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MUNICIPAL HERITAGE RESOURCE GUIDE



Canada's
Historic Places

Lieux patrimoniaux
du Canada





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PART 1: INTRODUCTION



WHAT IS HERITAGE?

Heritage is:

- knowledge, traditions and places that are passed down from preceding generations
- a wide range of activities such as stewardship, conservation, research and education
- an opportunity to encourage sensitivity to the natural environment and to differing perspectives on objectives, ideas, places and traditions

Heritage is not:

- limited by age; a meaningful event or place from a few years ago may be significant to a community and merit commemoration or conservation
- a static concept or permanent classification; our understanding, appreciation and evaluation of heritage changes with time

The dictionary definition of heritage is “something that is passed down from preceding generations; a tradition.” But what is heritage and who is it for? Is it stately homes? Or is it more events within living memory? Is it pioneers’ stories or the town fair – or both? There may not be a simple answer to these questions. However, it is certain that heritage is not just about bricks and mortar; the bricks and mortar have to be imbued with some sort of significance, importance or meaning. Heritage makes us feel connected to our homes, municipalities, regions, provinces and countries. It shapes our present identity and provides insight for our future.

Heritage Conservation:

Heritage conservation means looking after historic places and objects. There are a variety of ways places and objects can gain significance. For instance, they may be associated with an important event or person, serve as a landmark, be a spiritual place or be a place where a traditional activity has taken place for a long period of time. This significance is called **heritage value**. Heritage value is the aesthetic, historic, scientific, cultural, social, or spiritual importance or significance of a historic place from the past, present, or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. Understanding heritage value is important because without knowing why a place or a thing is important, it is difficult to look after it well, or share its meaning with others.



Types of Heritage Conservation Treatments:

There are a variety of ways to look after heritage sites or objects, including:

- **Preservation:** protecting, maintaining, and/or stabilizing the existing material, form and integrity of a historic place or object, while protecting its heritage value.
- **Rehabilitation:** achieving a continuing or compatible contemporary use of a historic place or object, through repair, alterations and/or additions, while protecting its heritage value.
- **Restoration:** accurately revealing, recovering or representing the state of a historic place or object, as it appeared at a particular period in its history, while protecting its heritage value.

Each of these treatments is acceptable. One may be more appropriate than the others depending on local needs/goals, resources available and the specific place or object being conserved.

What does heritage mean to your community?:

For Manitoba municipalities, heritage is a critical part of community identity. It is also a resource for teaching, cultural tourism and other kinds of economic development. By identifying your heritage opportunities and developing and implementing a community heritage management plan, your community will benefit today and help ensure that a significant and well-preserved legacy is passed down to future generations.



THE BENEFITS OF HERITAGE

Municipalities and communities have many responsibilities and must balance competing demands for attention and resources. Many Manitoba communities have untapped heritage resources— historic places which have the potential to be valuable community assets. Consider some of the benefits heritage stewardship and conservation create:

- **Economic** research shows designated heritage buildings tend to appreciate in value and perform better on the real estate market. In urban areas, the conservation of historic places can help revitalize commercial and residential neighbourhoods and restore their economic activity, livability and attractiveness.

The labour intensive nature of conservation creates local jobs. Although restoration projects cost less than new construction, some studies also suggest that up to twice as much of a budget goes for labour rather than materials. For many Manitoba communities, this means local labourers benefit and more money stays in the community.

Designation and conservation of heritage buildings help safeguard property values and the municipal tax base. In a 1992 study of designated historic properties in London, Ontario, 90 per cent of the surveyed properties had performed better than average in the real estate market over the past 30 years, and 100 per cent maintained their cash value or added to it when sold.

- **Cultural** benefits of heritage are harder to quantify, but should not be overlooked. Museums, interpretive plaques and historic sites are tangible connections to our past. They link generations and provide venues for education and citizenship and serving as community landmarks and sources of community pride. Volunteer activity that goes into maintaining and promoting these sites is a way to keep people, especially seniors and youth, active and involved in their communities.
- **Environmental** benefits from heritage conservation are experienced now (every old building reused is less waste going into the landfill) and revitalizing existing buildings (rather than developing unserved areas) uses less municipal infrastructure, delivering longer-term returns. Rehabilitation also brings proven energy saving. The energy required to build a new building is about the same amount required to operate it for 40 years.

These areas are all pillars of a healthy community and heritage resources *already* exist in most Manitoba municipalities. Even where heritage is not a council's primary concern, it can still be used to add value to other kinds of projects. Heritage fits well with other kinds of community projects (neighbourhood revitalization, waste reduction, centennial celebration, etc.) to bring additional support and bring even more impressive results.



MUNICIPAL HERITAGE LEGISLATION

Manitoba has some of Canada's most flexible and empowering heritage legislation. Municipalities can develop and implement heritage projects which suit the needs and situation of the community.

In Manitoba, municipal heritage authority is established in three pieces of legislation:

1. *The Heritage Resources Act* (1986) is the **primary** legislation on heritage. It encourages municipal governments to protect heritage resources of regional and local significance through designation. It also encourages them to establish a Municipal Heritage Advisory Committee (MHAC) to advise council on heritage matters. *The Heritage Resources Act* (C.C.S.M. c. H39.1) is available from Manitoba Statutory Publications, or online at <http://web2.gov.mb.ca/laws/statutes/ccsm/h039-e.php> . The online version is not an official copy. **Note:** The City of Winnipeg manages its heritage sites, including more than 200 municipal heritage site designations, through a historic buildings by-law created under the *City of Winnipeg Charter*.
2. Additional heritage legislation that affects municipalities is contained in *The Planning Act*. Authority from this act (subsection 63(1)(c) and 71(3)(v)) applies to the designation of **municipal heritage districts**.
3. *The Municipal Act* provides authority for municipalities to offer **municipal heritage tax credits** to owners of designated heritage properties [subsections 232(1)(n.1) and 235.1(1)(2)].

STATUTORY REQUIREMENTS

There are very few statutory requirements associated with heritage. Because of the non-renewable and sometimes sensitive nature of heritage sites and objects, it is important that proper procedures be followed. Below is a quick summary of a few key statutory requirements. For more details, consult the legislation or contact the provincial government's Historic Resources Branch.

- Authority granted by *The Heritage Resources Act* typically must be exercised through a **bylaw process**, which may include serving/publishing notices and holding a public hearing. This applies to designating municipal heritage sites, issuing heritage permits and establishing Municipal Heritage Advisory Committees.
- If a municipality designates places (such as a building, structure, or landscape) as a municipal heritage site, certain **basic filing and data management** requirements are specified by subsections 33(1) and 39(1).



- If **archaeological artifacts** are found (including human remains), these must be reported to the Minister of Culture, Heritage and Tourism through the Archaeological Assessment Services Unit of the Historic Resources Branch (s. 46).

Legislation in action:

- To date, over 50 Manitoba municipalities have formed Municipal Heritage Advisory Committees.
- More than 118 municipalities have designated a total of more than 250 municipal heritage sites, including buildings, bridges, water towers, cemeteries, parks and landscapes.
- Approximately one-half of all municipal designations were completed with help from local Municipal Heritage Advisory Committees.



KEY CONTACTS: HERITAGE PARTNERS AND ORGANIZATIONS

The Manitoba Historic Resources Branch can help municipalities with heritage planning and procedures and advise on heritage issues:

Historic Resources Branch
Manitoba Culture, Heritage and Tourism
Main Floor, 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
204-945-2118 or toll free 1-800-282-8069, ext. 2118
Fax: 204-948-2384
E-mail: hrb@gov.mb.ca
www.manitoba.ca/heritage

Other heritage organizations specialize in particular areas and may be able to provide advice or support on issues in their areas (membership may be required). The Historic Resources Branch maintains *The Heritage Directory* which lists more than 250 provincial, regional and community heritage organizations and agencies in Manitoba. You can call us toll free at 1-800-282-8069 (extension 2118), for organizations in your area; see our website at www.gov.mb.ca/chc/hrb/info/links.html; or contact groups directly:

Archives of Manitoba – 945-3971, toll free: 1-800-617-3588
Association for Manitoba Archives – 942-3491
Association of Manitoba Museums – 947-1782
Canadian Heritage – 983-2121
Canadian Icelandic Heritage – 885-5792
Community Heritage Manitoba – 322-5235
Heritage Canada – 275-6061
Heritage Winnipeg – 942-2663
Jewish Heritage Centre of Western Canada – 477-7460
Manitoba Archaeological Society – 942-7243
Manitoba Forestry Association Incorporated – 453-3182
Manitoba Genealogical Society Inc. – 783-9139
Manitoba Heritage Council – 945-5834, toll free: 1-800-282-8069
Manitoba Historical Society – 947-0559
Manitoba Naturalists Society – 943-9029
Mennonite Genealogy Inc. – 772-0747
Military History Society of Manitoba – 832-5030
Société historique de Saint-Boniface – 233-4888
The Manitoba Museum – 956-2830

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PART 2: YOUR MUNICIPAL HERITAGE FRAMEWORK



CREATING AN EFFECTIVE HERITAGE BYLAW

An effective, proactive, empowering heritage bylaw is something every municipality should have. By setting out heritage policies on advisory committees, evaluation processes and heritage permits in advance, a municipality (and its council) can avoid piecemeal, hurried decision making, and the appearance of favouritism or inconsistent treatment.

Municipalities should consider a single heritage bylaw that integrates:

- the appointment of a Municipal Heritage Advisory Committee and a statement of its role
- procedures for reviewing site designation requests
- a process for issuing heritage permits, including a requirement that owners of municipal heritage sites get approval for alterations to sites by obtaining a permit before starting work
- a statement of heritage policy that outlines the council's authority to regulate heritage resources through zoning and/or secondary plans under *The Planning Act*
- the process for designation that complies with the *Heritage Resources Act*. (Site designations can be handled by separate/additional bylaws if preferred. Completing several designations at one time can save cost and administrative time.)

Sample bylaws are included in template form in Part 5 of this guide. Councils should get legal advice and adapt these samples for their municipality.



MUNICIPAL HERITAGE ADVISORY COMMITTEES

Municipal Heritage Advisory Committees (MHACs) are committees of council, established by bylaw, to advise council heritage or the *Heritage Resources Act*. Typically, a Municipal Heritage Advisory Committee **advises council** on designation of sites or commemoration of themes, people and events which are municipally significant. A MHAC may also initiate projects to promote the community's heritage resources. Some examples of popular initiatives include walking/driving tours, regional bus tours, oral histories, artifact preservation and special events.

Authority to establish an MHAC is outlined in subsection 34(1) of *The Heritage Resources Act*. **The sample heritage bylaw included in Part 5 of this guide includes sections that establish a MHAC.**

MHAC members:

The committee should represent various interests in the municipality. Suggested membership for the committee includes municipal councillors, business people, local architects and planners, museum or historical society volunteers and others with a keen interest in the heritage of the area.

Forming a MHAC:

A MHAC should be formed when a council would like advice on a heritage matter. The matter can be a specific issue – a development proposal or a threatened landmark, or when a proactive strategy is needed to protect, interpret or promote the community's heritage.

It is important to remember that although MHACs can perform many of the same functions as a historical society, they also have, as part of their mandate, a duty to serve the council and the community.

To form a MHAC:

1. Recruit volunteers from existing heritage organizations or recruited through a public notice. If there are specific things the council would like the MHAC to address, these should be stated.
2. Pass a municipal bylaw establishing the committee (sample included in Part 5 of this guide)
3. Work with MHAC to clarify and define committee responsibilities. These could include reporting on a specific issue, providing annual reports or completing a project.



MHACs in action:

- To date, over 50 municipalities have formed MHACs.
- Community Heritage Manitoba is an umbrella organization representing and supporting Manitoba MHACs.
- The Historic Resources Branch can advise your community on establishing a MHAC, or put you in touch with a nearby MHAC which can offer first-hand knowledge and experience.



THE IMPORTANCE OF COMMUNITY HERITAGE MANAGEMENT PLANS

A Community Heritage Management Plan (CHMP) is the single best tool for ensuring the conservation of heritage resources and helping a community maximize the potential of its heritage resources. Whether you are just starting out or are a heritage veteran, a CHMP can help you focus your efforts, attract resources and volunteers and measure results.

A CHMP can be used by a MHAC, a council or a heritage organization to organize activities to reach certain goals within the limits of budget, time and energy. The process assesses where you are now, deciding where you would like to be by a certain time and creating realistic strategies for getting there.

In the **traditional approach to heritage planning**, the first step in managing the community's heritage was to prepare a heritage inventory, which could be used to evaluate resources and rank them into levels of significance. Once the inventory was done, a management plan could be produced to show how these resources should best be conserved. This approach works well if heritage conservation is a top priority in your community, if you have a lot of time and if you have extensive human and financial resources. Few communities, however, have such a commitment to heritage.

The new approach to heritage planning is a form of planned, managed opportunism, building from the bottom up, one piece at a time. Instead of preparing a single, comprehensive inventory, information is gathered and processed only as it is needed and it reflects community values. The inventory evolves over time and is based on the needs of the plan.

This incremental approach to planning and information gathering involves:

1. Understanding where the community is now.
1. Defining where it wants to go.
2. Identifying which programs and activities will achieve the goal.
3. Gathering the information needed to meet the goal.
4. Evaluating the information.

Historic Resources Branch has staff to help your community create a management plan that works for you.



Advantages of Community Heritage Management Plan:

- Very few Manitoba municipalities have annual CHMPs, but these communities have become provincial heritage leaders.
- Developing a basic plan can take as little as an afternoon, time that can be repaid tenfold in efficient use of resources and effort.
- A CHMP can help focus resources on community priorities.
- A well-articulated plan reduces confusion and conflict.
- Clear objectives make it easier to attract volunteers, grants and other financial resources, and community support.

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PART 3: MUNICIPAL HERITAGE SITES



MUNICIPAL HERITAGE DESIGNATIONS

Note: This section provides background on the authority to designate and purpose of designation. The administrative process is discussed separately.

Municipal designations legally recognize and protect a particular site that has heritage significance to a municipality. A designated site may be eligible for grants and tax advantages along with the prestige of being identified as a place of community importance. Designated sites are also eligible to be nominated to the Canadian Register of Historic Places (CRHP), an online database of historic places from across Canada. This offers a valuable opportunity to share your heritage with researchers, students and tourists. For more information on the CRHP, contact the Historic Resources Branch or visit www.historicplaces.ca.

