ALTERATIONS**  
Subject to Section 5, however, the Heritage Resource located designated in Section 4, is a Municipal Heritage Resource that shall be removed, destroyed, altered, altered, established, repaired or otherwise permanently affected, when done in accordance with the terms of Schedule "B" attached.

**6. ADMINISTRATION**  
Council may delegate authority to the Municipal Development Officer to administer the implementation of any measures arising from the terms set out in Schedule "B".

Resolved, That the Council of the Municipality of Crownest Pass, do hereby designate the Historic Resource as follows:

Name of Historic Resource: \_\_\_\_\_  
Address: \_\_\_\_\_  
City Administrator Officer: \_\_\_\_\_

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**SCHEDULE "A"**  
This statement of significance for the Historic Resource "A" is to be read in conjunction with the Statement of Significance of the Historic Resource located at the address of \_\_\_\_\_ of the Municipality of Crownest Pass which is regulated by the "General Guidelines for Conservation" (Schedule "B") and must be prepared in accordance with the terms of the "General Guidelines for Conservation".

**STATEMENT OF SIGNIFICANCE**

NAME OF HISTORIC RESOURCES: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**DESCRIPTION OF HISTORIC PLACE**

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**HERITAGE VALUE**

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**CARTOGRAPHIC DETAILS**

Interior Elements (if applicable): \_\_\_\_\_

Interior Elements (if applicable): \_\_\_\_\_

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**PHOTOGRAPHIC DETAIL**

If you are unable to tag and tag photos on this page, right-click on the image when you want to place the image and select "tag image". A list of tags will appear. You can use the tags to describe the image. (Optional)

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**PHOTOGRAPHIC DETAIL**

If you are unable to tag and tag photos on this page, right-click on the image when you want to place the image and select "tag image". A list of tags will appear. You can use the tags to describe the image. (Optional)

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**SCHEDULE "B"**  
This is Schedule "B" to Bylaw \_\_\_\_\_ and defines the "General Guidelines for Conservation" for \_\_\_\_\_ of the Municipality of Crownest Pass located at \_\_\_\_\_.

**GENERAL GUIDELINES FOR CONSERVATION**

**1. APPROVAL OF DEVELOPMENT OR ALTERATIONS**  
No development or alteration of a Municipal Heritage Resource shall be undertaken unless it is in accordance with the terms of this Schedule "B".

**2. CONSERVATION VALUE**  
The Municipal Heritage Resource shall be maintained in its original state and shall be preserved in its original state and shall be preserved in its original state.

**3. ORIGINAL CHARACTER**  
The original character and appearance of the building as designated by the Municipal Heritage Resource shall be preserved. The removal or alteration of any historical material or features shall be avoided wherever possible.

**4. THE HISTORIC PLACE**  
The Municipal Heritage Resource should be recognized as a product of its time. Alterations which are not based on historical fact or which create a false or misleading impression shall be avoided.

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**7. REVIEW OF DESIGN**  
Changes to the Municipal Heritage Resource may be reviewed over time. These alterations shall be subject to the approval of the Council of the Municipality of Crownest Pass. The Council may, in its discretion, require the owner to provide a report on the condition of the building, the nature and extent of any alterations, and the impact of such alterations on the historical character of the building.

**8. REPAIR AND MAINTENANCE**  
The owner of a Municipal Heritage Resource shall be responsible for the repair and maintenance of the building. The owner shall be responsible for the repair and maintenance of the building in accordance with the terms of this Schedule "B".

**9. STATE AND CUSTODIANSHIP**  
The Municipal Heritage Resource shall be maintained in its original state and shall be preserved in its original state.

**10. CLEANING**  
The owner of a Municipal Heritage Resource shall be responsible for the cleaning of the building. The owner shall be responsible for the cleaning of the building in accordance with the terms of this Schedule "B".

**11. REPAIRS OF IMPROVEMENTS**  
The owner of a Municipal Heritage Resource shall be responsible for the repair and maintenance of the building. The owner shall be responsible for the repair and maintenance of the building in accordance with the terms of this Schedule "B".

**12. RECORDS**  
The owner of a Municipal Heritage Resource shall be responsible for the maintenance of records relating to the building. The owner shall be responsible for the maintenance of records in accordance with the terms of this Schedule "B".

**13. ORIGINAL CONSTRUCTION METHOD**  
The owner of a Municipal Heritage Resource shall be responsible for the maintenance of the building. The owner shall be responsible for the maintenance of the building in accordance with the terms of this Schedule "B".

**DESIGNATION BYLAW FORM**  
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**14. APPROVAL**  
The owner and the Municipality shall enter into an Agreement to ensure that the designated historic resource is maintained in a condition to preserve its historical character.

**15. INTERFERENCES**  
Prior to undertaking any improvements, a schedule of alterations shall be prepared. This schedule shall include details of alterations which are proposed to be made to the building, including the type and timing of the work and any other measures which shall be taken to ensure that the building is maintained in its original state.

**16. COSTS**  
The owner shall be responsible for the cost of any improvements to the building. The owner shall be responsible for the cost of any improvements to the building in accordance with the terms of this Schedule "B".

