



# Prince George Heritage Commission Heritage Register Procedure

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | www.princegeorge.ca

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## Updating this Heritage Register Procedure

Any updates to this procedure must be approved by the Heritage Commission by resolution adopted by a majority vote of the members present and eligible to vote. If the proposed changes to this procedure, in the opinion of the staff liaison or the Legislative Services staff support person, have potential impacts on City staff, resources or procedures then the proposed changes must be reviewed by the manager(s) of the departments affected prior to changing this procedure.

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## Definitions

**Heritage Inventory:** A listing of properties with heritage value that is maintained by the Prince George Heritage Commission. The Heritage Inventory is not adopted by City Council.

**Heritage Register:** A formal listing of properties with heritage value that is adopted by City Council by resolution. Municipalities are authorized to adopt a Heritage Register through section 598 of the *Local Government Act*.

**Statement of Significance (SOS):** A succinct document (two to three pages) that outlines the core heritage values of a historic place. The SOS describes the heritage site, explains the heritage value of the site and explains the character-defining elements. The *Local Government Act* requires that a Heritage Register indicate reasons why a property has heritage value and the SOS fulfills this requirement.

**Character-Defining Elements:** Key features (materials, forms, spatial configurations, uses and cultural associations or meanings) that must be conserved in order for a site to continue to have historical value.

## Purpose of the Heritage Register Procedure

This procedure provides the direction and framework for administering the City of Prince George Heritage Register (hereafter referred to as the “Register”). Administering the Heritage Register involves a combination of expertise from City staff and the members of the Prince George Heritage Commission (hereafter referred to as the “Commission”). This document is approved, updated and maintained by the Commission in conjunction with City Administration. This procedure achieves the following key objectives:

- **Sustainability:** Allows the Commission to effectively manage and grow the Register now and into the future.
- **Integration with Planning & Development:** Ensures that the Planning & Development Department are aware of information about Register properties and that mechanisms are in place to allow planners to consider historical information as new development occurs.
- **Legislative Requirements & City Procedures:** Ensures that all provincially legislated requirements and City administrative procedures are being followed.
- **Structure:** Clarifies tasks, responsibilities and timelines for administering the Register.
- **Resources:** Provides templates that serve as a resource for the Commission.
- **Accountability & Shared Community Values:** Ensures that decisions to add properties to the Register are made in a transparent, consistent and fair manner that represents shared community values.

## Roles and Responsibilities

The diagram below distinguishes between the role of City staff and members of the Commission in the administration of a Register.



The Commission is responsible for conducting research related to heritage properties, evaluating nominations for the Register, and for proposing additions to the Register.