Under the *Heritage Resources Act* (s. 1.2), a heritage site must:

- be an area or place, parcel of land, building or structure, exterior or interior portion of a building or structure or district within the registering municipality
- represent in itself or because of human remains there (or thought to be there), an important feature of either the development of the entire or part of the province, the development of people and their culture within the province, or the natural history of the province or a part of the province flexible, merit designation

Designation authority is flexible - almost any place can be designated as a municipal heritage site:

- Although the age of a site may be a consideration, there is no minimum age for a site to be considered for designation.
- A designated site may be any physical place (such as a building, cairn, landscape, trail, cemetery or museum) as long as it has defined physical boundaries.
- A designated site may be owned privately or by the municipality. In almost all cases, privately-owned sites should only be designated with the consent of the owner(s).
- A designated site does not have to be open to the public.
- Municipalities may not designate property/buildings owned by the Province of Manitoba or the Government of Canada as municipal heritage sites.
- Since designation is a recognition of the value of a site to the community, it is appropriate that the municipality consider supporting the site through limited cost or cost-neutral ways (municipal heritage property tax credits, grass cutting, blanket insurance coverage municipality owns site and leases it back to owner, etc.)



- Typically, it takes about one month to have a site designated and costs about \$90 for associated land title costs. These costs are sometimes borne by the owner, if they have requested designation or will benefit from designation.

Candidates for municipal designation can be identified through a community-led survey (ex: surveys conducted by a Municipal Heritage Advisory Committee), or at the request of a private individual (often the owner). In either case, but especially the latter, it is important to **consider whether designation is appropriate for the site**. Will the site be better conserved if it is designated? Will the community be proud of the site? Is a conservation plan in place to ensure the site and its heritage value can be sustainably managed?

There are many reasons to designate a site, including celebrating community culture, economic development, site preservation/protection, gaining access to technical advice and potential grants and/or raising a site's profile. **Designation is not a cure for critical sustainability issues. Sites facing serious challenges require thorough strategies which should be developed before designation. Designation is frequently only one component of the strategy.**

Designation is a tool that gives some legal protection from unsympathetic development while providing limited access to financial help (only small capital grants, usually only for exterior work concentrating on foundation, roof, windows). It is most appropriate for sites that are already sustainable, that have public/community value, and that are not anticipated/required to experience radical changes as part of their use.

For sites that do not meet these criteria, interpretive plaques/signage, heritage marketing without designation, easements/covenants, inclusion on walking tours or preservation as a ruin may be better or additional approaches to achieving project goals.



CRITERIA FOR THE DESIGNATION OF HERITAGE SITES

When assessing possible sites for designation, primary concern must be given to their heritage significance and their representative qualities. For provincial designation, the resource must be of significance to the province as a whole. Similarly, municipally designated sites should reflect crucial elements of the heritage of a particular locality.

Depending on scope of a designation project (ex: a single request from an owner or a community-wide search for candidates for municipal designation), a range of approaches may be used to assess sites. A simpler, less formal approach might involve a basic discussion of why a site is significant, focused on the headings suggested below. A more thorough approach might include a heritage inventory with a ranking system used to evaluate categories.

Common criteria for evaluating heritage sites:

HISTORY AND CONTEXT – Is the site associated with a person, group or organization which has made a valuable contribution to either the province or the region? Is it associated with, and effectively illustrative of, broad patterns of cultural, social, political, military, economic or industrial history?

LANDMARK – Is the site particularly important as a visual or historic landmark to the province, region or community? Has the site been part of the fabric of community life for a long time?

ARCHITECTURE – For buildings, is it a notable, rare or early example of a particular style or construction type? Was it designed or constructed by a notable architect or builder?

EVENT – Did a noteworthy event which has made a significant contribution to the province, region or community occur on the property?

INTEGRITY – Has the site been altered? For buildings, is it in good structural condition?

PRACTICAL CONCERNS – Is the site safe? Can it be effectively conserved? If tourism is a concern, is it accessible? Is the owner of the site open to discussing designation?

Types of sites often considered for municipal designation may include:

- schools
- churches
- town halls
- branch banks
- commercial outlets
- railway stations
- farmsteads of early settlers
- remnants of early trails
- former townships, sites of fur trade posts



- archaeological sites
- bridges, trestles or other industrial structures (water towers, dams, etc.)
- landscapes which show the human aspects of specific kinds of agricultural or industrial production or particular kinds of land organization

These are just a few examples. The *Heritage Resources Act* enables municipalities to designate almost any culturally-significant site. If your community has an idea for a unique heritage site, contact the Historic Resources Branch.



EFFECTS OF HERITAGE DESIGNATION FOR SITE OWNERS

Often the owners of significant buildings or other sites considered for heritage designation will have questions about the impact it will have on them and their property.

Every situation is different and discussion (between the owner and the municipality and/or the Historic Resources Branch) may be needed to clarify specific effects.

As an owner, heritage designation will mean:

1. A notice will be added to the title of your property indicating it is a heritage site. This is not a caveat and will not impede the sale or use of the property.
2. Basic information about the site (site name, owner's name, legal description of site, etc.) will be kept on a municipal heritage register and/or on a provincial heritage register. No sensitive or personal information is included on these registers and they may be viewed by the public.
3. The Historic Resources Branch will ask if you would like to have your site included on the Canadian Register of Historic Places (CRHP). This is places no restrictions on your property and is completely voluntary. The CRHP is an online, public database of heritage sites across Canada used promote and to learn about historic places.
4. You must apply for a heritage permit from the designating authority (either your municipality or the provincial government) before doing work that significantly alters or could affect the heritage character of your site (including demolition of a building or structure). This is in addition to securing any necessary building permits. Requiring these permits does not mean that your site cannot be changed; just that the heritage value and character of the building will be considered before making changes. Often, these permits are only required for exterior alterations. Check with the designating authority for more information.
5. You might be asked by a local heritage group or others if you would like to receive visitors, or have your site included on a walking/driving tour or in an annual open house event. Participation in these types of activities is voluntary. You are not required to open your property to the public.
6. If your site includes a designated building or structure, it will likely be eligible for limited capital financial support through the Historic Resources Branch's Designated Heritage Buildings Grant program. This program provides matching grants to helpwith conservation. Full details on this program, and others that may also apply to you, are available from the Historic Resources Branch.



7. After your site is municipally designated, certain types of new site improvements may be eligible for municipal heritage property tax credits. Check with your municipal office or the Historic Resources Branch for more information.

Designated heritage sites may receive technical and advisory services from the Historic Resources Branch, including help with developing maintenance and conservation plans and guidance on doing site research. Your Municipal Heritage Advisory Committee may also provide help with these or other matters.



STEPS AND COSTS OF MUNICIPAL HERITAGE SITE DESIGNATION

The municipal designation process established by *The Heritage Resources Act* offers a municipality the most effective opportunity to protect its heritage places. Because designation involves property, a proposal to designate must be well publicized and anyone with a concern about a proposed designation must have an opportunity to express that concern. Full consultation with a property owner should take place before the steps for municipal designation begins. The best protection for a heritage site is a committed owner.

The act provides for documents used in the designation of municipal heritage sites to be in a set form. The forms (attached in Part 5 of this guide) are:

- Municipal Notice of Intent
- Municipal Heritage Notice
- Municipal Notice of Appeal

Other documents to be used in the municipal designation process are left to the discretion of the municipality. Suggested samples and formats for these are also included in Part 5.

The cost to designate a municipal heritage site will vary (because of variable publication costs). The average cost is **about \$250 to designate a site and takes about one month**, to allow time to serve a notice of intent and hold a public hearing.

Steps to municipally designate a heritage site:

1. The municipal council either generates [from council or from the Municipal Heritage Advisory Committee (MHAC)] or receives a request for municipal designation.
2. If the request is not received from the MHAC, the council should refer it to the MHAC for evaluation and a recommendation. If no MHAC exists, council can complete their own evaluation. The recommendations to the council from the committee could be either:
 - a) that the site is of heritage significance to the locality and should be designated as a municipal heritage site
 - b) that the site is not of municipal significance and should not be designated
 - c) that the site, due to its qualities and historical association, may be significant not just in the local context but to the province as a whole and, therefore, should be first referred to the Manitoba Heritage Council for evaluation to determine if the site should be designated as a provincial heritage site
3. When municipal council is satisfied that a site in the municipality has sufficient heritage significance for municipal designation, a **bylaw** must be prepared and given **first reading** (see Part 5 for format).



4. After first reading, a Municipal **Notice of Intent** of the proposed designation (see Part 5 for format) and a copy of the proposed bylaw must be served personally on the owner, any lessee of the affected property and on the Minister of Culture, Heritage and Tourism, through the heritage designation officer, Historic Resources Branch.

At the same time, the notice must be published either in two successive issues of a newspaper circulating in the area, or in single issues of two separate newspapers. Finally, the Notice must be filed in the appropriate land titles or registry office (\$40 fee).

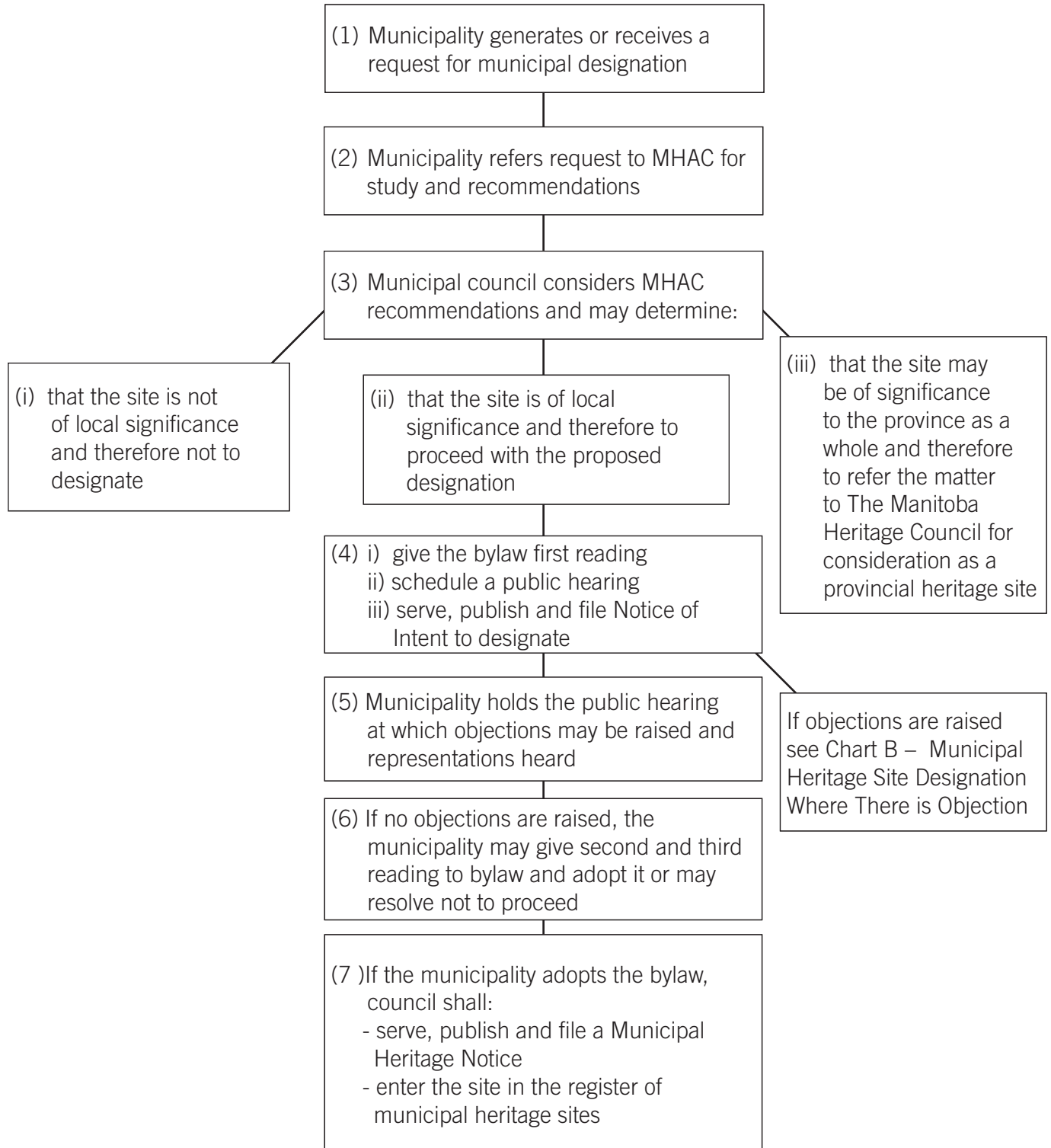
The Notice of Intent must include:

- a) a declaration by the municipal council that, in its opinion, the site is of sufficient heritage significance and that the council intends to designate it as a municipal heritage site
 - b) a date, time and place for a hearing by the municipality to receive any objections and other representations on the proposed bylaw
5. The date of the **hearing** must be no earlier than 21 days after the date of service of the Notice of Intent. Where no objections are raised to the proposed bylaw at the public hearing, the council may adopt the bylaw after **second and third reading**, or may resolve not to proceed further with the proposed designation. If there are objections, the council may choose to amend and then proceed. (See the section on objection to designation which follows.)
 6. Once a designation bylaw is adopted (and the site is designated a municipal heritage site), the municipal council must serve a copy of a **Municipal Heritage Notice** (See Part 5 for format.) on the owner, any lessee of the affected site and on the Minister of Culture, Heritage and Tourism, through the Heritage Designation Officer. The notice must also be **published** in one issue of a newspaper and must be filed in the appropriate land titles or registry office (\$40 fee).

Note: Under the Act, an objection to a proposed designation, or an appeal of a designation, may be referred to the Manitoba Municipal Board for consideration



CHART A: MUNICIPAL HERITAGE SITE DESIGNATION – WHERE THERE IS NO OBJECTION





OBJECTION TO DESIGNATION

The owner or lessee of the site, or any group, organization or individual can raise an objection to a proposed municipal heritage designation at the hearing (See Part 5 for format.)