**17. USE**  
The owner of a Municipal Heritage Resource shall be responsible for the use of the building. The owner shall be responsible for the use of the building in accordance with the terms of this Schedule "B".

**18. CLAIMS**  
The owner of a Municipal Heritage Resource shall be responsible for the maintenance of the building. The owner shall be responsible for the maintenance of the building in accordance with the terms of this Schedule "B".

**DESIGNATION BYLAW FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

**19. SIGNATURE**  
This Bylaw is hereby agreed to by the Council as required by a Council of the Municipality of Crownest Pass.

Name of Municipal Heritage Resource: \_\_\_\_\_

Land Owner Name: \_\_\_\_\_  
Organization Name (if applicable): \_\_\_\_\_  
Land Owner Signature: \_\_\_\_\_

### A.13. Designation Process Summary Form



## DESIGNATION PROCESS SUMMARY FORM MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

This form is to be completed by the Municipal Historic Resources Board at each stage of the heritage designation process.

Site Name:	<input type="text"/>	File No.:	<input type="text"/>
Address:	<input type="text"/>	Date Process Began:	<input type="text"/>
Owner:	<input type="text"/>	Date Process Ended:	<input type="text"/>

YES / NO

<input type="checkbox"/>	<input type="checkbox"/>	Survey form completed	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Heritage Inventory Application Form	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Eligible for designation (Eligibility Assessment)	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Designation Ranking Form	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Resource Evaluation Form	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Draft Statement of Significance	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Placed on Heritage Inventory	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Application for Municipal Designation	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Agreement/waiver of compensation signed by owner	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Council passed motion to designate	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intention sent to owner	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	60 days wait period elapsed	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Designation bylaw created	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Council passed bylaw	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Bylaw registered against title and served on property owner	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Placed on Municipal Heritage Register of Historic Places	Date:	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Placed on the Alberta Register of Historic Places	Date:	<input type="text"/>

Notes:

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): [development@crowstpass.com](mailto:development@crowstpass.com)  
(Tel): 403-563-2218 (Fax): 403-563-5581

# A.14. Application for Heritage Resource Intervention Permit Form

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

### HERITAGE RESOURCE INTERVENTION PERMIT

- A Heritage Intervention Permit is required to undertake changes to properties because of their historic or architectural significance under the Alberta Historical Resources Act. Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 24(6) of the Act requires that "no person shall destroy, disturb, alter, restore, or repair a historic resource that has been designated - without the written approval of the Council or a person appointed by the Council for this purpose."
- The purpose of a Heritage Intervention Permit is to ensure that proposed changes to a Designated Historic Resource do not alter the property in such a way that the reasons for designation is diminished.
- A Heritage Intervention Permit is required when interventions are proposed to a Municipal Heritage Resource, including construction, additions, alterations, demolition, new colours, new windows, lighting, brick work, signs and all applicable elements including roofs.
- There is no fee for a Heritage Resource Intervention Permit.
- Applicants are required to conform their plans with the Municipality to determine if a Development Permit and/or a Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit does not supersede the requirements of the Alberta Building Code, the Municipal Government Act or the Municipality's Land Use Bylaw.
- It is suggested that the Applicant consult with a Municipal Historic Resources Board Member or Development Officer when making plans to submit an Application for Heritage Resource Intervention Permit, as they may offer useful suggestions or advice on appropriate methods of treatment or intervention.
- All Applications for Heritage Resource Intervention Permits will be evaluated by the Crownest Pass Municipal Historic Resources Board and a recommendation will be presented to the Municipality's Development Officer for final decision.
- The requirements to complete an Application for Heritage Resource Intervention Permit are:
  - Copy of Designation Bylaw, with Statement of Significance (obtain from municipality)
  - Concept drawing (e.g. image of structure or finished sign)
  - Detailed dimensioned drawings or proposed "work" (structure or sign)
  - Site plan detailing the location of the structure or sign, to scale, in relation to other structures
  - Historic documentation/photographs to support proposed intervention
  - Photographs of existing building, site elevation, historic, architectural details, streetview or landscape
  - Description of materials to be used for proposed intervention
  - PAINTING: Samples of heritage colours with manufacturer, name, number and finish for each
  - SIGNAGE: Sample font, name and size of lettering, and sign mounting information
  - LIGHTING FIXTURE: Images and description of fixtures
- During the evaluation of this Application, municipal staff, Historic Resources Board members and/or the Development Officer may find it necessary to enter the property, to view and photograph the Site that is subject to the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

A.14 MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 1/3

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

### PART 1 - TO BE COMPLETED BY OWNER

Roll #: \_\_\_\_\_ Permit #: \_\_\_\_\_ File #: \_\_\_\_\_

Resource Name: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Plot: \_\_\_\_\_  
Municipal Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
L50/V61 Sec: \_\_\_\_\_ Two: \_\_\_\_\_ Ring: \_\_\_\_\_ W4: \_\_\_\_\_  
This Historic Resource is:  Listed on Municipal Inventory  A Municipal Historic Resource Designation Bylaw #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

