

Dear (insert name)

I am the Chair of Heritage Burlington. Heritage Burlington is an advisory committee to the City of Burlington and is mandated by the Ontario Heritage Act to advise the City on the conservation of Burlington's cultural heritage through its recognition and preservation of special properties and landscapes.

Like you, I am the proud owner of a home built over 100 years ago. Your home is listed on the City's Inventory of historic homes by the Local Architectural Conservation Advisory Committee (LACAC), the predecessor of Heritage Burlington. As mandated by the Ontario Heritage Act, Heritage Burlington is tasked with the on-going evaluation of properties to see if they should be listed on the Municipal Register. As such, Heritage Burlington will be evaluating your home and other homes on the Inventory to see if they should be listed on the City of Burlington's Municipal Register **as non-designated buildings**. The evaluation will commence as soon as the City is out of lockdown status and is scheduled to be completed over the next few months. It will be a purely visual evaluation and not involve anyone coming onto your property.

Being a non-designated property listed on the Register does not, in any way, affect your right to renovate or make changes to your property, nor does it require any special permits over and above what the city requires for any home. It is simply a recognition that your home is a special property in Burlington and an important part of its historic fabric. The only difference to you is, that should you apply to demolish the home, the City has 60 days to consider whether or not to issue the demolition permit.

I have included the answers to some questions that you might have on the Municipal Register, the Ontario Heritage Act, and the evaluation process. More information about the City of Burlington's cultural heritage resources can be found at [www.burlington.ca/heritage](http://www.burlington.ca/heritage) or you can contact Danika Guppy, Heritage Planner at [Danika.guppy@burlington.ca](mailto:Danika.guppy@burlington.ca). Should you wish to contact me directly, please e-mail me at [hb@burlington.ca](mailto:hb@burlington.ca) and I will be happy to address any concerns you may have.

Sincerely,

Michele Camacho, Chair  
Heritage Burlington

## 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.