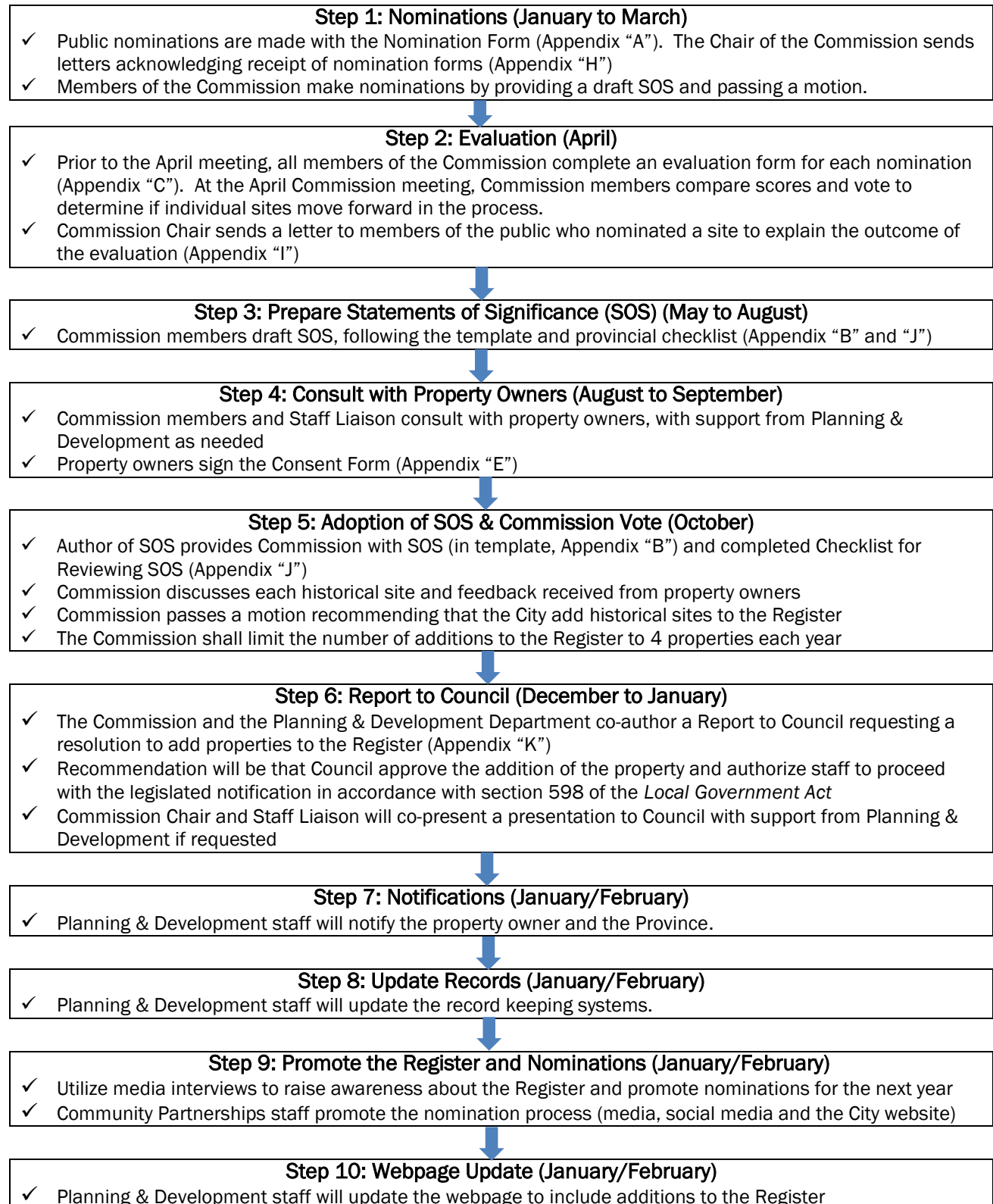
Planning & Development Staff will serve to ensure that the Register is administered in accordance with legislative requirements and will maintain records for properties listed on the Register. Planning & Development Staff will respond to public inquiries regarding properties listed on the Register and provide property owners with information and resources that are maintained in City databases. Planning & Development staff are also responsible for updating the City's website to include any additions to the Register.

Community Partnership staff will coordinate partnerships and raise awareness about the Register. Community Partnership staff will also assist with organizing signage, plaques or other programs that celebrate properties listed on the Register.

Legislative Services staff will ensure that all legislative requirements are fulfilled and that the Commission is carrying out their work in alignment with City policies, procedures and bylaws.

## Overview: Checklist for Adding Sites to the Heritage Register

The flow chart below indicates the 10 steps for adding sites to the Heritage Register. The timelines associated with each step are approximate. Further details for each step are provided on the following pages.



### **Step 1: Nominations (January to March)**

The general public and individual members of the Commission may make nominations for additions to the Register. Members of the public must use the nomination form attached as Appendix “A”. The nominator does not have to be the owner(s) of the property. Members of the Commission may nominate a site through a motion. Members of the Commission must provide a draft SOS when nominating a site.

