

Subject: (Address of home)

Dear Homeowner:

We are writing to let you know about a review of heritage properties that is underway in Burlington by members of the Heritage Burlington Advisory Committee. Heritage Burlington is an advisory committee to Burlington City Council that promotes and provides advice on the conservation of Burlington's cultural heritage.

Prior to the existence of the City's Municipal Register, heritage properties were identified on an Inventory, which provided recognition of potential heritage value. Inventory properties were assigned a "heritage grade" of A, B, C, or D, based on their perceived level of heritage value. In 2008, all grade "A" properties were added to the Register by City Council, and Council subsequently approved a recommendation by Heritage Burlington to study all remaining Inventory properties (grades B, C, and D) to determine which, if any, should be added to the Register.

Members of Heritage Burlington are now undertaking this study of all remaining Inventory properties. Your property is currently identified as a grade "B" property on the Inventory.

#### **What are the impacts of being on the Municipal Register?**

There are no restrictions on alterations to properties listed on the Register, except for demolition. Being on the Register ensures the City will be provided with 60 days of written notice from the property owner when they intend to demolish or remove any building or structure, as required by the *Ontario Heritage Act*. The City will use the 60 days to study the property's heritage value and consult with Heritage Burlington. City Council may allow the demolition to proceed or may protect the property from demolition by designating the property under the *Ontario Heritage Act*.

#### **Heritage Property Review - Next Steps**

Over the next few months, Heritage Burlington members will be carrying out an evaluation of properties currently listed on Burlington's Inventory. Evaluations will be visual and conducted from the road, and no one will venture onto your property. Photographs of the outside of your home will be taken as part of the evaluation.

Once the evaluation is completed, you will be advised as to whether Heritage Burlington will be recommending that your property be placed on the Municipal Register. The ultimate decision-maker is Council, and you will be advised of any committee or council meeting dates at which your property may be discussed.

For more information about City of Burlington's cultural heritage resources, please visit [burlington.ca/heritage](http://burlington.ca/heritage) or contact Danika Guppy at [danika.guppy@burlington.ca](mailto:danika.guppy@burlington.ca) and see the attachment to this letter for frequently asked questions.

## Frequently Asked Questions

To help provide more information about what the heritage inventory review means for your property, please see a list of frequently asked questions below:

### **What is the City's Inventory of heritage homes?**

Prior to the existence of the Municipal Register, heritage properties were identified on an Inventory that was maintained by a citizen committee called LACAC (Local Architectural Conservation Advisory Committee). LACAC was the predecessor of the current municipal heritage committee, Heritage Burlington. Properties on the inventory were assigned a "heritage grade" of A, B, C, or D based on their perceived level of heritage value. The highest grade was A and the lowest grade was D. Grade "A" properties were put on the Municipal Register in 2008.

At its height, the Inventory listed over 1200 properties. Unlike the Municipal Register, the Inventory only provided recognition of heritage value; it had no regulatory authority to require the conservation of properties listed thereon. No new properties have been added to the Inventory since it was last endorsed by Council in 2001, but it continues to exist as an archival reference for staff and Heritage Burlington.

### **What is a Municipal Register and why does the City have one?**

The conservation of cultural heritage resources is regulated by the *Ontario Heritage Act* and supported by provincial, regional, and municipal planning policies. Cultural heritage resources – including buildings, monuments, and landscapes – provide physical and cultural links to the identity of the City, create a sense of civic pride, and contribute to the quality of life and enjoyment of the City by residents and visitors alike.

The Municipal Register is the official list of heritage properties that are regulated by the City under the authority of the *Ontario Heritage Act*. All properties that have been designated under the Heritage Act must be listed on the Register. The City can also list non-designated properties on the Register. Your property is being evaluated for potential inclusion on the Register as a non-designated heritage property.

### **What does it mean to have my property listed as a non-designated property on the Municipal Register?**

There are no restrictions alterations to non-designated heritage properties listed on the Municipal Register, except for demolition. Property owners wishing to demolish or remove a building or structure from a [non-designated heritage property](#) that is listed on the Municipal Register are required by the Heritage Act to give the City 60 days' prior written notice of their intention to demolish or remove the building or structure. The City will use the 60 days to study the property and consult with Heritage Burlington. Council may decide to allow the demolition to proceed, or to prevent demolition by designating the property under the Heritage Act.