If an objection is raised, the council may:

- a) resolve not to proceed with the designation
- b) amend the bylaw, give it second and third reading and adopt it
- c) refer the matter to the Manitoba Municipal Board established under *The Municipal Board Act*

If the proposed designation is referred to the Manitoba Municipal Board, it will set a date, time and place for a public hearing to receive objections and other representations. At least 21 days before the hearing the board will:

- a) serve notice of the hearing upon the municipality, the minister, through the heritage designation officer, the owner any lessee of the site and any parties who either objected to the designation or made representation at the earlier hearing
- b) publish a copy of the notice of the hearing in two issues of a newspaper circulating in the area or in one issue of two separate newspapers

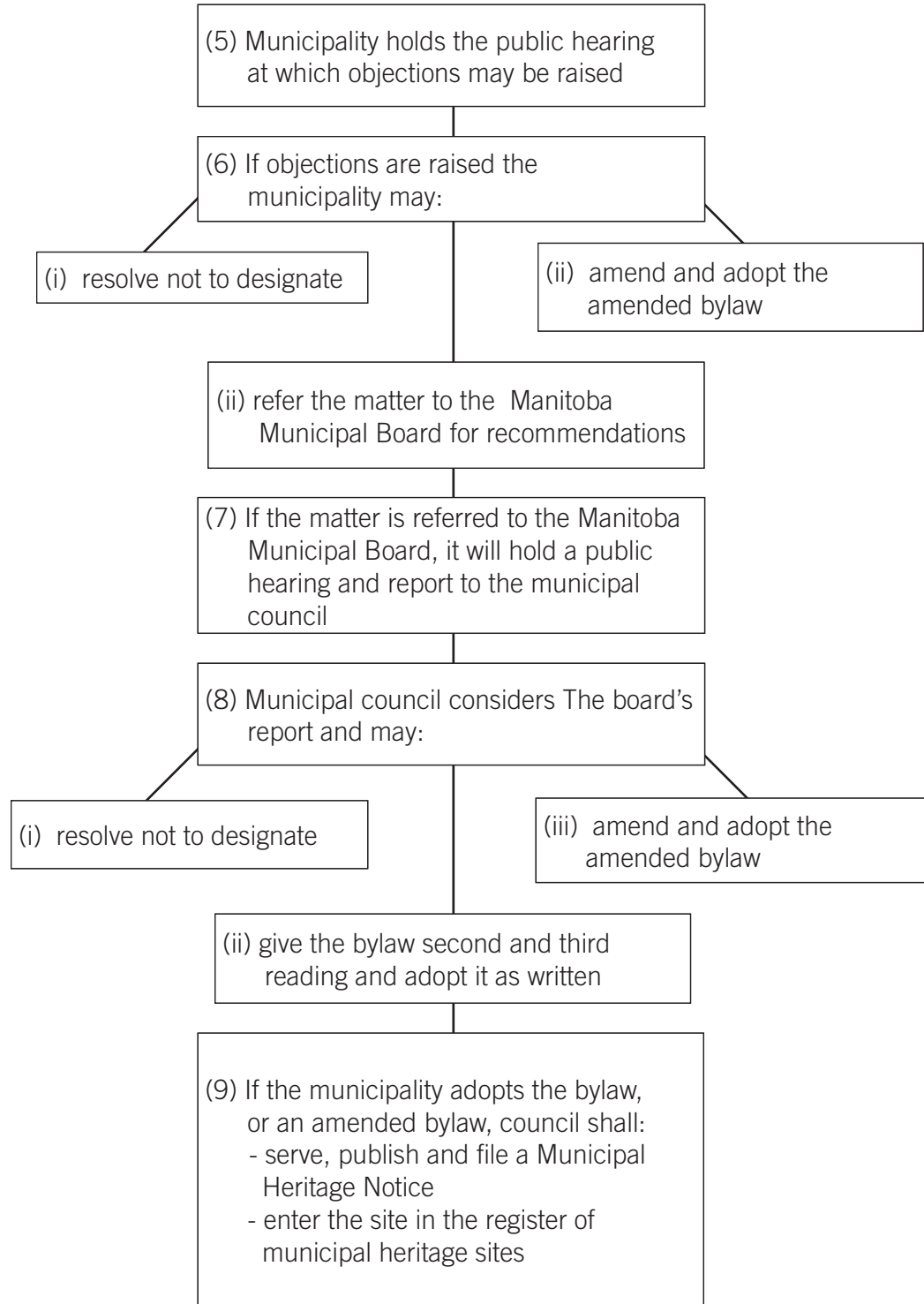
After the hearing, the board will prepare and submit to the municipality a report of its recommendations, with reasons. Upon receiving this report, the municipality may:

- a) resolve not to proceed with the proposed designation bylaw
- b) amend the proposed bylaw, give it second and third reading and adopt it
- c) give second and third reading to the bylaw and adopt it without amendment

Then, in the same way a municipal heritage site is created if there is no objection, the council must serve a copy of the Municipal Heritage Notice on the owner, and any lessee of the affected site and on the minister, through the heritage designation officer. The notice must also be published in a newspaper and must be filed in the appropriate land titles or registry office.



CHART B: MUNICIPAL HERITAGE SITE DESIGNATION-WHERE THERE IS OBJECTION





APPEALING A DESIGNATION

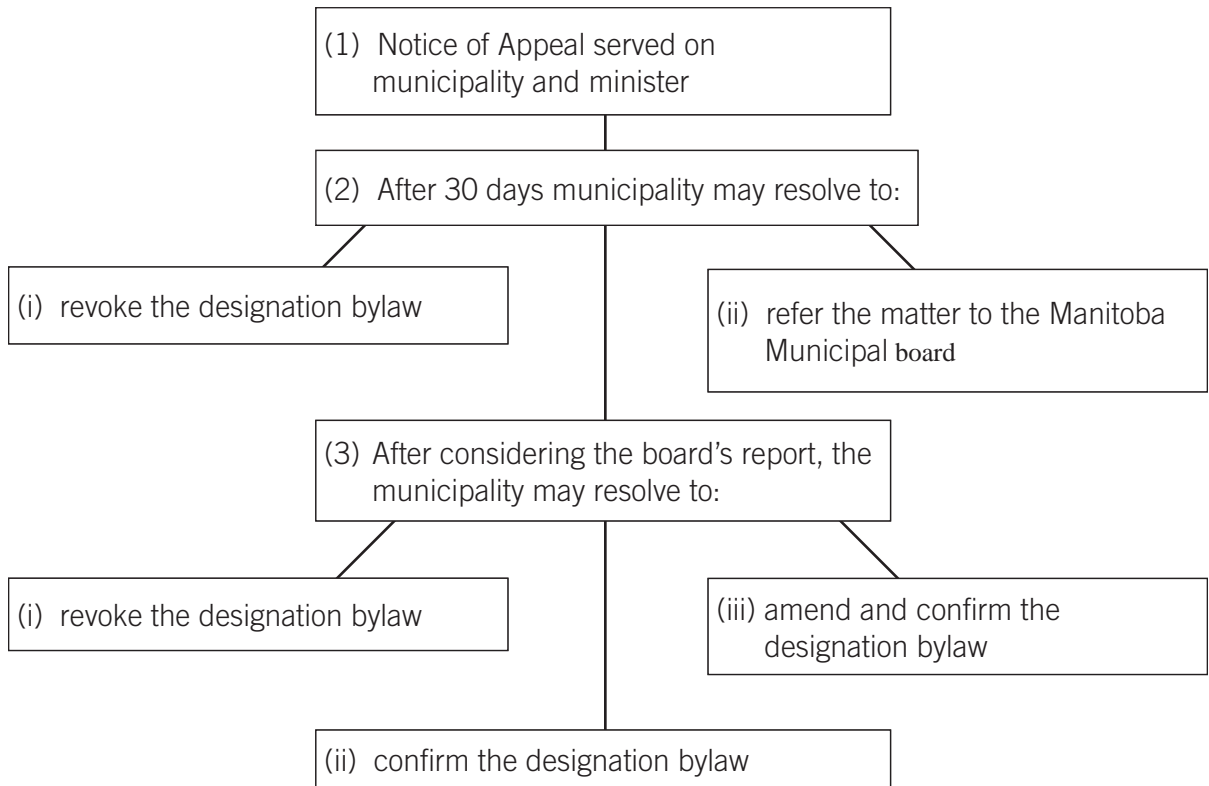
At any time after the adoption of the municipal designation bylaw, the owner/lessee of the municipal heritage site or any person or group, may appeal to municipal council to have the bylaw amended or revoked if new facts or circumstances have arisen. The appeal must start with a Notice of Appeal (See Part 5 for format.) At least 30 days after the Notice of Appeal has been served upon the municipality and the minister, through the heritage designation officer, Historic Resources Branch, the council may:

- a) pass a new bylaw, amending or revoking the original bylaw
- b) refer the appeal to the board for a hearing, report of findings and recommendations

If the matter is referred to the board, council then has the same options as when the board reports on an objection to a proposed designation. After receiving the board's report and recommendations, the council may pass a new bylaw, amend or revoke the original bylaw or pass a resolution to confirm the original bylaw and dismiss the appeal.



CHART C: PROCESS FOR APPEALING A DESIGNATION





REGISTER OF MUNICIPAL HERITAGE SITES

Because designated heritage sites are a matter of public interest, municipalities must maintain a register of such sites (See section 33(1) and 39(1) of *The Heritage Resources Act*). The register must be available for public inspection and must include:

- a) the location of each site
- b) a physical description of the site
- c) a description of its significance
- d) the date of designation
- e) the names and addresses of owners and lessees

The register may contain any other relevant material, such as photographs, drawings or plans (A sample register page is included in Part 5 of this guide.) If you would like help creating or updating the format of your municipal heritage register, please contact the Historic Resources Branch.

The information contained in a Municipal Heritage Register may be useful in land use planning, tourism and economic development.

Note: If a municipality designates a municipal heritage site (or passes a resolution or bylaw dealing with a municipal heritage site or proposed municipal heritage site), it must advise the Minister of Culture, Heritage and Tourism by serving the minister, through the heritage designation officer, Historic Resources Branch, with a copy of the Municipal Heritage Notice or resolution or bylaw.

Minister of Culture, Heritage and Tourism
c/o Heritage Designation Officer
Historic Resources Branch
Manitoba Culture, Heritage and Tourism
Main Floor, 213 Notre Dame Avenue
Winnipeg, MB
R3B 1N3

Fax: 204-948-2384



EMERGENCY POWERS TO SAVE THREATENED HERITAGE SITES

Emergency powers are intended for use only in extraordinary situations. In almost all cases, good planning and adequate consultation with site owners and stakeholders will prevent problems.

To protect a municipal heritage site or a site for which a Notice of Intent has been issued, **councils take steps to stop work and remedy any damage done.** If work is being done without a Municipal Heritage Permit or is not following the terms and conditions of the permit, the council may issue a written order for the owner/stakeholders to stop and to fix whatever's been done.

If this order is not followed, the council may apply for a court order from a judge or justice. This order may direct the municipality to have workers, equipment and materials removed from the site and, if necessary, for the council to have the damaged site repaired.

In extraordinary situations, where a threat to a site or building is critical, the council may have the workers, equipment and materials removed before obtaining a court order. After receiving an order from a judge or justice, the council may fix any damage. The council may then apply to the courts to recover the costs of stopping the work and repairing any damage.

Note: To avoid situations where sites are threatened by incompatible work or work that is harmful to the heritage character of a site, municipalities should consult their Municipal Heritage Advisory Committee or the Historic Resources Branch, and review the feasibility of proposed designations. Sites that require extensive or expensive conservation work should only be designated if a clear plan is in place for how it will be conserved. This plan should accurately identify the cost of renovations/conservation and a source of funds.



HOW TO ISSUE A HERITAGE PERMIT FOR A MUNICIPALLY DESIGNATED HERITAGE BUILDING

It is important to realize that once a building or site has been municipally designated under *The Heritage Resources Act*, a heritage permit must be granted by the municipal government before any physical alterations take place. By requiring a permit before work begins, the community value of the site is protected for future generations. **A municipal heritage permit is required for a site owner to get a provincial Designated Heritage Buildings Grant.**

Since most owners of designated sites care deeply about the heritage value of their buildings or sites, they usually act only to conserve its heritage character. **So, the heritage permit process is a simple one of verifying that all necessary heritage considerations have been made and that the best approach possible is being used.**

The process of issuing a permit:

1. Early in the development stage (before hiring a contractor or completing plans), the site owner should file a heritage permit application with the municipality. A sample permit application is included in Part 5 of this guide. If possible, the Statement of Significance (a brief report on what makes the site important, used on the Canadian Register of Historic Places) should be reviewed when writing the permit application.
2. The municipality, through its Municipal Heritage Advisory Committee (MHAC), will review the proposal and provide a report to council with a recommendation to grant the permit, to grant the permit with specific conditions, or to deny the permit and have the project reconsidered. It may be helpful to have the MHAC chairperson contact the site owner to discuss the project or, at later stages (for larger projects) review project plans and drawings. This additional information may be required before a heritage permit is granted.. The *Standards and Guidelines for the Conservation of Historic Places in Canada* can be used to help review the application.

Historic Resources Branch staff are available for consultation if a MHAC would like help reviewing a permit application or discussing project options. They will also consult if your municipality does not currently have an MHAC.

3. Council should consider the recommendations of the MHAC, and this decision should be conveyed to the site owner. If a permit is granted, a copy should be sent to the site owner, and another copy included with the municipality's Heritage Register.

Note: A heritage permit is not the same as a building permit. Building owners must also get building permits and other necessary licenses or permits from local authorities.



DEVELOP A MAINTENANCE PLAN FOR A MUNICIPAL HERITAGE SITE

Regular maintenance is essential for heritage sites. It limits deterioration of a site's heritage character, helps avoid hazards such as fire and is often less costly than major conservation work.

It is in the best interest of municipalities that are designating or providing support (either in-kind, property tax credits or direct financial support) to heritage sites to ensure every site has an effective maintenance plan.

Because every site is different, every maintenance plan will differ. Basic elements common to all plans are discussed below. **Note: Staff support and a detailed, easy-to-use manual for site-specific maintenance plans are available from the Historic Resources Branch. The *Standards and Guidelines for the Conservation of Historic Places in Canada* also provide helpful information in an easy-to-use recommended/not recommended format.**

1. Pre planning

These questions should be answered to ensure safety and to ensure the maintenance plan is realistic.

- Can the work be performed safely by the owner, or are professionals required?
- Will work in one area affect other areas of the site?
- What is the budget for maintenance and repair work?
- Are any building or heritage permits required?

2. Understanding the Site

Background information about the site should be used during conservation planning.

- For most designated sites, a Statement of Significance (a brief report on what makes the site important, used on the Canadian Register of Historic Places) will provide details on why a place is important and what details or elements are of the most importance.
- Condition reports or structural assessments from the past (if available) pinpoint chronic problems or areas that should be monitored.

