



Municipal Heritage Property Designation Checklist

Action	Date
1. Request to designate is received or internally generated.	
a. Council consults with its Municipal Heritage Advisory Committee, if one has been established.	
2. Council discusses the designation proposal and passes a resolution to issue a notice of intention to designate Municipal Heritage Property.	
3. The municipal official completes <i>all</i> of the following steps not less than 30 days before consideration of the designation bylaw by council:	
a. Sends a copy of the notice of intention to the property owner(s);	
b. Publishes the notice of intention in a local newspaper that has general circulation in the municipality;	
c. Registers an interest based on the notice of intention in the Land Titles Registry against all titles for the parcels of land included in the proposed bylaw;	
d. Sends a copy of the notice of intention to the Heritage Conservation Branch.	
4. After waiting the required 30 days, and providing no objections have been received, council votes on the bylaw in a regular or special meeting.	
5. After passing the bylaw, the municipal official:	
a. Serves the Heritage Conservation Branch with a <i>certified</i> copy of the bylaw;	
b. Serves all property owners included in the bylaw with a <i>certified</i> copy of the bylaw;	
c. Registers an interest based on the notice of designation in the Land Titles Registry against all titles for the parcels of land included in the bylaw.	
6. The municipal official enters the property in the municipality's Register of Municipal Heritage Property.	
7. Once designated, changes to the property that affect its heritage value (alterations, repairs, additions to, transportation of, removing fixtures from) <i>must be approved by council in writing</i> to ensure that the property's heritage value and character-defining elements are conserved.	