What kind of interventions/changes are being proposed to this Resource? (Provide a brief summary of the proposed work)

Why are these specific interventions/changes being proposed to this Resource? (Please check all that apply)

To conserve the heritage value of the property  To enable the adaptive re-use of the property  
 To improve the functionality of the property  Other \_\_\_\_\_

Provide a brief summary of the rationale for the proposed work:

Certification  
(I/We as the owner/s of the subject property, and the Applicant of this subject Application, by signing the Application, agree to allow either municipal staff and/or Historic Resources Board Members the right to enter onto my property, as necessary, to view and photograph the property for the Application. Failure to allow access onto the property may result in the Application being considered incomplete.)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A.14 MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 1/4

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

### PART 2 - TO BE COMPLETED BY EVALUATOR

What conservation documents or other resources have been reviewed in evaluating the proposed work? (Please check all that apply)

Municipal Heritage Management Plan  Standards and Guidelines for the Conservation of Historic Places in Canada  
 Statement of Significance  Designation Bylaw  
 Other (please describe below)  Proposed work plan/drawings

Municipal governments are responsible for safeguarding the heritage values of these properties. What "heritage value" and/or "character-defining elements" of the Resource (described in the Statement of Significance, if any), would be impacted by the proposed work? How specifically would they be affected?

Heritage Values: \_\_\_\_\_  
Potential Impact on Heritage Values: \_\_\_\_\_  
Character-Defining Elements: \_\_\_\_\_  
Potential Impact on Character-Defining Elements: \_\_\_\_\_

Applying the Standards and Guidelines for the Conservation of Historic Places in Canada helps to ensure that sound conservation principles are considered when reviewing potential changes to historic places. Please check whether the proposed work meets each standard.

General Standards for all projects - "Preservation"			
1	Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter to reconstruct or reproduce character-defining elements. Do not remove a part of a historic place if its current location is a character-defining element.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Conserve changes to a historic place which, over time, have become character-defining elements in their own right.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Conserve heritage value by adopting an approach calling for minimal intervention.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never co-existed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Find a use for a historic place that requires minimal or no change to its character-defining elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

A.14 MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 1/5

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

### General Standards for all projects - "Preservation" (continued)

6	Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance or archaeological resources, take mitigation measures to limit damages and loss of information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the greatest means possible for any intervention. Respect heritage value when undertaking and interventions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Maintain character-defining elements on an ongoing basis. Repair character-defining elements by restoring their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there surviving prototypes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place, and identifiable upon close inspection. Document any intervention for future reference.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Additional Standards relating to "Rehabilitation"

10	Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the form, materials and detailing of the original elements of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Conserve the heritage value and character-defining elements when creating any new additions to a historic place of any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Create any new additions or related construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Additional Standards relating to "Restoration"

13	Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the form, materials and detailing of original elements of the same elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Replace missing features from the restoration period with new features whose form, materials and detailing are based on sufficient physical, documentary and/or oral evidence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

A.14 MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 1/6

**APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM**  
MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN

### APPLICATION DECISION

Based on the assessment of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the historic Resource.

NO - Does not meet all the required Standards, work not permitted  
YES - Meets all the required Standards, work permitted

Permitted with Conditions:

Recommendation Date: \_\_\_\_\_ Final Decision Date: \_\_\_\_\_  
Heritage Evaluator: \_\_\_\_\_ Development Officer: \_\_\_\_\_  
Heritage Evaluator Signature: \_\_\_\_\_ Development Officer Signature: \_\_\_\_\_

FORWARDED TO: Development Officer, Municipality of Crownest Pass  
Mail: P.O. Box 600, Crownest Pass, AB T0K 0L6 | Email: municipalities@crownestpass.ca  
(Tel) 803-942-2322 | Fax: 803-942-2323

A.14 MUNICIPALITY OF CROWNEST PASS HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM 1/7

## A.15. Historical Marker Application Form



### HISTORICAL MARKER APPLICATION FORM MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN

Property Name:

Property Address:

Date or approximate date of construction:  File No.:

Site visible from a road/municipality property  Site open to public  Site is significant to the history of the Municipality of Crowsnest Pass

Historic significance criteria: Select A, B and/or C below as appropriate:

- Site is associated with events that have made a significant contribution to broad patterns of our history.
- Site is associated with persons or groups whose lives were significant in our past.
- The site embodies the distinctive characteristics of a type, period, or method or construction; or represents the work of a master; or possesses exceptional artistic value.

Summary of historic information:

Level of historic integrity: State whether the building is located on its original site and whether it retains the key exterior materials that date from the period of its historic significance. If the property has been altered, have historic materials and significant features been preserved?

Applicant Name:  Phone Number:

Address:

Applicant Signature:  Date:

Photographs are appreciated and will be returned upon request. Send form and attachments to:

FORWARD TO: Development Officer, Municipality of Crowsnest Pass  
(Mail): P.O. Box 600, Crowsnest Pass, AB, T0K 0E0 | (Email): [development@crowstpass.com](mailto:development@crowstpass.com)  
(Tel): 403-563-2218 (Fax): 403-563-5581

A.15.