3. Regular Site Inspections

Plans which include regular (usually semi-annual inspections) are best because they ensure regular monitoring and continuity, and can catch small problems before they become big ones.

- Site inspections (starting with the roof and working down to the foundation) should be planned for spring and fall.
- Specific areas and components to consider include: roofs, gutters and downspouts, site drainage, foundations, exterior walls, windows, doors, features, details and risk of fire or arson. The manual (available from the Historic Resources Branch) provides a checklist of typical questions for each of these areas.



INSTITUTE A MUNICIPAL HERITAGE PROPERTY TAX CREDIT

Heritage buildings can be an important community asset. Short-term municipal support through tax credits may encourage owners to renovate or offset the costs of maintaining an asset which benefits the community. The assessed value of the property is often increased by the renovations and, as a result, the tax base of the community is strengthened over the long term. This type of incentive can help rejuvenate main commercial streets or neighbourhoods.

The Municipal Act allows local governments to offer tax credits to help conserve municipally designated heritage buildings. After designating a heritage property under *The Heritage Resources Act*, municipalities can then adopt bylaws for tax credits to eligible property owners conserve their sites. The power to provide a tax credit for municipal heritage sites is discretionary.

Councils interested in providing a tax credit program can get a complete information package from the Historic Resources Branch along with staff support to develop a tax credit plan.

Following is some information about the scope and process of Municipal Heritage Tax Credits. It can be modified to meet local circumstances.

Eligibility:

To receive Municipal Heritage Tax Credit assistance, an applicant must meet all of the following criteria (specific statutory requirements are indicated in bold):

- **The building must be designated as a Municipal Heritage Site under The Heritage Resources Act at the time of application.**
- **The applicant must be the owner(s) of the designated Municipal Heritage Site or person(s) authorized in writing by the owner to make an application.**
- The applicant must have submitted all information required in the Municipal Heritage Tax Credit Application Form.
- All proposed preservation, restoration or stabilization work must be approved before work begins. A Municipal Heritage Tax Credit will not be provided for work commenced prior to grant approval.
- All work must comply with zoning bylaws, building codes, design approval processes, etc.
- **Applicants must apply for a Heritage Permit from the municipality before a Municipal Heritage Tax Credit application can be reviewed.**
- Tax credits will be considered for net eligible costs, before any other government grants or rebates, provincial sales tax or federal GST, tax refunds or credits, regardless of whether an owner has applied for or received them.



Eligible Costs:

- Exterior and interior restoration work, including:
 - conservation of original, existing material
 - restoration of deteriorated material and
 - reconstruction of missing components (which must accurately replicate the historic appearance based on archival or other evidence)
- Structural repair and stabilization
- Architectural and engineering fees
- Work required to upgrade the historic building to contemporary standards, including:
 - repair/replacement of electrical, mechanical and plumbing systems
 - fire sprinkling as required by Manitoba the Building Code
 - renovation of heritage elevators to comply with the Manitoba Building Code
 - new interior construction, if it is compatible with the heritage characteristics of the building
 - energy efficiency if provided the exterior of the building is not affected
 - asbestos removal and other environmental abatement requirements (insects, pigeons, mould, etc.)
 - handicap access requirements (work must demonstrate minimal impact to historically significant exterior and interior features)
- Exterior painting, based on research of historic paint colours

Ineligible Costs:

- Construction or maintenance of historic cairns, markers, plaques or signs
- Operations and maintenance costs (ex: lawn cutting or cleaning eavestroughs) or short term routine building maintenance (ex: repairing steps, general painting)
- Demolition of or moving buildings
- Modern siding (ex: aluminium or vinyl), modern roofing (ex: asphalt shingles) or modern eavestroughing (ex: vinyl and/or a contemporary design)
- New windows that do not look like the original windows
- General landscaping (ex: grass, trees, fences, benches, etc.), unless the work is essential to the provision of physical access for persons with disabilities
- Sandblasting or other building cleaning techniques that will damage building materials or finishes, or the application of water-repellent coatings
- Additions, new outbuildings
- Feasibility studies

Level of Assistance:

- Before a Municipal Heritage Tax Credit is issued, minimum and maximum levels of assistance available for a site, the maximum percentage of the net private (eligible) investment to be credited and the maximum time for the tax credit and for completing the work should be specified. These variables allow considerable flexibility in how a tax credit is applied.



- The tax credit **may be used to reduce municipal property and business taxes only**. The credit can be specific to taxes on the building only or land and buildings, decided in advance.
- The application for a tax credit is subject to review by the municipal government and criteria is available in detailed package from the Historic Resources Branch. **The municipal government can reserve the right to accept or reject applications and set the amount of the tax credit for to a specific project.**

Administrative Procedure:

- Application forms will not be reviewed until all required information outlined in the **Municipal Heritage Tax Credit Application is supplied. Council may request applications be reviewed by the Municipal Heritage Advisory Committee**
- Designation of the site under *The Heritage Resources Act* must be completed at the time of application. A Municipal Heritage Tax Credit will only be approved after the site has been designated.
- Applicants are encouraged to first consult their municipal government staff about the Municipal Heritage Tax Credit application.
- Applicants must have a Municipal Heritage Permit authorizing the work before applying for a Municipal Heritage Tax Credit. All other required permits, certificates and other authorizations must be obtained before the project begins.
- Before the application of any tax credits, the project must be completed and:
 - all tax arrears, utility charges or other amounts owed to the municipal government must be paid
 - all project expenses set out in the application form must be paid
 - all paid invoices, a final financial report and any other information required must have been provided to the municipal government

General Conditions:

- The municipal government reserves the right to have its staff inspect the building before, during and after the work.
- Reasonable public access to the preserved, restored or stabilized portion of the building or site may be required by the municipal government after project completion.
- Successful applicants may be required to acknowledge the support of the municipal government in publicity and promotional material on the project.
- No additional tax credit applications for any one heritage site will be accepted until completion of the project.
- Municipal tax credits may only be applied to work that has been approved under the Municipal Heritage Tax Credit Program.
- The applicant agrees that the municipal government is not liable for any claims, demands, or causes of action that may be made against it because of any act, or omission by the applicant, or the applicant's employees or agents, arising at or from the building site.



Municipal Heritage Tax Credits can be used to acknowledge the contribution of heritage sites to the community and the private investment sometimes required for their upkeep. A tax credit can also help spur new development and improved use of a heritage site.

The flexible nature of credits means they can be adapted to suit a wide range of sites and projects. However, because tax dollars are involved, careful attention must be paid to transparency and clarity. If your municipality would like more information or would like to establish a Municipal Heritage Tax Credit, contact the Historic Resources Branch.

MAKE HISTORY.

Preserve Manitoba's Past.



PART 4: **HERITAGE INFORMATION & RESOURCES**



THE HISTORIC PLACES INITIATIVE

The Historic Places Initiative (HPI) is an initiative led by the federal government, in collaboration with provincial and territorial governments. Its goal is to strengthen the culture of conservation in Canada. The initiative fosters greater appreciation of the diversity and value of heritage sites, buildings and special locations across Canada, including those in your municipality.

Because they are partners in Manitoba's heritage, municipalities play a valuable role in recognizing, preserving and promoting the province's past for the benefit of future generations. The Historic Places Initiative offers two new tools: the Canadian Register of Historic Places and *The Standards and Guidelines for the Conservation of Historic Places in Canada*. These are part of the heritage management toolkit available to municipalities and are referred to in this guide.

The Canadian Register of Historic Places is an online catalogue providing a single source of information about designated sites across the country. It is located at www.historicplaces.ca. The register is a valuable source of easily accessible information on Canada's historic places for teachers, researchers, travellers, heritage professionals and the public. Each entry includes a **statement of significance** describing the cultural value of the designated site and is complemented by a photograph (See the section on Statement of Significance for more information). Designated heritage properties in your municipality are eligible for the register and the Historic Resources Branch is working to have all Manitoba heritage sites added to the Canadian Register of Historic Places.

The Standards and Guidelines for the Conservation of Historic Places in Canada is a comprehensive guide on conservation principles and practices. By providing best practice information for buildings, landscapes, engineering works and archaeological sites, the guidelines offer practical advice on how to manage and conserve heritage resources. Municipalities are encouraged to review the guidelines and use them when planning or reviewing heritage projects. Their adoption across Canada will lead to a new, national level of consistency that will benefit property owners, developers and restoration professionals. They are also a benchmark used by many agencies for the review of grant applications. Copies of the guidelines are available from the online Parks Canada Library at www.pc.gc.ca or by contacting Manitoba Culture, Heritage and Tourism, Historic Resources Branch.

For more information on the Historic Places Initiative in Manitoba, please contact:

Municipal Liaison Officer
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2981
Toll free: 1-800-282-8069, ext. 2981
Fax: 204-948-2384



VALUE-BASED MANAGEMENT

Heritage buildings are rich, sometimes complicated, repositories for anyone interested in our history. They connect us to our forebears, their ideas, their ways of life, their hopes and dreams and disappointments. Some of these buildings also help tell major stories about our past, settlement, economic growth, challenges, successes, growth, decline and rebirth.

All the subjects that can be attributed to a heritage building can be called “values”. For anyone involved in the conservation of a heritage site, it must ensure that the values for their building are clearly stated and understood. In Manitoba, various governments have protected more than 600 sites that have value to a community or the province. Most of these sites have been recognized for their cultural heritage values. These are analyzed under the Historic Places Initiative (HPI) following three broad categories:

Physical Values – Technical issues that typically are associated with the architecture of a building – style/tradition, material, function, craftsmanship

Associative Values – Broad historical issues often connected with a person, group or event associated with a building – historical themes; developments in social/community, cultural, spiritual, scientific, educational spheres

Environmental Values – Contextual issues that help make a building a more significant part of a whole – related to a historic place is site/setting, and how it affects a broader context.

Each designated building in Manitoba has its own distinct values. A clear, concise expression of these is a key goal of the Historic Places Initiative (HPI). A clear expression of a building’s key values will help with the various kinds of attention that are brought to the building – interpretation, money, volunteer labour, conservation, maintenance, etc. HPI in Manitoba has determined that all of its activities and tools will be based on a fundamental understanding of values and on the concept of value-based management.

The first element in the value-based management approach is called the Statement of Significance, the primary document that describes a building’s core values. HPI in Manitoba has contracted with heritage consultants to produce Statements of Significance (SoS) all designated sites in the province. Every designated building owner in Manitoba will receive a copy of their SoS. Affected municipal governments will also receive copies as they become available.

We suggest that CAOs collect their Statements of Significance in this binder, following the section introducing the Statement of Significance (SoSs that already have been completed have been placed there already).



STATEMENT OF SIGNIFICANCE

The Statement of Significance (SoS) has three primary purposes:

- explain the heritage value of a historic place to site owners and visitors viewing the Historic Places Initiative website, historicplaces.ca
- provide guidance about heritage value to property owners, planners, architects, etc.
- help guide the preparation of conservation plans when work is required to a heritage building.

There are three sections of an SoS:

- **Description of historic place** which describes what has been designated
- **Heritage value**, which describes why the historic place is important
- **Character-defining elements**, which describes what key elements directly affect heritage value and must be protected to preserve value

In terms of HPI's value-based management approach, it is the **heritage value** section that assumes key importance. The creation of a useful, heritage value section will address the following issues:

- It will identify and effectively describe where the core heritage values of a historic place.
- It will answer the question: "Why is the historic place important/significant?"
- It will ensure the principal area of heritage value is emphasized (ex: one of either architecture; person, group, event; context).
- It will identify secondary values and place them in a hierarchy after the primary value. Values that are interesting, but not deemed significant, will not be included.
- It will be written in a clear manner.
- It will guide the identification of character-defining elements.

The **character-defining elements** identify in point form, the major materials, forms, spatial configurations, uses and cultural associations or meanings that together comprise the heritage value of the historic place, and which must be retained to preserve its value. This section provides guidance to property owners, planners, architects and others involved in the conservation or rehabilitation of a historic place. The preparation of the character-defining elements section takes into account the following questions and issues:

- What are the key elements of the historic place that must be protected to preserve the heritage value of the site?
- Do the elements directly affect the heritage values identified in the previous section (ex: if the place has historical value, which elements apply directly to that value: the materials, forms/style, spatial organization, uses, etc.)



- The section should not be treated as an exhaustive list of building or site features to be protected, but as a guide to where value lies.
- The following questions provide a checklist that help identify character defining elements:
 - Does heritage value lie in the materials?
 - Does heritage value lie in the formal qualities (ex: the form/style) of the historic place?
 - Does heritage value lie in the spatial configurations (ex: layout or sequences of spaces)?
 - Does heritage value lie in the traditional uses associated with the historic place?
 - Does heritage value lie in its cultural associations or meanings (ex: oral histories, traditional rituals)?



COMPLETE A HERITAGE INVENTORY

A municipal heritage building inventory is a photographic and written record of a community's significant buildings and historic places. These can include buildings readily associated with a community's historic fabric: old stores, churches, post offices etc., less obvious sites such as water towers, bridges, dams, exhibition sites, period landscapes and industrial sites (ex: foundries and brickyards).

An inventory fosters civic identity and pride, provides baseline information for tourism products (ex: walking or driving tours), and can be used for teaching. An inventory is also an important first step towards both identifying a community's significant structures and choosing those to be researched for possible designation as municipal heritage sites.

An inventory is a perfect first project for a Municipal Heritage Advisory Committee, because it provides basic information for a wide range of projects.

Building inventories are divided into four stages:

1. **Preparation** involves assembling the equipment and completing the organizational tasks necessary before starting the inventory.
2. **Research** involves gathering information about the community's past. This is done by producing a history of the community and by conducting a brief orientation tour of the community.
3. **Surveys are** the heart of an inventory. They include gathering photographs and written information on each structure in the inventory.
4. **Completion** involves coding, organizing and assembling of information in its final form.

If done by part-time volunteers, a well-executed inventory can take **several weeks to a couple of months**. It depends on the number of sites surveyed and the size of the municipality. The cost of an inventory can also vary considerably. If slide (print) film is used, the cost of film, developing/printing and travel can be **several hundred dollars**. The use of high-quality digital cameras can **cut down on costs**, may affect of the archival quality of data storage devices (CDs).

The intended use of the inventory information may be used for community meetings, ranking candidates for municipal designation and recommendations to council, or creation of an illustrated map for tourists.

