



Statement of Policy and Procedure			
Department:	Planning and Development Services	Policy No.	47.1
Section:	Planning	Issued:	Council Res 0814 of Oct. 4, 2004
Subject:	Municipal Heritage Award Policy	Effective:	Sept. 10, 2018
Council Resolution # and Date:	Council Resolution No. 0407 of September 10, 2018	Replaces:	Policy No. 47
Issued by:	Kristina Karpluk, Planner 1	Dated:	June 27, 2011
Approved by:	Director, Planning and Development Services		

1 POLICY

- 1.01 The City of Prince Albert has established the annual Municipal Heritage Award.
- 1.02 A Municipal Heritage Award shall be presented to the nominee(s) whose project, property, building, or monument, has:
- Met all of the necessary qualification criteria;
 - Met the purpose and intent of the category for which they were nominated under; and,
 - In the opinion of City Council, proven to have made the most significant contribution to municipal heritage.
- 1.03 The Municipal Heritage Award shall be presented to a single, successful nominee each year.

2 PURPOSE

- 2.01 The purpose of the Municipal Heritage Award is to:
- Recognize a project, property, building or monument for its contribution to municipal heritage in Prince Albert; and,
 - Highlight and/or showcase the value and importance of municipal heritage.

3 SCOPE

- 3.01 The Municipal Heritage Award Policy applies to:
- The nominator(s);
 - The nominee(s); and,
 - Anyone involved in the award evaluation and presentation processes.
- 3.02 The Municipal Heritage Award Policy is applicable to projects, properties, buildings, and monuments located in Prince Albert.

4 RESPONSIBILITY

- 4.01 Nominators are responsible for:
- a) The timely submission of a complete nomination package;
 - b) Obtaining and providing written authorization from the property owner to participate in the award program;
 - c) Obtaining and providing written authorization from the nominee to submit their work for consideration; and,
 - d) Coordinating the attendance of the nominee at any required event(s) related to the Municipal Heritage Award for that year.
- 4.02 Nominees are responsible for:
- a) Providing written authorization to the nominator, as required by the City, regarding the use of their personal and/or private information collected, as far as it may pertain to the Municipal Heritage Award; and,
 - b) Attending the Council meeting or event when the award, which they have been nominated for, is to be presented.
- 4.03 The Director of Planning and Development Services or their designate is responsible for:
- a) The creation, interpretation, implementation and maintenance of the Municipal Heritage Award Policy;
 - b) The creation, maintenance and storage of any and all files and databases related to the Municipal Heritage Award;
 - c) The annual award program, which includes:
 - i. The annual call for nominations;
 - ii. The acceptance of all nomination packages;
 - iii. The review of all nomination packages for completeness with respect to the nomination and qualification criteria;
 - iv. The review of all nomination packages for conformity to all applicable legislation, City policies, and to the Standards and Guidelines for the Conservation of Historic Places in Canada;
 - v. Submitting reports to the Planning Advisory Committee (PAC) regarding all nomination packages received;
 - vi. Preparing the Municipal Heritage Award plaque and any public notice(s) that may pertain to the award ceremony;
 - vii. Informing the nominator of the pertinent dates for which attendance of the nominee needs to be coordinated;
 - d) Coordinating the review of the nomination packages by the Department of Community Services; and,
 - e) Responding to all public inquiries regarding the Municipal Heritage Award program.
- 4.04 The Director of Community Services or their designate is responsible for:
- a) The review of the applications for conformity with the following relevant municipal policies and plans:
 - i. The Civic Arts Policy;
 - ii. The Community Services Master Plan;
 - iii. The Municipal Cultural Action Plan; and,
 - b) Reporting to the Director of Planning and Development Services or their designate with the results of their above noted review.

- 4.04 The Planning Advisory Committee is responsible for:
- a) Reviewing and considering reports submitted by Planning and Development Services regarding the interpretation, implementation and maintenance of the Municipal Heritage Award Policy;
 - b) Reviewing and considering reports submitted by Planning and Development Services regarding all nomination packages; and,
 - c) Recommending to City Council the nominee that should be selected as the recipient of the Municipal Heritage Award.
- 4.05 The Council of the City of Prince Albert is responsible for:
- a) Approving the creation and maintenance of the Municipal Heritage Award Policy;
 - b) Selecting the recipient of the annual Municipal Heritage Award; and,
 - c) Presenting the annual Municipal Heritage Award to the successful nominee.

5 DEFINITIONS

5.01 Nominee

Means a person, property owner, business owner or party who has been formally entered as a potential recipient of the Municipal Heritage Award.

5.02 Nominator

Means a person, property owner, business owner or party who has submitted an application to the City of Prince Albert for consideration for the Municipal Heritage Award.

5.03 Heritage Value or Significance

As per the Standards and Guidelines of Historic Places in Canada, heritage value or significance is defined as, "The aesthetic, historic, scientific, cultural, social or spiritual importance [found within the community], [to be preserved] for 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."

5.04 Owner Authorization

Means written consent from the property owner and the nominee to collect and utilize information required for the Municipal Heritage Award.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- a) The Standards and Guidelines for the Conservation of Historic Places in Canada
- b) The City of Prince Albert Official Community Plan
- c) The City of Prince Albert Zoning Bylaw
- d) The City of Prince Albert Building Bylaw
- e) The National Building Code of Canada
- f) The Civic Arts Policy
- g) The Community Services Master Plan
- h) The Municipal Cultural Action Plan

7 PROCEDURE

7.01 Qualification Criteria

In order to qualify for consideration, the following criteria shall be met:

- a) Nomination packages shall include all requisite information at the time of submission, see Section 7.03. If any information is missing, the nominator will be notified once, via the most convenient means, and asked to submit the missing information within the time allotted by Planning and Development Services;
- b) Owner and nominee authorization shall be submitted with the nomination package;
- c) All nominations shall conform to all applicable regulations, policies, bylaws and legislation, as determined by Planning and Development Services;
- d) The project, property, building or monument shall be visible or accessible to the general public;
- e) Unsuccessful nominations may be re-nominated in future years, subject to the following conditions:
 - i. The nominator shall follow the above noted procedures for re-submitting the nomination package; and,
 - ii. The nomination package shall satisfy all of the above noted qualification criteria.