MUNICIPALITY OF CROWSNEST PASS HERITAGE MANAGEMENT PLAN | HISTORICAL MARKER APPLICATION FORM

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## B. Precedent Study – Municipal Best Practices

Various municipalities are exercising best practices in heritage management. This precedent study is provided to exhibit the multitude of actions being undertaken about structure and governance, policies and procedures, incentives, heritage awareness, partnerships, goals and objectives. The list is not exhaustive but provides enough information to conclude that there are several approaches to heritage management that are working for municipalities and can be considered by others.

### Municipal Heritage Management Plan Precedents

#### Structure and Governance

Municipality	Structure and Governance
Red Deer County	<ul style="list-style-type: none"> <li>• Vision Statement</li> <li>• Heritage Management placed under Community Services.</li> <li>• One County staff member appointed to perform heritage responsibilities and actions as required.</li> <li>• Proposed (full or part-time) Heritage Advisor was recommended to replace “appointed staff” and be intermediary between HAB and other stakeholders, manage technical aspects, oversee Survey, Inventory, Register, and implementation.</li> <li>• Heritage Preservation Committee is a Public Advisory Council Committee under the City of Red Deer “The Committees Bylaw.”</li> <li>• Proposed Heritage Advisory Board was recommended (with administrative assistant) to manage the survey, inventory, evaluations, and designation process, maintain survey and inventory, assist owners.</li> <li>• Planning and Development to provide planning support in such matters as zoning and implementation of Heritage Areas.</li> </ul>
Strathcona County	<ul style="list-style-type: none"> <li>• Vision Statement.</li> <li>• Heritage Advisory Committee advises council on matters relating to historic resources, and municipal heritage policies and programs.</li> <li>• Recommended identification of a Heritage Planning Function within the corporate structure.</li> </ul>
Town of Athabasca	<ul style="list-style-type: none"> <li>• Vision Statement – The Town of Athabasca recognizes the need to preserve its historic places. Management of the Town of Athabasca’s heritage will enhance the lives of its citizens by preserving and protecting historic places for present and future generations.</li> </ul>

	<ul style="list-style-type: none"> <li>Heritage Advisory Board acts in an advisory capacity directly to council. Consists of reps from council, Admin, Athabasca University, Public Archives and the public.</li> <li>Heritage Officer oversees the implementation of the HMP – providing heritage advice, monitoring program, compiling and updating records, processing applications related to heritage properties.</li> <li>Town of Athabasca Administration provides support.</li> <li>Town of Athabasca Municipal Planning Commission provides planning support.</li> </ul>
<b>Smoky Lake County</b>	<ul style="list-style-type: none"> <li>Smoky Lake County Regional Heritage Board.</li> <li>Include HMP as part of council package.</li> <li>Establish Heritage Board committees to help establish a strong volunteer base – i.e., marketing, fundraising, conservation.</li> <li>Clarify role of Heritage Board to individuals and organizations.</li> <li>Integrate HMP into other land use documents.</li> <li>Allocate funds for HMP implementation.</li> <li>Empower the pursuit of existing grant programs.</li> <li>Increase profile of heritage conservation in municipal service delivery – promote as an economic driver.</li> <li>Celebrate completion of HMP.</li> <li>Communicate the importance of the HMP to those in leadership roles, community organizations, and the public.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>Vision Statement.</li> <li>Planning Board is reconstituted as the Heritage Advisory Committee – primary responsibility to review applications for development regulated by new Zoning and Heritage Management Bylaw.</li> <li>Property Maintenance and Nuisance Abatement Bylaw.</li> <li>Yukon Historic Resources Act.</li> <li>Yukon Municipal Act.</li> <li>Heritage Bylaw to enable City to designate.</li> <li>Zoning and Historic Control Bylaw – permits the City to regulate and control the architectural design of buildings.</li> <li>Zoning and Heritage Management Bylaw.</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>Land Use Bylaw.</li> <li>Heritage Resources Committee – 6 members.</li> </ul>