The Historic Resources Branch has produced **How-to Series 2: A Guide to Conducting A Municipal Heritage Building Inventory**. It is a detailed, manual for doing an inventory. Contact the Historic Resources Branch for a free copy. Financial assistance for certain types of inventory and research projects may also be available through the Heritage Grants Program.



FUNDRAISING AND GRANTS

Attracting the financial resources needed to complete projects is critical to success in the heritage field. For many municipalities and heritage organizations, grants support heritage projects that may not otherwise be feasible. Generally, grants provide a maximum of 50 per cent of eligible project budgets, so fundraising for the other 50 per cent is still necessary. In some cases, grants may not be available for your type of work or project (ex: ongoing operating costs for some facilities, for example). In these cases, the financial sustainability of a site/project may require ongoing fundraising.

Realistic thinking about budgets and possible sources are important parts of a successful business plan. Think about what you need, who can help you get it and what you might be able to give in exchange. Are there partnerships that can be formed?

For example, if what you need are building materials, is there a local business that might be able to provide them? Would they be more inclined to do so if you acknowledged their support in your brochure? Could you encourage the local media to run a good news story about them helping your project out? You can also offer a framed, formal letter of thanks to display in their business. Building partnerships where there are benefits to all takes time, but can have long-term benefits.

In addition to more traditional methods of fundraising (ex: asking for donations from individuals and businesses), bake and rummage sales, cookbook sales, etc. are creative approaches that can help differentiate your fundraising appeal from the many others out there. Some general examples include:

- corporate sponsorship or adopt-a-building
- philanthropic support
- special events such as house tours, garden tours, museum sleepovers for kids, heritage-themed dances/teas/suppers
- creation and sale of a traditional local product using traditional methods
- heritage art auction

Staff from the Historic Resources Branch can consult on fundraising strategies and provide planning resources that can help you.

Manitoba Heritage Grant List:

To help you find grant resources and determine your eligibility, consult the following Manitoba Heritage Grant List. **Contact program officials before an application because program criteria and deadlines can change.**



MANITOBA HERITAGE GRANT LIST

Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Manitoba Heritage Grants Program	<ul style="list-style-type: none"> for not-for-profit sites only must be open to the public and reflect community interest funding will not exceed 50% of eligible costs 	\$4,000 to \$6,000	Varies	Heritage Grants Program Manitoba Culture, Heritage and Tourism 330 – 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-2213 Fax: 204-948-2086 E-mail: hgp@gov.mb.ca Web: www.gov.mb.ca/chc/grants/hgp.html	January 31 and June 1
Manitoba Historical Society Centennial Farm, Business, or Organization Awards	<ul style="list-style-type: none"> farm must have remained in same family farm must be at least 50 acres in size site must have been in operation for at least 100 years 	Plaque or certificate	One Plaque or certificate	Manitoba Historical Society 470 - 167 Lombard Ave. Winnipeg MB R3B 0T6 Phone: 204-947-0559 Fax: 204-943-1093 E-mail: info@mhs.mb.ca Web: www.mhs.mb.ca	None
Community Festivals Support Program	<ul style="list-style-type: none"> must take place in rural or northern community and be the community's signature celebration festival must be annual, and have taken place for at least two years. it must not be eligible for ongoing financial assistance through other provincial government programs only non-profit organizations are eligible 	Varies	Varies	Recreation and Regional Services Manitoba Culture, Heritage and Tourism 6 th Floor – 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-3766 Fax: 204-945 1684 E-mail: rrs@gov.mb.ca Web: www.gov.mb.ca/chc/rrs	April 1 and December 31



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Commercial Heritage Properties Incentive Fund (CHPIF)	<ul style="list-style-type: none"> taxable Canadian corporations that own a designated heritage building 	Varies	\$1,000,000	General Information: www.pc.gc.ca/progs/plp-hpp/plp-hpp2a_E.asp Application Information: David Firman, CHPIF Certification Service Provider Main Floor, 213 Notre Dame Ave. Winnipeg, MB R3B 1N3 Phone: 204-945-5809 Toll free: 1-800-282-8069, ext 5809	No deadlines, program being offered for a limited time only
Community Places Program	<ul style="list-style-type: none"> non-profit community organizations in Manitoba for the upgrade, construction, or acquisition of buildings and other facilities that provide long-term benefits to the community residents 	Varies	\$50,000	Community Places Program Manitoba Culture, Heritage and Tourism 3 rd Floor 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-0502 Fax: 204-948-2086 E-mail: mcpp@gov.mb.ca Web: www.gov.mb.ca/chc/grants/cpp.html	Mid-February
Designated Heritage Building Grants	<ul style="list-style-type: none"> owners of provincially or municipally designated heritage buildings (or holders of a lease of 10 or more years) must be municipally or provincially designated building must meet good conservation standards non-building sites are not eligible 	\$5,000 to \$8,000	\$35,000	Historic Resources Branch Manitoba Culture, Heritage and Tourism Main Floor 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-5809 Fax: 204-948 2384 E-mail: hrb@gov.mb.ca	Mid-March



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Celebrate Canada	<ul style="list-style-type: none"> • funding for events and activities that occur during Celebrate Canada only (June 21 to July 1) 	Varies	Varies	Celebrate Canada Programs Officer, Department of Canadian Heritage 2nd Floor, 275 Portage Ave. Box 2160 Winnipeg MB R3C 3R5 Phone: 204-983-4664 Fax: 204-983-5365 E-mail: culture_canada@pch.gc.ca Web: www.pch.gc.ca/canada/index_e.cfm	March 1
Cultural Spaces Canada	<ul style="list-style-type: none"> • incorporated, non-profit arts and heritage organizations • provincial/territorial governments, municipal or regional governments, and their agencies, and First Nations and Inuit equivalent governments, are also eligible • federal organizations and federal crown corporations are not eligible for funding 	Varies	Varies	Cultural Spaces Canada 2nd Floor, 275 Portage Ave. P.O. Box 2160 Winnipeg MB R3C 3R5 Phone: (204) 984-6624 Fax: (204) 983-5365 Web: www.pch.gc.ca/progs/ecc-csp/index_e.cfm	none
Museums Assistance Program	<ul style="list-style-type: none"> • for Canadian museums and related institutions • institutions that are, or plan to be, non-profit, operate year round and have at least one full-time staff 	Varies	70% of eligible costs	Museum and Heritage Consultant, Department of Canadian Heritage 2nd Floor, 275 Portage Ave. P.O. Box 2160 Winnipeg MB R3C 3R5 Phone: 204-983-2139 Fax: 204-983-5365 Web: www.pch.gc.ca/progs/pam-map/index_e.cfm	November



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Manitoba Prairie Churches Project	<ul style="list-style-type: none"> • must be a designated site. • must match awarded funds (maximum grant is 50% of required funding) 	\$3,000 to \$5,000	\$15,000	Manitoba Prairie Churches Initiative Thomas Sill Foundation 115 Plymouth Street Winnipeg, Manitoba R2X 2T3 Phone: 204-947-3782 Fax: 204-956-4702 Web: www.prairiechurches.com	none
Canadian Council of Archives Grants	<ul style="list-style-type: none"> • any archival institution engaged in the acquisition, care, and preservation of archival materials - a member of the Association for Manitoba Archives 	Varies	Varies	Coordinator, Association for Manitoba Archives Westminster Post Office Box 26005 Winnipeg MB R3C 4K9 Phone: 204-942-3491 Fax: 204-942-3492 E-mail: ama1@mts.net Web: www.mbarchives.mb.ca/grants.htm	Varies, see webpage
Thomas Sill Foundation	<ul style="list-style-type: none"> • for buildings and museums only • must be designated buildings/museums • must be at least level 1 • must wait two years between grants before reapplying 	\$10,000	\$15,000	The Thomas Sill Foundation Inc. 115 Plymouth Street Winnipeg, MB R2X 2T3 Phone: 204-947-3782 Fax: 204-956-4702 Web: www.thomassillfoundation.com	none
Virtual Museum of Canada (VMC) Community Memories Program	<ul style="list-style-type: none"> • must be public, not-for-profit museums • must be basic or contributing members of the Canadian Heritage Information Network (CHIN) • proposals limited to museums with no more than three full-time paid staff, including museums that are entirely volunteer-run 	User-friendly software and a standard investment of \$5,000	User-friendly software and a standard investment of \$5,000	Canadian Heritage Information Network (CHIN) 15 Eddy Street (15-4-A) Gatineau, QC K1A 0M5 Toll Free: 1-800-520 2446 Web: www.chin.gc.ca/English/Members/VMC_Memories/index.html	Varies, see webpage



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Energy Innovators Initiative	<ul style="list-style-type: none"> • must be an Energy Innovators Initiative member • owners or managers of existing commercial, institutional and other eligible organizations eligible for Energy Retrofit Assistance (ERA) funds • must be used for upgrading energy efficiency of building 	Varies	50% of planning cost , to a maximum of \$25,000 25% of project cost , to a maximum of \$250,000	Energy Innovators Initiative Office of Energy Efficiency Natural Resources Canada 615 Booth Street, 4th Floor Ottawa ON K1A 0E9 Toll-Free: 877-360-5500 TTY: 613-996-4397 Fax: 613-947-4121 E-mail: info.services@nrcan.gc.ca Web: www.oeo.nrcan.gc.ca/eii	January 31
Commercial Building Incentive Program	<ul style="list-style-type: none"> • must be a new construction, or a complete interior gut of a reused building, with energy efficiency as the renovation goal • must be a commercial building • must show project site uses 25% less energy than Model National Energy Code for Buildings (MNECD) standards • must meet all other MNECD standards 	Varies	\$60,000	Commercial Building Incentive Program Office of Energy Efficiency Natural Resources Canada 615 Booth Street, 1 st Floor Room 150 Ottawa ON K1A 0E9 Phone: 613-943-9227 Toll Free: 1-877-360-5500 Web: www.oeo.nrcan.gc.ca/commercial/financial-assistance/new-buildings/index.cfm	None
Virtual Museum of Canada (VMC) Investment Program	<ul style="list-style-type: none"> • must be either public, not-for-profit museums contributing or basic members of CHIN or organizations that have an ongoing role in representing museums or managing several institutions and making proposals on behalf of multiple museums • applications done online • funding supports online sites 	\$130,000	\$300,000	Canadian Heritage Information Network (CHIN) 15 Eddy Street (15-4-A) Gatineau, QC K1A 0M5 Toll Free: 1-800-520 2446 Web: www.chin.gc.ca/English/Members/Vmc_Investment_Program/index.html	Varies, see webpage



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Arts Presentation Canada	<ul style="list-style-type: none"> incorporated non-profit organizations that present artistic experiences originating from more than one province or territory or that strengthen networking activities of Canadian performing arts presenters - Presenters that are municipal institutions or First Nation Tribal or Band Council / Inuit Organizations also considered 	Varies	\$25,000 or \$200,000 depending on structure	Canadian Heritage 2nd Floor 275 Portage Avenue P.O. Box 2160 Winnipeg, Manitoba R3C 3R5 Tel.: 204-983-3601 Fax: 204-984-6996 E-mail: pnwt_ptno@pch.gc.ca Web: http://www.pch.gc.ca/progs/pac-apc/index_e.cfm	April 30 and September 30 – check webpage for current dates
Sustainable Development Innovations Fund	<ul style="list-style-type: none"> the SDIF provides funding for the development, implementation and promotion of environmental innovation and sustainable development projects delivered by local governments, industry, community and youth groups, Aboriginal organizations and First Nation communities 	Varies	\$50,000	Sustainable Development Innovations Fund Pollution Prevention Branch Manitoba Conservation 123 Main Street, Suite 160 Winnipeg MB R3C 1A5 Phone: 204-945-0146 or (204) 945-8443 Toll free: 1-800-282-8069, ext. 0146 Fax: 204-945-1211 E-mail: sdif@gov.mb.ca Web: www.gov.mb.ca/conservation/pollutionprevention/sdif/	April 15, June 15, August 15, October 15, December 15
Community Museums Grants	<ul style="list-style-type: none"> non-profit, public community museums in operation for at least one year must not receive other operating grants from Manitoba Government 	\$2,400	Level 1: \$1,350 Level 2: \$3,150	Historic Resources Branch Manitoba Culture, Heritage and Tourism Main Floor, 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-0404 Fax: 204-948 2384 Toll free : 1-800-282-8069, ext. 0404 E-mail: hrb@gov.mb.ca Web: www.gov.mb.ca/chc/regional.html	June 1

Note: This is a list of typical funding resources to Manitoba communities and heritage organizations, and is not as an endorsement of these programs.



HOW TO APPLY FOR A HERITAGE PERMIT FOR A PROVINCIALY DESIGNATED HERITAGE SITE

It is important to realize that once a building or a site has been **provincially designated** under *The Heritage Resources Act*, a heritage permit must be granted by the Historic Resources Branch (Manitoba Culture, Heritage and Tourism) before any physical alterations take place. The basic information presented here can help owners get a heritage permit.

Obtaining a heritage permit for a provincially designated site takes about a couple of hours. It normally requires information that is generated as part of the normal project planning process. There is no charge.

Contact the Historic Resources Branch to discuss the appropriate process, because the process for smaller projects can be simplified.

1. **Early in the development stage**, a preliminary proposal (idea of what should be done to the site/building) should be submitted to the architect at the following address:
David Firman, Architect
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg, Manitoba R3B 1N3
Phone: 204-945-5809
Toll free: 1-800-282-8069, ext. 5809
Fax: 204-948-2384

The architect will review the proposal and give the owners feedback on their ideas. If needed, alternative ways to handle the proposal will be provided. Proposed work will be assessed using the *Standards and Guidelines for the Conservation of Historic Places in Canada* using the site's Statement of Significance (SoS) as a guide.

2. The **basic proposal** or idea is then developed into a set of drawings outlining the form and materials suggested for the project. These drawings should be submitted to the Historic Resources Branch architect for review.
3. At this stage, the basic design will be developed to a **final design** that is acceptable to all parties. The drawings and further details about materials and construction. these may take the form of outline specifications done by a professional.
4. Once a final design has been agreed upon, working drawings and specifications are usually prepared for the project. Before tendering the project, a copy of the **contract documents** must be forwarded to the Historic Resources Branch architect for review. **A heritage permit will be issued at this time.**



- 4. During construction,** the branch architect will inspect the work being done to ensure it follows the heritage permit. The branch architect must be notified of all changes to the contract documents that occur during construction. This can be done by forwarding copies of relevant change notices/orders to the branch architect for review.