7.02 Nomination Categories

Nominations shall fall into one or more of the following categories:

- a) **Restoration:** Revealing, recovering or representing the state of a historic place or of an individual component as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value;
- b) **Preservation:** Protecting, maintaining, or stabilizing the existing form, material and integrity of a historic place, or of an individual component, while protecting its heritage value;
- c) **Rehabilitation:** The sensitive adaptation of a historic place or of an individual component for a continuing or compatible contemporary use, while protecting its heritage value. This is achieved through repairs, alteration and/or additions;
- d) **New Design – Infill:** New design, which is sympathetic to heritage properties and streetscapes with respect to building scale, height, massing, roofline, and finishing materials in existing developed areas or neighbourhoods;
- e) **New Design – Addition:** New designs involving a structural addition(s) to an existing heritage building that is sympathetic to or compatible with the original or established building design with respect to scale, height, massing, fenestration, roofline and/or finishing materials; or,
- f) **Heritage Open Space:** The promotion, restoration and new design of heritage open spaces, sites, monuments and trails;

7.03 Nomination Package

A complete nomination package shall include the following:

- a) A completed application form;
- b) A letter of authorization from the property owner and nominee regarding the use of their information for the purposes of the award;
- c) A detailed written description of the undertaking including who participated, in what capacity, and a clear and concise defence of how the project satisfies

- the spirit and intent of the category for which it was nominated;
- d) Visual documentation of the property throughout history, specifically including images and/or drawings of the property during the specific historical period when the building was constructed or that is significant to the project;
 - e) Visual documentation of the property during (if possible) the construction process, and of the completed work;
 - i. The photos or drawings should best represent the project and are of photo or similar quality; and,
 - ii. At least two (2) photos will be required for the award plaque; and,
 - f) A listing of period or heritage specific techniques, materials, etc. utilized for the project.

7.04 Call For Nominations

A call for nominations will be issued annually, on or before August 1st, and the deadline for submissions will be November 1st of the same year. If no submissions have been received by the designated date, there will be no award for that year.

Nomination packages shall be submitted to Planning and Development Services at the following address:

City of Prince Albert
Planning and Development Services, 3rd Floor
1084 Central Avenue, City Hall
Prince Albert, SK, S6V 7P3

7.05 Judgement Criteria and Procedure

- a) The Director of Planning and Development Services or their designate shall review each of the nominations for conformity to all relevant legislation and regulations, which includes:
 - i. The Standards and Guidelines for the Conservation of Historic Places in Canada;
 - ii. The City of Prince Albert Official Community Plan;
 - iii. The City of Prince Albert Zoning Bylaw;
 - iv. The National Building Code of Canada;
 - v. The City of Prince Albert Building Bylaw; and,any other legislation or regulations that may pertain to the project or nomination.

Of the documents listed above, the principle guiding document to be considered and utilized for review purposes is The Standards and Guidelines for the Conservation of Historic Places in Canada. The remaining documents may provide further contextual, aesthetic, historic, scientific, cultural, social or spiritual information that may be pertinent, or the documents represent federal, provincial or municipal legislation which must be observed.

Planning and Development Services shall submit the report regarding all of the nominations received to the first possible Planning Advisory Committee meeting after the submission deadline has closed.

The report shall detail whether or not all of the nominations meet the necessary qualifying criteria, and provide a brief discussion regarding conformity to all of the necessary regulations and legislation.

- b) The Director of Community Services or their designate shall review each of the nominations for conformity to the following related municipal policies and plans:
 - i. The Civic Arts Policy;
 - ii. The Community Services Master Plan; and,
 - iii. The Municipal Cultural Master Plan.

The results of their review shall be forwarded to Planning and Development Services for inclusion in their results, which are to be forwarded to the PAC.

- c) PAC members shall review the nominations for the following:
 - i. Overall level of heritage and historic significance;
 - ii. Overall level of significance the project represents to or for the community;
 - iii. The amount and quality of work undertaken and how well it meets the spirit and intent of the category for which the project, property, building or monument was nominated;
 - iv. Conformity with the recommendations and regulations detailed in The Standards and Guidelines for the Conservation of Historic Places in Canada; and,
 - v. Compliance with the City of Prince Albert Zoning Bylaw, Building Bylaw, the National Building Code of Canada, and any other relevant municipal, provincial or federal legislation.

Once the PAC has rendered a decision, a report will be forwarded to Executive Committee, incamera, for consideration. Pending the Executive Committee's decision, a final report will be forwarded to the appropriate public, City Council meeting for approval and presentation of the award.

7.06 Municipal Heritage Award Presentation and Plaque

The award will be presented to the successful nominee at the Council meeting where the decision is made, or on the meeting day that falls on or before Heritage Day, in February, the following year. One copy of the award shall be displayed at City Hall, and the other is for the successful nominee to keep.

The award, produced in duplicate, is a plaque comprised of a short write-up and one or two representative photos. The write-up should include:

- a) A brief bio on the successful nominee;
- b) A brief history of the project, property, building, or monument;
- c) The category the successful nominee was nominated under;
- d) The work that was undertaken; and,
- e) How the project contributes to local municipal heritage.

The photo(s) shall be of the completed project and must be of a sufficient quality that will transfer well to the plaque.