## Policies and Procedures

Municipality	Structure and Governance
<p><b>Red Deer County</b></p>	<ul style="list-style-type: none"> <li>• Heritage Survey.</li> <li>• Heritage Inventory.</li> <li>• Adopt Standards and Guidelines for the Conservation of Historic Places in Canada.</li> <li>• Review and update designated MHR sites and sites on Heritage Inventory each year.</li> <li>• Workshop for all stakeholders regarding HMP, processes, tools, actions and recommendations for the management of historic resources throughout the County.</li> <li>• Historical Marker Policy &amp; Application Form.</li> <li>• Heritage Inventory Application Form.</li> <li>• Heritage Evaluation Summary Form.</li> <li>• Municipal Historic Resources Application.</li> <li>• Historical Significance Overlay District Bylaw.</li> <li>• Designation only with the approval of the site owner.</li> <li>• Municipal Register of Historic Places.</li> <li>• Desire to develop a Planning Strategy for Heritage Areas and Cultural Landscapes.</li> <li>• HMP to be reviewed and updated every 3 – 5 years.</li> </ul>
<p><b>Strathcona County</b></p>	<ul style="list-style-type: none"> <li>• Heritage Survey.</li> <li>• Heritage Inventory.</li> <li>• Adopt Standards &amp; Guidelines for the Conservation of Historic Places in Canada as guiding document.</li> <li>• Adopt a Heritage Register and the HMP by council Resolution, along with accompanying policies and procedures for the protection of heritage resources.</li> <li>• Adopt process allowing Municipality to review all zoning, subdivision, development and building permit applications affecting potential heritage properties.</li> <li>• Develop a Heritage Stewardship Policy for County-owned heritage sites.</li> <li>• Revise the municipal planning framework to recognize heritage conservation as a core municipal function.</li> <li>• Update HMP and Heritage Register as needed.</li> </ul>
<p><b>Town of Athabasca</b></p>	<ul style="list-style-type: none"> <li>• Athabasca Register of Historic Places.</li> <li>• Heritage Survey.</li> <li>• Heritage Inventory.</li> <li>• <i>Adopt Standards &amp; Guidelines for the Conservation of Historic Places in Canada</i> as guiding document.</li> <li>• Historical Resources Act.</li> <li>• Compensation.</li> <li>• Municipal Government Act.</li> </ul>

	<ul style="list-style-type: none"> <li>• Zoning Bylaw – Heritage Control Zone.</li> <li>• Town will re-inspect 20 – 25% of designated sites and sites listed on the Inventory each year.</li> <li>• Seek building code equivalencies.</li> <li>• Annual review of Inventory.</li> </ul>
<b>Smoky Lake County</b>	<ul style="list-style-type: none"> <li>• Adopt HMP to increase long-term political support for heritage conservation.</li> <li>• Adopt the Inventory of Historic Places for respective municipalities.</li> <li>• Implement use of templates in HMP to provide guidance and consistency region-wide.</li> <li>• Recognize owner’s initiative to designate and invest.</li> <li>• Provide information brochures on grant funding.</li> <li>• Prioritize sites for future designation.</li> <li>• Complete a Historic Resource Integrity Review of each site.</li> <li>• Facilitate municipal designation.</li> <li>• Investigate and identify new sites.</li> <li>• Develop and adopt policies to encourage heritage conservation and protection.</li> <li>• Place high priority on preventing demolition or inappropriate alterations to historic resources.</li> <li>• Encourage municipalities in the region to be active stewards of their heritage.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>• Zoning and Historical Control Bylaw establishes three ‘historic overlays’ or control districts – Historic Townsite Overlay, Klondike River Historic Overlay, Top of the World Historic Overlay.</li> <li>• Have ‘Character Areas’ established with Management Guidelines for each area.</li> <li>• Yukon Historic Sites Inventory.</li> <li>• Yukon Register of Historic Places.</li> <li>• Parks Canada Policy.</li> <li>• All buildings and structures, including deteriorated and derelict structures be protected by designation.</li> <li>• Conservation work to follow Standards and Guidelines for the Conservation of Historic Places in Canada.</li> <li>• Official Community Plan outlines policies regarding Architecture Control and Heritage Conservation.</li> <li>• All application for a development permit in a Historic Control District require submission to the Planning Board.</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>• Recreation &amp; Culture Master Plan.</li> <li>• Downtown Area Redevelopment Plan.</li> <li>• Downtown Streetscape Development Plan.</li> <li>• Municipal Sustainability Plan.</li> <li>• Municipal Development Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Update Heritage survey and inventory annually.</li> <li>• Ongoing review of policy and procedures.</li> <li>• Develop clear designation process and salvage policy.</li> <li>• Adopt <i>Standards and Guidelines for the Conservation of Historic Buildings in Canada</i>.</li> <li>• Municipal Heritage Survey.</li> <li>• Municipal Heritage Inventory.</li> <li>• Municipal HMP.</li> </ul>
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## Incentives