Notes:

- A heritage permit is not the same as a building permit. Building owners must get all building permits and other licences/permits from local authorities.
- Because of the complex, specialized nature of building conservation design, it is highly recommended that a design/engineering professional be consulted to prepare designs, cost estimates and contract documents.



SEEK PROVINCIAL HERITAGE DESIGNATION FOR A SITE

The Heritage Resources Act provides protection of heritage resources by either the provincial or municipal governments. **Provincially designated sites represent unique, rare, outstanding examples of Manitoba's development, its peoples or natural history.** Municipally designated sites, are of local importance to an area or region. Examples of provincially designated sites include the Inglis Grain Elevators, the last remaining elevator row in Manitoba; and the Beautiful Plains County Court Building in Neepawa, the oldest courthouse (along with Brandon's original court building) in the province.

Some heritage sites are significant at municipal and provincial levels and are designated by both governments. Most heritage sites are of most significance within their locale or region, and there are many more municipally designated sites (more than 500) in Manitoba than provincially designated sites (about 110).

Suggestions for provincial heritage designation can be brought to the attention of the Historic Resources Branch for discussion. Formal requests for provincial designation will be reviewed by the Manitoba Heritage Council. This independent, appointed body reviews and advises the minister of Culture, Heritage and Tourism on the designation of provincial heritage sites. The council has expertise in archaeology, architecture and history, and experience working on community heritage projects.

Thousands of specialized studies on churches, schools, railway stations, early agricultural buildings and popular building types symbolizing local community heritage have been completed by the Historic Resources Branch. Current priorities for consideration include sites related to industry, sites representing post-1940 heritage and sites with an ethnocultural aspect. The best examples are selected by the Manitoba Heritage Council for consideration by the minister of Culture, Heritage and Tourism for provincial heritage designation.

The Manitoba Heritage Council uses standard criteria for its building assessments. These include:

Assessing Architectural Interest

- **Style of the building** – notable, rare, unique or early examples of a particular style, type or convention
- **Method of construction** – notable, rare, unique or early examples of a particular material or method of construction
- **Design** – particularly attractive or unique buildings because of the excellence, artistic merit, or uniqueness of design, composition, craftsmanship or details



- **Interior work** – particularly attractive or unique interior arrangements, finishes, craftsmanship or details,
- **Integrity** – the building occupies its original site, has suffered little alteration, retains most of its original materials and design features, and is in good structural condition
- **Streetscape** – contributions to the historical continuity or character of a street, neighbourhood or area

Assessing Historical Interest

- **Architect or contractor** – design or construction by an architect or contractor who made a significant contribution to the community, province or nation
- **Person/institution** – the use of the building by groups, organizations, or individuals who made significant local, regional and national contributions
- **Event** – association with an event that has made a significant contribution to the community, province or nation
- **Context** – associated with, and effectively illustrates broad patterns of cultural, social, political, military, economic or industrial history
- **Landmark** – a particularly visual and/or historical landmark



HERITAGE VILLAGES AND HERITAGE BUILDINGS AT MUSEUMS

Communities often face situations where a building, such as a school, church, distinctive home, or local business, is no longer suitable for its original purpose, but is still seen as important to the community. When the building is abandoned or threatened with destruction, a local group may try to save it. They either try to preserve it where it is, or move it to a new site with other historic buildings, commonly referred to as a heritage village.

Because of the importance of a building's context, the first option should always be to preserve historic buildings on their original sites. They should be moved only if they are threatened with demolition.

Some things to think about when considering creating a heritage village:

- There are more than 40 heritage villages across Manitoba
- Nearly all have a pioneer settlement/early business theme
- Only one in two receive support from their local governments
- There are no provincial or federal heritage grants to move a building
- Heritage site visitors expect an authentic setting, quality programming and a range of services (wash-rooms, gift shop, food service, good parking, etc.)

Considerations for moving a heritage building to a museum site:

- Is it appropriate for the museum's theme?
- Will it complement other buildings already on the site?
- How will the look and feel of its original site be created at the new site?
- What will it cost to move it and could those funds be better used to maintain the existing site?
- What are the ongoing costs to preserve it and maintain it in the future, and how will these funds be raised?
- How can it be adapted for its new purpose and still respect the original character of the building?
- How big can the site get before it exceeds the community's resources to look after it?

Critical factors in the success of a heritage village:

- A feel of authenticity for the buildings and associated landscapes
- A long-term site plan which balances the museum's vision of success, the needs of its buildings and the expectations of its visitors and funders
- A strong base of support in the community
- A business plan, based on realistic projections of revenues and expenses
- A marketing plan which targets specific audiences (local citizens, students, or heritage tourists) with programs suited to their needs



One of the most neglected questions and the one that most needs to be answered during the planning process is: “What will this cost to operate?” A heritage village that is just able to make ends meet each year is heading for serious financial trouble if it starts a building project without considering the extra costs of maintaining new space. One-time-only project grants for buildings are relatively easy to come by; the hard part is finding the operating money to keep the site running properly.

Without some assurance that there will be increased funds to cover costs, the heritage village will likely fail. More of its limited resources will go to building maintenance, and less will be available for ongoing upkeep. New exhibits and programs which it needs to maintain its credibility with its community and visitors will not be possible.



BUSINESS PLANS FOR HERITAGE PROJECTS

Municipal Heritage Advisory Committees or other community groups may approach local governments for help with a heritage project. Projects have a better chance of success if they are based on a sound business plan that serves as a blueprint for the project. The following elements should be part of a heritage project business plan:

- Start with the finish. What is the project supposed to look like when it is done? Having a clear vision is a critical part of success, whether it is a one-year or a 20-year project.
- Who is it for? Knowing who it is for (citizens, students, tourists) makes it easier to decide what needs to be done. Trying to do something for everyone may spread the resources too thinly to be effective.
- How will it benefit the community? It should explain how it will improve quality of life, increase community skills, create new jobs, increase volunteerism or bring in new resources or revenues.
- What resources are needed? There should be a budget, an explanation of what skills are needed, and what skills are available to complete the project. Time is a resource and a realistic timetable is important. Capital projects should consider the need for ongoing maintenance or operation.
- Who are the supporters? There should be evidence that citizens will give time or money to help the project. If the plan requires outside resources, partners or funders should be identified, along with their requirements and possible levels of support.
- What standards must be met? Outside funding agencies often have standards that a project must meet to receive funding. These may include restoration, operational or public access standards.
- What are the milestones? Identifying key points in the project schedule will tell you if things are going as planned. Minor adjustments along the way are easier than major corrections near the end.
- What is success? Does the plan include some form of evaluation to show when it has been successful? Evaluation could include feedback from the community, the number of participants and the ability to meet revenue projections.

It's a Fact...

- Knowing where you want to be makes it easier to recognize when you get there.
- Organizers of the very successful Festival du Voyageur, say the most important element in success is a good mission statement, from which the plan is built.
- A plan helps individuals and organizations make good decisions, allocate resources for priorities and deal with unexpected developments.
- A plan is a great stress management tool, both for the organization and for the individuals involved.
- A good plan helps convince others to become involved or lend support to a project.
- Planning is an ongoing process. Plans need to be reviewed and regularly.



FOUR STEPS TO DEVELOP COMMUNITY SUPPORT FOR HERITAGE PROJECTS

1. Make Sure You Have Champions for Your Project

- Stand united. Ensure that your champions shares your vision.
- Convince at least three influential community members of the value of your project (vision).
- Get a mix of people from the community to support the project, (ex: member of the chamber of commerce, local councillor, and service group chairperson, etc.)
- Ensure your committee members (volunteers) also speak with one strong voice.

2. Tell Everyone Your Vision

- Get people talking and make your project the hot topic in town.
- Get your message out using the local papers, radio and television stations, the Internet, newsletters, bulletins, and word of mouth. Court the local media with fun events.
- Plan and publicize community events to mark important steps in the project.

3. Develop Unique Partnerships

- Dare to be different! Join forces with different organizations and benefit from fresh ideas.
- Investigate corporate sponsorships and prepare business proposals.
- Create distinctive partnerships, (ex: day camp operated by summer staff in a museum).
- Share training opportunities with other community organizations.

4. Celebrate Your Successes

- Set reachable goals and get on with them.
- Do projects with tangible results and short timelines (six months, maximum) so benefits are seen Celebrate all of your achievements, big or small.
- Recognize and thank your volunteers and champions for their support.

If you follow these steps and are passionate about what you do, you will increase community support for your heritage projects.

Visit www.communityheritagemanitoba.ca for more information.



HOW TO RECRUIT VOLUNTEERS FOR MHACS AND HERITAGE PROJECTS

1. Be Clear about Your Objectives and write them down. Detail your Municipal Heritage Advisory Committee's (MHAC's) goals and objectives to ensure potential volunteers understand what is needed and have a challenging, constructive role in your organization.
 - Have a clear, long range plan that guides your activities.
 - Do an annual update of your current volunteers, their skills, needs and expectations.
 - Identify the tasks to be accomplished and the skills required to do them.
 - establish a nominating committee to find volunteers for tasks.
2. Polish Your Image, perception is important. The more positive and professional the image of your MHAC, the more likely people will volunteer and become advocates for the organization and its work. MHAC members should consider these two questions:
 - How is your organization currently perceived in your community? Write down key words that come to mind.
 - What improvements (if any) could be made to your organization's image? Prioritize three areas which require improvement and agree on a method to make the changes.
3. Look for People in All the Right Places, capable people live in your area. Potential volunteers exist throughout the entire community and the surrounding area. Broaden volunteer base, but keep your contacts to a manageable size. Think in terms of two general categories – people and places – to generate a creative search for new volunteers.
 - Resources include: past volunteers, family, friends, business owners, business professionals, trades people, students, specific groups with leisure time and new residents in your community.
 - Places include: local businesses that encourage volunteerism, service clubs, schools, seniors' homes and related associations, commercial, recreation and fitness organizations, religious institutions and other community groups.
4. Tempt Your Volunteers, Show Enthusiasm. The initial contact with a potential volunteer (first impressions and how contact is made) is crucial to recruiting new people. Share your enthusiasm and commitment for the work and why it requires volunteers:
 - In person: one-to-one discussions, speeches to potential groups, word-of-mouth
 - Advertisements: media, audio-visual presentations (ex: addresses to local governments and service groups), displays (ex: malls, conferences and community events) and literature (ex: flyers, brochures, pamphlets, and posters)

Check Out the Internet. There are many useful websites with links and resources that can help your municipality or MHAC design volunteer recruitment programs. Three excellent sites devoted to volunteerism are:

- Volunteer Canada – www.volunteercanada.ca
- Volunteer Centre of Winnipeg – www.volunteerwinnipeg.mb.ca
- Charity Village – www.charityvillage.com

Visit www.communityheritagemanitoba.ca for more information.



GENEALOGY AND FAMILY TREE RESEARCH

Many families have deep roots in Manitoba communities and sometimes relatives want to learn more about the people who settled, lived in and are buried in these communities.

The Manitoba Genealogical Society (MSG) offers a resource centre and library, research support, and a newsletter which includes information on research methods. If you receive enquiries about genealogical research, or if your Municipal Heritage Advisory Committee (MHAC) is interested in completing a genealogy or cemetery project, contact **the MSG at:**

Manitoba Genealogical Society Inc.
Unit E - 1045 St. James Street
Winnipeg, Manitoba
Canada R3H 1B1
Phone: 204-783-9139
Fax: 204-783-0190
E-mail: mgsi@mts.net
Web: www.mts.net/~mgsi/



CENTURY FARM PROGRAM

Voluntary recognition programs for family farms in continuous operation for more than 100 years are offered jointly by Manitoba Agriculture, Food and Rural Initiatives, which MAFRI provides farm gate signs and certificates and the Manitoba Historical Society, provides Centennial Farm Plaques. For program information, visit your local MAFRI or Manitoba Culture, Heritage and Tourism regional office, or contact:

Manitoba Agriculture, Food and Rural Initiatives
809-401 York Avenue
Winnipeg, MB
R3C 0P8

Phone: 204-945-6492

OR

Manitoba Historical Society
304-250 McDermot Avenue
Winnipeg, Manitoba
R3B 0S5

Phone: 204-947-0559
E-mail: info@mhs.mb.ca



MANITOBA HISTORY RESEARCH SOURCES

Municipalities, Municipal Heritage Advisory Committees (MHACs) or other community heritage organizations doing history research can contact the Historic Resources Branch for advice on research methods and sources.

The branch has pamphlets, brochures and reports on individuals, events, buildings and other sites on Manitoba's history, which may be of help. It also has some unpublished and out-of-print Historic Resources Branch research reports, which can be viewed by appointment at the branch office. Before contacting the Historic Resources Branch to help identify source materials and plan your project, we suggest that you first consult:

- The Canadian Encyclopedia (also available on CD ROM)
- The Dictionary of Canadian Biography
- Pioneers and Early Citizens of Manitoba: A Dictionary of Manitoba Biography
- Manitoba: A History by W.L. Morton
- The Centennial History of Manitoba by James Jackson
- Manitoba 125: A History (in three volumes, Volume 1 Rupert's Land to Riel, Volume 2 Gateway to the West, and Volume 3 Decades of Diversity) by Greg Shilliday, editor

Most of these sources are available at your local public or school library, university libraries and the Legislative Library of Manitoba in the Provincial Archives Building in Winnipeg.

Other suggestions include:

- The catalogues, data bases, vertical files, scrapbooks and newspapers at your local library or the Legislative Library of Manitoba
- Your local historical society and museum, local civic, institutional, organizational and ethno-cultural archives
- The Archives of Manitoba and/or the Hudson's Bay Company Archives (also located in the Archives of Manitoba Building)

Useful Contacts:

Manitoba Legislative Library
Main Floor, 200 Vaughan Street,
Winnipeg MB R3C 1T5.
Phone: 204-945-4330
Toll free: 1-800-282-8069
Fax: 204-948-2008,
E-mail: library@gov.mb.ca
Web: www.gov.mb.ca/chc/leg-lib/index.html

Archives of Manitoba,
200 Vaughan Street,
Winnipeg MB R3C 1T5.
Phone: 945-3971
Toll free: 1-800-282-8069
Fax: 204-948-2008
E-mail: pam@gov.mb.ca
Web: www.gov.mb.ca/chc/archives/



CAIRNS, PLAQUES AND COMMEMORATIVE MARKERS

Historic plaques and markers are a popular form of site interpretation. They prominently identify historically significant buildings and other sites, individuals and events and provide essential information in capsule form.