Municipality	Incentives
<b>Red Deer County</b>	<ul style="list-style-type: none"> <li>• Alberta Historical Resources Foundation.</li> <li>• Rural Community Facility Capital Assistance Grant (up to \$100K) – maintenance and upkeep for recreation, cultural or community facilities – leveraged.</li> <li>• Red Deer Heritage Recognition Awards established in 2002 by the Heritage Preservation Committee to recognize outstanding efforts in heritage preservation, education and awareness with the city of Red Deer and Red Deer County.</li> <li>• Consider waiving administrative fees associated with heritage projects (zoning charges and development permits).</li> <li>• Seek building code equivalencies for heritage structures to meet the National Building Code requirements.</li> </ul>
<b>Strathcona County</b>	<ul style="list-style-type: none"> <li>• Alberta Historical Resources Foundation</li> <li>• Alberta Lottery Fund Programs – Community Facility Enhancement Program, Community Initiatives Program.</li> <li>• Recommended tax-based heritage grants.</li> <li>• Recommended non-financial incentives such as: approve development permits for non-conforming heritage buildings; conservation agreements used to establish compensation in return for designation, or conservation work or maintenance program and registered on title; building code equivalencies.</li> <li>• Create incentives to empower the heritage management program.</li> <li>• Did not see any current municipal financial incentives.</li> </ul>
<b>Town of Athabasca</b>	<ul style="list-style-type: none"> <li>• May include a variety of financial and non-financial incentives such as the waiver of fees for development permits and tax-based heritage grants.</li> <li>• Heritage Advisory Board may assist property owners in applying for funding from the Alberta Historical Resources Foundation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Alberta Historic Resources Foundation grants.</li> <li>• Considered tax freezes or rebates – to be decided on case-by-case basis.</li> <li>• Certificate of Designation – owner receives letter of designation, registration on title paid by the Town, and council presents Designation Certificate / plaque signed by Mayor, including the date, lot, block, plan, and significance.</li> </ul>
<b>Smoky Lake County</b>	<ul style="list-style-type: none"> <li>• Complete a Heritage Financial Strategy to determine appropriate municipal incentives.</li> <li>• Create a Regional Heritage Grant Program.</li> <li>• Promote and encourage applications to existing programs and AHRF.</li> <li>• Encourage Alberta Government to increase annual budget toward heritage conservation programs.</li> <li>• Encourage the development of a federal heritage incentive program.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>• Incentives may include grants, loans, technical assistance, planning relaxation.</li> <li>• Heritage Fund Bylaw enables City to set aside and apply funds to provide grants or loans for conservation work.</li> <li>• Planning relaxations in exchange for heritage conservation.</li> <li>• Technical assistance (design, visual resources, assistance in identifying building trades and materials.</li> <li>• Increasing technical capacity (specialized training for Committee, staff and private-sector.</li> <li>• Creation of a Heritage Foundation to raise and distribute funds in the form of grants, lease heritage sites that City has acquired and transferred Foundation.</li> <li>• Heritage Fund in place. Funded by transfers budgeted by council and donations of money or property. Established by Bylaw to assist restoration, enhancement or renovations of historic sites; acquisition; increasing public awareness.</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>• Federal Incentives such as: Parks Canada, The Residential Rehabilitation Assistance Program (RRAP).</li> <li>• Provincial Incentives such as: Alberta Historical Resources Foundation.</li> <li>• Propose City of Lacombe contribute \$25,000/year to a Heritage Reserve Fund...a revolving fund to ensure continuous and predictable funding dedication to the heritage program and would provide for a Restoration Grant/Façade Improvement Grant, Maintenance Grant.</li> <li>• Planning &amp; Zoning Regulations.</li> <li>• Provision of a advice.</li> <li>• Celebrations and a Plaque Program.</li> </ul>

- Develop relaxations for specific historic sites.
- Heritage Resources Fund in place as part of Bylaw.
- Heritage Resources Grant Program in place.

### Awareness and Education

Municipality	Awareness and Education
<b>Red Deer County</b>	<ul style="list-style-type: none"> <li>• Historical Marker Policy &amp; Application Form.</li> <li>• Heritage Inventory Application Form.</li> <li>• Heritage Evaluation Summary Form.</li> <li>• Promoting heritage awareness through establishment of the Red Deer Heritage Recognition Awards. Nomination categories include one which recognizes youth under the age of 25 who have made special contributions to heritage.</li> <li>• Historical Significance Overlay District Bylaw.</li> <li>• Promote heritage education and awareness through heritage signage and historic walking tours.</li> <li>• Community Heritage Plaque Program.</li> <li>• Doors Open.</li> <li>• Historic Red Deer Week.</li> </ul>
<b>Strathcona County</b>	<ul style="list-style-type: none"> <li>• Community Heritage Legacy adopted by council in 2009 to increase public awareness and understanding of County's history and heritage.</li> <li>• Overview of County history and heritage on County website (not kept current).</li> <li>• The Community Heritage Legacy Initiative looks to engage the community in capturing and conveying its history and heritage.</li> <li>• Interpretive plaque programs.</li> <li>• Heritage walking tours.</li> <li>• Annual awards programs for rehabilitation work.</li> <li>• Community "how-to" workshops.</li> <li>• Lecture programs on heritage topics.</li> <li>• Heritage festivals.</li> <li>• School programs.</li> <li>• Cultural tourism.</li> </ul>
<b>Town of Athabasca</b>	<ul style="list-style-type: none"> <li>• HMP to be promoted and made available to public for review and consideration.</li> <li>• Encourage and collaborate with other groups concerning heritage programs to promote heritage awareness in the region.</li> <li>• Develop a communications strategy for the HMP to make the public aware of this new initiative.</li> <li>• Town has developed a self-guided tour of more than 50 sites of historic importance in the community.</li> </ul>

	<ul style="list-style-type: none"> <li>• Researchers can access Athabasca Archives which preserves and makes available all historical references.</li> <li>• Archives have some of its material on line, photographs, audio, and other material.</li> </ul>
<b>Smoky Lake County</b>	<ul style="list-style-type: none"> <li>• Create a Regional Archive List of historic assets to be accessed by organizations and the public</li> <li>• Engage the community to participate in heritage activities.</li> <li>• Create display material and / or booth for promotional use.</li> <li>• Create an Oral History Program to engage long-time community members and capture history.</li> <li>• Maintain and retrieve copies of archival photos of buildings of interest.</li> <li>• Launch the SML Heritage Inventory website.</li> <li>• Develop self-guided walking / driving tour.</li> <li>• Market the SML as a heritage destination.</li> <li>• Develop web-based and social media tools.</li> <li>• Create a Regional Interpretation Program—plaques, brochures, info booklets.</li> <li>• Engage youth to learn about SLR heritage.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>• Dawson City is located within the Dawson Historical Complex National Historic Site of Canada, and many activities and events are operated by Parks Canada – self-guided tour, a guided mystery tour, storytelling tour, street theatre.</li> <li>• Number of historic properties open for viewing.</li> <li>• Exhibits and activates provided by the Museum.</li> <li>• Bus tours.</li> <li>• Exterior signage and window displays.</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>• Ongoing education and professional development</li> <li>• Develop and launch plaque program for designated buildings.</li> <li>• Develop Lacombe as a designation for historic festivals/events.</li> <li>• Develop Doors Open.</li> <li>• Broaden Community Engagement.</li> <li>• Develop creative tools to engage community in local heritage.</li> <li>• Tie heritage into city beautification and streetscaping projects in downtown historic c area.</li> <li>• Develop communication strategy.</li> <li>• Educational events.</li> <li>• Has a Facebook page for Lacombe Heritage.</li> </ul>

## Partnerships

Municipality	Partnerships
<b>Red Deer County</b>	<ul style="list-style-type: none"> <li>• Red Deer County Council.</li> <li>• Red Deer County Community Services.</li> <li>• Red Deer County Planning and Development Services.</li> <li>• Red Deer County Administration.</li> <li>• Property owners.</li> <li>• The public.</li> <li>• Red Deer &amp; District Museum and Archives.</li> <li>• Red Deer Culture Services Centre.</li> </ul>
<b>Strathcona County</b>	<ul style="list-style-type: none"> <li>• Owners of heritage sites.</li> <li>• Arts, Culture and Heritage groups.</li> <li>• Seniors groups.</li> <li>• Agricultural societies.</li> <li>• Conservation groups.</li> <li>• County departments and facilities.</li> <li>• Community leagues and associations.</li> <li>• Other associations.</li> <li>• Regional organizations.</li> </ul>
<b>Town of Athabasca</b>	<ul style="list-style-type: none"> <li>• Athabasca Heritage Society.</li> <li>• Athabasca Public Archives.</li> <li>• Site owners.</li> <li>• Town of Athabasca Downtown Revitalization Committee.</li> <li>• Athabasca Riverfront Design Review Committee.</li> </ul>
<b>Smoky Lake County</b>	<ul style="list-style-type: none"> <li>• Create partnerships between Chamber of Commerce and the Smoky Lake County Regional Heritage Board.</li> <li>• Create partnership between the Heritage Board and other heritage organizations in the region.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>• Parks Canada.</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>• Provincial Government.</li> <li>• Parks Canada.</li> <li>• Local First Nation groups.</li> <li>• Community associations.</li> <li>• Owners of heritage buildings.</li> <li>• Early pioneers.</li> <li>• Lacombe &amp; District Historical Society.</li> <li>• Business community.</li> <li>• Regional service clubs.</li> <li>• Local industry partners</li> <li>• Canadian University College.</li> <li>• Local schools, Lacombe Welcome Wagon.</li> <li>• Regional and local museums.</li> <li>• Regional tourism associations.</li> </ul>

- Build connections with surrounding communities for common heritage tourism initiatives.

## Goals

Municipality	Goals
<b>Red Deer County</b>	<ul style="list-style-type: none"> <li>• Enable Red Deer County's Historic Resources to contribute effectively to the County's prosperity and quality of life for its citizens.</li> <li>• Develop incentives to encourage the conservation of Historic Resources in Red Deer County.</li> <li>• Review the progress of Red Deer County's heritage program and to ensure that the Heritage Management Plan and the Heritage Survey, Inventory, and the Register of Historic Places are updated regularly.</li> <li>• Promote public awareness, understanding, and appreciation of heritage sites and a commitment to their conservation in Red Deer County.</li> </ul>
<b>Strathcona County</b>	<ul style="list-style-type: none"> <li>• Identify a heritage planning function.</li> <li>• Adopt a Heritage Register and the HMP by council Resolution, along with accompanying policies and procedures.</li> <li>• Assess all potential heritage resources for their heritage value.</li> <li>• Adopt Standards &amp; Guidelines for the Conservation of Historic Places in Canada.</li> <li>• Develop a Heritage Stewardship Policy for County-owned heritage sites.</li> <li>• Revise the municipal planning framework to recognize heritage conservation as a core municipal function.</li> <li>• Update HMP and Heritage Register as needed.</li> </ul>
<b>Town of Athabasca</b>	<ul style="list-style-type: none"> <li>• Enable Athabasca's historic places to contribute effectively to the Town's prosperity and quality of life for its citizens.</li> <li>• Develop incentives which will encourage the conservation of historic places.</li> <li>• Review the progress of the Town of Athabasca's heritage program and to ensure that the HMP and the Survey, Inventory and Register are updated regularly.</li> <li>• Promote public awareness, understanding, and appreciation of historic places and a commitment to their conservation in the Town of Athabasca.</li> </ul>
<b>Smoky Lake County</b>	<p><b>Structure and Governance</b></p> <ul style="list-style-type: none"> <li>• The four municipalities and volunteer groups will collaborate to structure their planning, operations, and initiatives to acknowledge the vital role that heritage plays in our community and economy.</li> </ul>