Plaques and cairns are not difficult to develop, but achieving the best results can be a challenge (ex.: sometimes, when a plaque is cast in bronze, you only get one chance to do your best). The Historic Resources Branch offers advice on commemorative marker and writing a plaque inscriptions. It also has two publications that deal specifically with commemorative markers:

- How-to Series 1: A Guide to the Design and Installation of Commemorative Markers
- How-to Series 8: Using Signs to Interpret Community History

Funding for many commemorative markers is available through the Heritage Grants Program. It is always advisable to supply draft plaque/marker text to the Historic Resources Branch for review before applying for a grant. Advice from the branch may significantly strengthen your chances of a successful grant application.

Tips for developing commemorative markers:

- Planning – Allow time in your project for careful site selection, inscription writing and choosing design options. Making the right decisions at this stage is critical to overall success.
- Materials – Along with cost, the purpose and location of your marker may help determine appropriate material options. Certain materials are more suitable for indoor or outdoor use, some are better if a plaque is being put on to a building, while others may allow inclusion of drawings or maps. Material options are discussed in detail in How-to Series 1: A Guide to the Design and Installation of Commemorative Markers.
- Inscriptions – These need to be accurate, informative and concise (usually less than 160 words). Complete information, suitable for readers unfamiliar with the subject, should be provided. Multi-lingual (ex: English/French, English Ukrainian, English/French/Cree) inscriptions should be used where appropriate. Suggestions about writing inscriptions are provided in the How-to Series 1 or specific issues can be discussed with Historic Resources Branch staff.

A list of provincial heritage plaques, including inscriptions, is available on the Manitoba Historic Resources Branch webpage at www.gov.mb.ca/chc/hrb/plaques/index.html.



WHAT TO DO WHEN AN ARCHAEOLOGICAL SITE OR ARTIFACT IS FOUND

It is always best to be able to examine sites as they were found, with as little disturbance as possible. Studying artifacts at the site where they are found provides much more information than if they are moved to another place.

When sites or artifacts are found, have a qualified archaeologist examine it. In addition to archaeologists on staff, the Historic Resources Branch maintains volunteer archaeological regional advisors throughout the province; these avocational archaeologists also examine sites and identify artifacts. Advisors know their local areas and are familiar with what sites and artifacts have been found previously. Contacting the Historic Resources Branch will put you in touch with a network of archaeologists who can help.

The locations where heritage objects have been found should be accurately recorded, using a global positioning system (GPS) unit or the legal section, township, range, or parish and river lot number, so that these locations can be examined and entered into the Historic Resources Branch's inventory of heritage resource sites. If a site is in danger of being destroyed by either man-made or natural agents, the branch should be notified immediately so adequate steps can be taken to obtain as much information from the site as possible.

Finding an archaeological site or artifact will not stop development on a project. In all but the most sensitive cases, the Historic Resources Branch can work with communities and land owners to deal appropriately with archaeological finds. In several notable cases, the sites or artifacts found during development have had positive benefits on the community for teaching, tourism and economic development.

For artifacts that have already been moved, the Historic Resources Branch routinely examines sites and artifacts to determine their age, uniqueness and significance. The public can make appointments to bring artifacts to the branch's office at 213 Notre Dame Avenue in Winnipeg for identification. In addition, branch archaeologists examine private collections and/or sites throughout the province and offer advice on the care and treatment of artifacts and preserving archaeological sites.

For more information:

General Information
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2118
Toll free: 1-800-282-8069
Fax: 204-948-2384



PERMITS TO SEARCH FOR ARTIFACTS OR EXCAVATE A SITE

A **heritage permit**, issued by the Historic Resources Branch, is required to search for and collect heritage objects from any archaeological site on private or Crown land. A permit is obtained by filling out an application outlining where and when the applicant will search for heritage objects, the methods to be used and the reasons for the activity. A heritage permit may restrict activities that can be conducted at a site, such as the areas to be investigated and how they will be examined.

Appropriate record forms are issued with a permit to simplify the preparation of the report that is required as a condition of each permit.

A heritage permit is also required for metal detecting at known or potential archaeological sites. The branch has a list of the types of archaeological sites where metal detecting is acceptable. Recording forms for metal detecting studies are issued with a heritage permit and, when completed, satisfy the basic report requirements.

Only professional or qualified avocational archaeologists are issued permits to excavate sites.

Who owns artifacts?:

Any artifacts found after proclamation of *The Heritage Resources Act* in 1986 are the property of the Province of Manitoba. However, the province provides for custodianship of heritage objects. Artifacts collected on private land remain in the custody of the property owner, although landowners may transfer their rights to others, including those who collected the artifacts. Heritage objects recovered on Crown land may remain in the custody of those who found them.

The Act also requires that the finder report the find to the Historic Resources Branch.

A heritage permit is required to remove heritage objects from Manitoba. The permit is issued by the Historic Resources Branch, on completion of the appropriate application.

The branch has two publications on artifacts: *Heritage Objects* and *The Treatment, Care and Preservation of an Archaeological Collection*.

For more information:

General Information
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2118
Toll free: 1-800-282-8069
Fax: 204-948-2384

MAKE HISTORY.



Preserve Manitoba's Past.

PART 5: FORMS



SAMPLE

The Heritage Resources Act (Section 26)

MUNICIPAL NOTICE OF INTENT

Form 12

TAKE NOTICE that on January 27, 2000,
(month, day, year)

the council of the Rural Municipality of Bison gave first reading to bylaw 14/00
(name of municipality) (number)

to designate as a municipal heritage site under *The Heritage Resources Act*, the lands and premises commonly known as

Crocus School, 96 - 3rd Street
(name or address, or both name and address)

in the Village of Crocus.
(city, town, rural municipality) (name)

The land is described in Certificate of Title No. 12345 as follows:
(number)

In the Village of Crocus, in the Province of Manitoba, being Lot Twelve (12), in block Nine (9), which lot is shown on a Plan of Survey of Lots Eight (8) to Fifteen (15) of the Parish of Snowfall, registered in the Bison Land Titles Office as Plan No. 325.

a) A copy of the proposed bylaw is attached.
(**Note:** to appear in a notice that is to be served or filed.)

or

b) A copy of the proposed bylaw can be inspected at
the Bison Municipal Office, in Bison, 9:00 a.m. to 5: 00 p.m., Monday through Friday.
(**Note:** to appear in a notice that is to be published.)

A public hearing will be held at the Bison Municipal Office, 7:00 p.m., February 3, 2000
(time, month, day, year, location)

At that time, any person may submit an objection or other representation on the proposal.
If there is no objection, council may resolve to adopt the proposed bylaw, or not to proceed with it.

Dated at Bison, on January 29, 2000.

Clerk

MG-13520 (English) (Rev.1993)



SAMPLE

The Heritage Resources Act (Subsection 33(2))

MUNICIPAL HERITAGE NOTICE (MUNICIPALITY OF BISON) FORM 14

TAKE NOTICE THAT:
The site described as follows:

The lands and premises commonly known as The Crocus School, 96 - 34d Street ,
in the Village of Crocus ,
Province of Manitoba, and legally described in Certificate of Title No. 123345 as:

In the Village of Crocus, in the Province of Manitoba, being Lot Twelve (12), in Block Nine (9), which
lot is shown on a Plan of Survey of Lots Eight (8) to Fifteen (15) of the Parish of Snowfall, registered
in the Bison Land Titles Offices as Plan No. 325.

Of which the records of the Bison Land Titles Office show as owner:

John Jones, Manager, and Judy Jones, Doctor, both of the Village of Crocus in the
Province of Manitoba, as joint tenants and not tenants in common.

and all the lands and buildings thereon, have been designated as a municipal heritage
site to be protected under the authority of *The Heritage Resources Act* by municipal bylaw
No. 14/00 of the Municipality of
 Bison , adopted on the 3rd day of July 2000.

AND FURTHER TAKE NOTICE THAT:

A copy of this Municipal Heritage Notice shall be filed in the appropriate land titles office or
registry office, in accordance with the provisions of *The Heritage Resources Act*.

Dated at Bison , this 4th day of July 2000.

Clerk of the Municipality of

Bison

MG-13522 (English)

MUNICIPAL NOTICE OF APPEAL

APPELLANT INFORMATION

1. Name Smith Developers Inc.
 2. Address 456 - 2nd Street, Crocus, Manitoba
 3. Postal Code ROC 0C0 4. Telephone 123-4567
 5. Status: Legal Owner _____ Lessee _____
 Affected Individual X Affected Organization _____
 Interested Individual _____ Interested Organization _____

SITE LOCATION

6. Street and Number 96 - 3rd Street
 Town Crocus, Manitoba ROC 0C0
 Or River Lot No. _____ Parish of _____
 Or 1/4 Section _____ Township _____ Range _____
 7. Legal Description of Site (as noted in Municipal Notice of Intent or at Land Titles Office

In the Village of Crocus in the Province of Manitoba, being Lot Twelve (12) in Block Nine (9), Which Lot is shown on a Plan of Survey of Lots Eight (8) to Fifteen (15) of the Parish of Snowfall registered in the Land Titles Office of Bison as Plan No. 325.

REASONS FOR APPEAL

8. We hereby appeal bylaw No. 14/00, dated July 3, 2000 of the Municipality of Bison, in accordance with Sub-section 30 (1) of *The Heritage Resources Act*, for the following reasons:
Smith Developers Inc. would like to purchase the property in question to develop a \$500,000 commercial mall on the site. For the proposed project to be possible the Crocus School would have to be demolished.
Smith Developers, Inc.
 9. Per: _____ 10. October 10, 2000
 (Signature) President (Date)
 11. If the appeal is by an organization or a corporation, please complete the following declaration:
 I, Lorraine Smith, holding the position of President
 Hereby declare that I have the authority to sign this MUNICIPAL NOTICE OF APPEAL on behalf of Developers, Inc. by reason of the general bylaws of the company which empower the President to execute documents for the company
 12. _____ 13. _____
 (Signature) (Date)
 14. Name(s) and Address(es) of Co-appellants (if applicable)



SUGGESTED FORMAT

The Heritage Resources Act (Subsection 341[1])

SAMPLE HERITAGE BYLAW THE MUNICIPALITY OF _____
BYLAW NO. _____

BEING A BYLAW of The Municipality of _____ to provide for the conservation and preservation of buildings, structures, and lands of a local architectural, historical, and cultural and natural interest within the municipality.

WHEREAS the council of the municipality may, pursuant to *The Heritage Resources Act of Manitoba*, designate as a heritage site a municipal site that represents an important historical development of the locality, of its natural history, or of its people and their culture;

AND WHEREAS the council of a municipality may through the enactment of a By-law, pursuant to the provisions of *The Act*, provide for:

- (a) The protection of any municipal heritage site, designated or proposed to be designated under the act by prohibiting the alteration, repair, demolition, removal of any building, structure, or land upon or within such designated sites, or by such other means as the municipality deems advisable;
- (b) The issue, suspension and cancellation of Municipal Heritage Permits granted by the municipality to ensure that work and improvements to designated or proposed municipal heritage sites are sympathetic to the nature of the site of buildings; and
- (c) The maintenance of any municipal heritage site by the owner with the financial or other assistance and advice of the municipality or otherwise, and may enter into an agreement with the owner or lessee of *the municipal heritage site for these purposes*;
- (d) the establishment of a municipal heritage committee to advise the municipality on any matter relating to the act;

AND WHEREAS it is deemed desirable and in the best interest of the Municipality of _____ to provide for the protection of proposed and designated municipal heritage sites;

NOW THEREFORE the council of the Municipality of _____, in regular session assembled, enacts as follows:



SECTION 1 **TITLE**

1.1 This bylaw shall be known as the Municipal Heritage Bylaw

SECTION 2 **DEFINITIONS**

- 2.1 For definition of words used in the bylaw that are not included in this section reference should be made to *The Heritage Resources Act* or if not therein contained, to a standard dictionary.
- 2.2 The words and terms used in this bylaw have the following meanings:
- “administrator” – means the administrator of the Rural Municipality of _____.
 - “council” – means the council of the Rural Municipality of _____.
 - “municipal heritage notice” – means a notice to advise that a site has been designated as a municipal heritage site, and is a statutory form.
 - “municipal heritage permit” – means a permit issued by the rural municipality’s council authorizing the carrying out of any work, activity, development, or project, upon or within a site that is subject to a subsisting notice of intent or that is a municipal heritage site.
 - “municipal heritage site” – means a municipal site within the rural municipality of _____ that represents an important historical development of the locality, of its natural history, or its people and their culture and has been designated as such by a bylaw of the Rural Municipality of _____.
 - “municipal notice of intent” – means a formal notice given by rural municipality’s council of its intention to designate a municipal site within The Rural Municipality of _____, using the statutory form.
 - “municipal site” – means as the case may require, an area or a place, parcel of land, building or structure, exterior or interior portion or segment of a building or structure, within the Rural Municipality of _____, whether it is privately owned or owned by the Rural Municipality of _____.

SECTION 3 **ESTABLISHMENT OF MUNICIPAL HERITAGE ADVISORY COMMITTEE**

- 3.1 A committee to be known as the Municipal Heritage Advisory Committee (hereinafter referred to as “the committee”) is hereby established pursuant to Section 34(1) of *The Heritage Resources Act*.
- 3.1.1 The committee shall consist of not fewer than five members, to be appointed at any regular meeting of council.
- 3.1.2 Council may refer to the committee for its consideration and advice, and the committee may on its own initiative consider and advise the council on any matter relating to the powers afforded to Council under the terms of *The Heritage Resources Act* and,



in particular, the Committee may make recommendations to council respecting the designation of heritage buildings, structures, and lands as municipal heritage sites, the issuance of Municipal Heritage Permits and the demolition, preservation, alteration, or renovation of those buildings, structures and lands.

- 3.1.3 Council shall appoint one of the members of the committee as the presiding member and another as the deputy presiding member.
- 3.1.4 The committee may make rules governing its procedure.
- 3.1.5 A majority of the members of the committee shall constitute a quorum.
- 3.1.6 All questions before any meeting of the committee shall be decided by a majority of the members present including the presiding member and the presiding member shall have a deciding vote in the event of equality of vote.
- 3.1.7 The presiding member shall cause minutes of all meetings and proceedings of the committee to be recorded in a book kept for the purpose and shall forthwith after the adoption of the committee of such minutes sign and deliver the same to the Administrator of the Rural Municipality of _____.