	<p><b>Heritage Policies</b></p> <ul style="list-style-type: none"> <li>• Increase the profile of heritage conservation in Smoky Lake Region.</li> </ul> <p><b>Incentives</b></p> <ul style="list-style-type: none"> <li>• Pursue creative initiatives to fund, recognize and celebrate local heritage conservation.</li> </ul> <p><b>Awareness and Education</b></p> <ul style="list-style-type: none"> <li>• Strive to conserve and collect historical resources in the Smoky Lake Region and engage and interpret both within and outside the community.</li> </ul>
<b>Dawson City</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>City of Lacombe</b>	<ul style="list-style-type: none"> <li>• Build and sustain Heritage Management Program.</li> <li>• Protect heritage in City.</li> <li>• Develop incentive program for heritage resources.</li> <li>• Tie heritage to tourism, economic development and sustainability.</li> <li>• Educate public about historic resources and history in the area.</li> <li>• Develop partnerships to further heritage conservation goals.</li> </ul>

### Objectives

Municipality	Objectives
<b>Red Deer County</b>	<ul style="list-style-type: none"> <li>• Develop a clear and transparent plan that includes a framework, a process, tools, actions, and recommendations to identify, conserve, and protect Red Deer County's historic places, including buildings, structures, cultural landscapes, clusters of buildings, and heritage areas.</li> <li>• Develop a range of administrative, incentive, and educational tools to support the conservation and protection of historic places in Red Deer County.</li> <li>• Link, wherever possible, heritage conservation with other civic initiatives, including future developments, annexation areas, and County beautification projects that serve as community landmarks and symbols of local identity.</li> <li>• Inform the public of Red Deer County's heritage conservation initiatives and to make the Red Deer County Heritage Management Plan accessible to County residents and stakeholder groups.</li> </ul>
<b>Strathcona County</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Town of Athabasca</b>	<ul style="list-style-type: none"> <li>• Develop a clear and transparent framework, which includes processes, policies, and strategies to identify, conserve, and protect the Town of Athabasca's</li> </ul>

	<p>historic places such as buildings, structures, cultural landscapes, clusters of buildings, and neighborhoods.</p> <ul style="list-style-type: none"> <li>• Develop a range of administrative, incentive, and educational tools to support the conservation and protection of historic places in Athabasca.</li> <li>• Link, where possible, heritage conservation with other civic initiatives, including future developments, downtown rejuvenation, and town beautification projects that serve as community landmarks and symbols of local identity.</li> <li>• Inform the public regarding the Town of Athabasca's heritage conservation initiatives.</li> </ul>
<p><b>Smoky Lake County</b></p>	<p><b>Structure and Governance</b></p> <ul style="list-style-type: none"> <li>• Adopt new HMP to implement a consistent approach across municipalities.</li> <li>• Pursue economic opportunities to fund the implementation of the HMP.</li> <li>• Develop a more effective volunteer base and public involvement.</li> <li>• Celebrate and communicate the importance of all heritage work to sustain momentum of HMP.</li> </ul> <p><b>Heritage Policies</b></p> <ul style="list-style-type: none"> <li>• Celebrate heritage conservation.</li> <li>• Increase profile of heritage and facilitate potential financial support.</li> <li>• Maintain, update, and review Inventory and Register.</li> <li>• Support and encourage heritage conservation.</li> </ul> <p><b>Incentives</b></p> <ul style="list-style-type: none"> <li>• Establish municipal incentives that encourage landowners to designate and restore heritage resources.</li> <li>• Promote and encourage applications to existing provincial heritage conservation incentive programs.</li> <li>• Support and encourage partnerships between all levels of government and local organizations.</li> <li>• Collaborate with federal and provincial programs that support and promote heritage preservation.</li> </ul> <p><b>Awareness and Education</b></p> <ul style="list-style-type: none"> <li>• Engage and integrate heritage conservation into the broader community.</li> <li>• Collect, preserve, and make accessible historical images, collections and information.</li> <li>• Interpret, make accessible, and promote SLR heritage resources.</li> <li>• Engage all level of government and community members for the conservation of historic sites in the Smoky Lake Region.</li> </ul>

*\*Dawson City and City of Lacombe did not have any information under Objectives.*