SECTION 4 DESIGNATION OF MUNICIPAL HERITAGE SITES

- 4.1 Council may refer the matter of designation of municipal heritage sites to the Municipal Heritage Advisory Committee for review and recommendation prior to the designation. In no event shall the rural municipality's council be required to act upon the recommendations received.
- 4.2 Council may, by Bylaw, enact in accordance with *The Heritage Resources Act*, and subject to giving municipal notices, as prescribed in *The Heritage Resources Act*, designate as a municipal heritage site any municipal site within the borders of the municipality that in the opinion of council:
 - a) represents an important development of the locality;
 - b) of its natural history
 - c) of its people and their culture
 - d) land adjacent to a municipal heritage site, although not containing heritage resources
- 4.3 Where it is deemed desirable to designate a municipal site or a heritage site, council shall cause to be prepared a bylaw to this effect and proceed forthwith with its adoption pursuant to the provisions and procedures set out in the said act.
- 4.4 Rural municipality's council deems it necessary that the designated site's title be kept



current, as per the current board or trustees involved, and a copy be provided to the municipal office at the time of change.

- 4.5 Council (or the planning board) may, by bylaw, in accordance with *The Planning Act*, adopt a secondary plan to deal with objectives and issues within its scope of authority in a part of the planning district or municipality respecting enhancement or special protection of heritage resources or sensitive lands.
- 4.6 Council (or the planning board) may include provisions regulating the protection of scenic areas, heritage resources and sensitive land as part of a zoning bylaw, in accordance with *The Planning Act*.

SECTION 5 PROTECTION OF PROPOSED AND DESIGNATED MUNICIPAL SITES

- 5.1 Notwithstanding the provisions of the municipality's building bylaw, any person proposing to:
 - a) Excavate, repair, alter, renovate, enlarge, construct an addition to, demolish, remove, destroy or damage
 - b) Erect, build or construct any erection, building or structure upon within
 - c) Carry out any development project including any commercial, industrial, agricultural, residential, construction or other similar activity, development or project, upon or within any municipal site that is subject to a subsisting Municipal Notice of Intent, or that is a municipal heritage site, shall before commencing the proposed work, activity, development or project described in Clause (a), (b), or (c) submit to council an application outlining proposed work and requesting a municipal heritage permit authorizing the proposed work, activity, development or project.
- 5.2 Any application for a Municipal Heritage Permit required under this section shall be in such form and shall contain such information as council may prescribe. The rural municipality's council may forward the application to the Municipal Heritage Advisory Committee for review and recommendation.
- 5.3 After considering the application and the recommendation submitted by the Municipal Heritage Advisory Committee, council may approve the work, activity, development or project in the form in which it is proposed or with such variations as Council deems necessary for the protection of the site.
- 5.4 No person shall carry out any work, activity, development or project described in Subsection 4.1 upon or within a site that is subject to a subsisting Municipal Notice of Intent or that is a designated municipal heritage site, unless and until council has



issued a Municipal Heritage Permit under Section. 4.3 authorizing the work activity, development or project and unless the work, activity, development or project is carried out in accordance with such terms and conditions as council may impose and as may be set out in or attached to the Municipal Heritage Permit.

- 5.5 A Municipal Heritage Permit shall be in such form and contain such information and particulars as council may prescribe.
- 5.6 Council may require the owner or lessee of a municipal heritage site to undertake such measures as council may prescribe for the basic maintenance of such site; and may provide financial or other assistance and advice of the municipality or otherwise, and may enter into agreement with the owner or lessee of the municipal heritage site for those purposes.
- 5.7 The building inspector, or his designate, is hereby appointed as an inspector for the purposes of this section and, in accordance with the provisions of *The Heritage Resources Act*, shall enforce the provisions of this bylaw.

SECTION 6 REGISTER OF MUNICIPAL HERITAGE SITES

- 6.1 There shall be maintained a register of all municipal heritage sites within the Rural Municipality of _____ showing:
 - a) The location of each municipal heritage site and a description sufficient to identify the boundaries thereof;
 - b) Particulars sufficient to explain the heritage significance of each such site
 - c) The date of the designation of each site
 - d) The names and residence addresses of the owner and any lessee of each such site; and
 - e) Such other particulars and information with respect to each site as the rural municipality's council deems advisable
- 6.2 A register maintained under Subsection 5.1 shall be available for public inspection in the office of the Rural Municipality of _____ administration during normal office hours.



SECTION 7 RECEIPT OF GIFTS, ETC.

7.1 Council may receive, from person or source, money by way of gift or bequest, and any real personal property by way of gift, devise, bequest, loan, lease or otherwise, for the purpose of conservation and preservation of buildings, structures or lands of a local architectural and historical interest, and shall use any money or property so received in such manner, subject to any directions, terms and conditions imposed by the donor, loaner or lessor, as council deems best.

SECTION 8 ENACTMENT

8.1 This bylaw shall take force and be effective on the date of final passage thereof by the council of the Rural Municipality of _____.

DONE AND PASSED IN SESSION ASSEMBLED this ____th, day of _____, ____.

Read a First time this _____ day of _____

Read a Second time this _____ day of _____

Read a Third time this _____ day of _____

Reeve:

Chief Administrative Officer:

For:_____ Against:_____ Abstained:_____ Absent_____



SAMPLE BYLAW DESIGNATING A MUNICIPAL HERITAGE SITE

Rural Municipality of _____
Bylaw # ____/____

Being a Bylaw of the Municipality to designate the property commonly known as _____, situated in the Rural Municipality of _____, Manitoba as being a site of architectural or historic value.

WHEREAS Section 25 of *The Heritage Resources Act* authorizes the council of a municipality to enact bylaws to designate a municipal site as a municipal heritage site;

AND WHEREAS Section 34(1) of *The Heritage Resources Act* provides in part as follows:

A municipality may, by bylaw, provide for:

- (a) the protection of any municipal heritage site designated or proposed to be designated under this Part, by prohibiting any or all of the things set out in clauses 12(1)(a), (b) and (c), except pursuant to a municipal heritage permit issued by the municipality or by such other means as the municipality deems advisable;
- (b) the issue, suspension and cancellation of municipal heritage permits for the purposes of clause (a);

AND WHEREAS the council of the Rural Municipality of _____ is satisfied that the building located on this property is of sufficient architectural, heritage or natural value or interest;

AND WHEREAS the council of the Rural Municipality of _____ has caused to be served upon the minister of Culture, Heritage and Tourism, c/o Heritage Designation Officer, Historic Resources Branch, Main Floor, 213 Notre Dame Avenue, Winnipeg, Manitoba, R3B 1N3, and upon the owners and lessees of the lands and premises commonly known as _____, located at _____, a Municipal Notice of Intent to so designate the aforesaid municipal site and has caused such Notice of Intent, stating the date, time and place for a hearing, not earlier than twenty-one (21) days after the last date of the service so prescribed in the act was made, to be held by the municipality to receive objections and other representations with respect to the proposed bylaw, and has caused such Notice of Intent to be published in at least two (2) issues of a newspaper having general circulation in the municipality and having filed a copy of the Notice of Intent in the proper Land Titles or Registry Office.

AND WHEREAS no objection to the proposed designation has been served on the clerk of the Municipality.

THEREFORE, the Council of the Rural Municipality of _____ enacts as follows:



1. The municipal site, commonly known as _____ and legally described as: _____, (in the name of _____), is hereby designated as a Municipal Heritage Site pursuant to *The Heritage Resources Act* of Manitoba;
2. The chief administrative officer is hereby authorized to cause a copy of the Manitoba Heritage Notice in respect hereto to be served upon the minister of Culture, Heritage and Tourism, in c/o Heritage Designation Officer, and upon the owners and lessees of the said municipal site, and to cause a copy of the Municipal Heritage Notice in respect hereto to be published in at least one (1) issue of a newspaper having general circulation in the municipality.
3. The municipal site, commonly known as _____, is hereby protected by prohibiting any or all of the things set out in clauses 12(1)(1), (b) and (c) of *The Heritage Resources Act* except pursuant to a municipal heritage permit issued by the municipality.
4. The chief administrative officer is hereby authorized to cause a copy of this bylaw to be registered against the property described in Schedule A hereto in the proper land registry office.

DONE AND PASSED in open council assembled at the municipal office at _____ in the Province of Manitoba this ___ day of _____ A.D. _____.

Reeve

Chief Administrative Officer

Read a First time this _____ day of _____, A.D. _____
 Read a Second time this _____ day of _____, A.D. _____
 Read a Third time this _____ day of _____, A.D. _____

Certified a true and correct copy of bylaw No. ___/_____
 of the Rural Municipality of _____.

Chief Administrative Officer



NOTICE OF OBJECTION

Form 2

INDIVIDUAL OR ORGANIZATION OBJECTING

1. Name Smith Developers Inc.
2. Address 456 - 2nd Street, Crocus, Manitoba
3. Postal Code ROC 0C0 4. Telephone 123-4567
5. Status: Legal Owner _____ Lessee _____
 Affected Individual X Affected Organization _____
 Interested Individual _____ Interested Organization _____
 Other _____

SITE LOCATION

6. Street and Number 96 - 3rd Street
 Town Crocus, Manitoba ROC 0C0
 Or River Lot No. _____ Parish of _____
 Or 1/4 Section _____ Township _____ Range _____
7. Legal Description of Site (as noted in Municipal Notice of Intent or at Land Titles Office)

In the Village of Crocus in the Province of Manitoba, being Lot Twelve (12) in Block Nine (9), Which Lot is shown on a Plan of Survey of Lots Eight (8) to Fifteen (15) of the Parish of Snowfall registered in the Land Titles Office of Bison as Plan No. 325.

NOTICE AND DESIGNATION DATES

8. Notice of Intent Served or published on 10th day of June 2000.
 9. Intended designation date 3rd day of July 2000.

REASONS FOR OBJECTION

10. I/We hereby object to the proposed designation of the above described site as a heritage site to be protected under the authority of The Heritage Resources Act, for the following reasons: Smith Developers Inc. would like to purchase the property in question to develop a \$500,000 commercial mall on the site. For the proposed project to be possible The Crocus School would have to be demolished.

11. _____ 12. June 12, 2000
 (Signature) (Date)

13. If the appeal is by an organization or a corporation, please complete the following declaration:
 I, Lorraine Smith, holding the position of President
 Hereby declare that I have the authority to sign this MUNICIPAL NOTICE OF APPEAL on behalf of Developers, Inc. by reason of the general bylaws of the company which empower the President to execute documents for the company

14. _____ 15. June 12, 2000
 (Signature) (Date)

16. Name(s) and Address(es) of Co-appellants (if applicable) Not Applicable



SAMPLE REGISTER PAGE



Former Northfield School

Wawanesa area, SW 22-7-16W

Designation Date: June 13, 1995

Designation Authority: The Rural Municipality of South Cypress

Present Owner: Privately Owned

Settlers in the area just east of Wawanesa established a school district in the spring of 1882 and by June a one-room school had been erected. Like many others throughout the province, the building was of modest size and architectural appointments. Indeed, it is only the band of windows along one side – used to reduce glare inside – that distinguishes the building as a school. An early student here was Nellie McClung, the famous suffragette, author and politician. She also taught at the school briefly, in 1896.

The first Northfield School was destroyed by fire in 1933, but was rebuilt according to the original design, this time with a basement. The school was sold to the Town of Wawanesa after it closed in 1960. The building is now owned by the Northfield Community Club and is used for a variety of social functions.

R.M. OF SOUTH CYPRESS MUNICIPAL HERITAGE SITE



Rural Municipality of _____

SAMPLE

MUNICIPAL HERITAGE PERMIT APPLICATION

Please complete the following form. It will be referred to the Municipal Heritage Advisory Committee for consideration, and a decision made by municipal council. Permit approval notification will be mailed to you.

Date: _____

Applicant's name: _____

Applicant's mailing address: _____

Applicant's phone number(s): _____

Permit requested for site known as: _____

Site address (if different from above): _____

Brief description of work to be done: _____

Reason for work: _____

Date work proposed to begin: _____

Date work proposed to end: _____

Name(s) of parties completing work (if unknown at present, please indicate "unknown"):

Which character defining elements (as specified in the site's Statement of Significance) will be affected by the work? (This section may be completed with the help of someone on Municipal Heritage Advisory Committee or the staff at Manitoba Historic Resources Branch):

Character Defining Element 1: _____

Describe Impact:

Character Defining Element 2: _____

Describe Impact:

Attach additional sheets if necessary

Will plans or working drawings be created for this project? _____

Are building permits required for this project? _____



MUNICIPAL HERITAGE PERMIT NO. 1/00

SAMPLE

PURSUANT to Subsection 34 (1) of *The Heritage Resources Act*:

Name: John Jones and Judy Jones
Address: 10 - 7th Street
Crocus, Manitoba ROC OCO
(hereinafter referred to as the permittee),

is hereby granted permission to: 1) convert interior of The Crocus School for use as a day care facility; remove non-load bearing walls; add new partitions; insulate walls; install kitchen and washrooms. 2) reshingle roof using wood shingles.

during the period: July 31 to October 31, 2006

This permit is issued subject to the following conditions:

- (1) That the information provided in the application for this permit dated the 24th day of July, 2000, is true in substance and in fact;
- (2) That the permittee shall comply with all the provisions of *The Heritage Resources Act* and any regulations or orders thereunder;
- (3) That the permittee shall provide to the municipality a written report or reports about the permittee's activities pursuant to this permit, the form and content of which shall be satisfactory to the municipality and which shall be provided on the following dates:
November 30, 2006
- (4) That this permit is not transferable;
- (5) This permit may be revoked by the municipality where, in the opinion of the municipality, there has been a breach of any of the terms or conditions herein or of any provision of *The Heritage Resources Act* or any regulations thereunder.
- (6) **Special Conditions:** A. If any change is proposed to the work as outlined above, the permittee must first give notice to the Crocus Municipal Heritage Committee which will determine that the change either (1.) affects the nature of specifications of the proposed work, thus requiring a new heritage permit or (2.) is minor in nature and will be considered by the committee. B. In particular, for this project: (1.) the pressed metal ceiling and existing wood doors and trim be retained and reused on any interior development; (2.) the exterior not be altered other than to replace shingling (3.) the shingles be installed to match pattern shown in archival photographs from 1905 to 1910 period.

Dated at Crocus, this 24th day of July, 2000.

Clerk of the Rural Municipality of:

Bison