The Commission will encourage the public to nominate properties prior to March 31<sup>st</sup>; however nominations can be made year-round. In order to manage the Commission’s workload, nominations received prior to March 31<sup>st</sup> will be considered for the current calendar year and nominations made after March 31<sup>st</sup> will be considered for the following calendar year. If the Commission receives a nomination after the March 31<sup>st</sup> deadline and feels that the nomination should be pursued in that calendar year, they may make an exception to the March 31<sup>st</sup> deadline through a motion.

There is no limit on the number of nominations received, but the Commission shall limit additions to the Register to a maximum of four (4) properties to the Register each year. As the Commission receives nomination forms, the Commission Chair will provide a letter to the nominator confirming receipt of their nomination (Appendix “H”). A resolution of the Commission is not required for acknowledging receipt of nominations.

### **Step 2: Evaluation (April)**

To ensure that nominations are considered in a consistent and fair manner, the Commission will use the Evaluation Form (Appendix “C”) to evaluate each nomination. Each member of the Commission must complete an evaluation form for each nomination received. Each Commission member must bring their scores to the April meeting and the average score will be calculated based on each member’s individual score. The evaluation form will be used to guide the Commission’s discussion regarding the heritage value of the site. The Commission will vote to determine if a site should move forward in the process.

For those site nominated by members of the public, the Commission Chair will provide a letter explaining the outcome of the evaluation process (Appendix “I”). It is not necessary to pass a motion prior to sending this letter. It is not necessary to send a letter to members of the Commission who nominated a property.

### **Step 3: Preparing a Statement of Significance (May to September)**

The Commission is responsible for preparing Statements of Significance (SOS). A SOS can be prepared by any member of the Commission with assistance from the public, as required. The preparation of SOS documents is not the responsibility of City staff. Any costs associated with the preparation of SOS documents can be financed through the Commission’s annual budget.

The SOS must be prepared in accordance with the template attached as Appendix “B” and must meet the requirements in the Province’s Checklist for Reviewing SOS (Appendix “J”).

#### **Step 4: Consultation with Property Owners & Confirming Consent (August to September)**

The property owner's consent is not required; however, the Commission will consult with the property owner(s) to seek consent prior to recommending to Council the addition of a property to the Register. The Staff Liaison or Commission members are responsible for contacting property owner(s) and coordinating meetings between the Commission and property owner(s). The Commission can request that Planning & Development staff attend meetings when required.

It is preferred that Commission members meet in-person with property owner(s), but if this is not possible, correspondence through phone, email or mail is satisfactory. The Commission can utilize the following resources to develop an information package for property owner(s):

- Cover Letter (Appendix "D");
- Consent Form (Appendix "E");
- Statement of Significance or other historical information;
- Register Brochure (Appendix "F"); and
- Overview of Heritage Tools (Appendix "G").

Through consultation, the Commission should try to get a signed consent form from the property owner(s).

#### **Step 5: Adoption of the SOS and Commission Vote (October)**

The author of the SOS must provide the Commission with a copy of the SOS (in the template found in Appendix "B") and the completed Checklist for Reviewing SOS (Appendix "J"). The Commission will discuss each SOS and pass individual motions to adopt each SOS document. Any future edits regarding content of the SOS (after adoption of the SOS) must be approved by resolution of the Commission. Below is a sample motion:

*...that the Commission APPROVES the Statement of Significance for the [insert property name], as presented at the Prince George Heritage Commission meeting held [insert meeting date]...*

The Commission will discuss each site being considered for addition to the Register and pass a motion indicating which historical sites the Commission recommends adding to the Register. Below is a sample motion:

*...that the Commission RECOMMENDS to Council the addition of the [insert property name] located at [insert street address] to the Heritage Register.*

The Commission shall add a maximum of 4 properties per year to the Register and additions shall be made during a single Council meeting. If the Commission wishes to add more than 4 properties in a single year or wishes to recommend additions at multiple Council meetings, then the Commission must refer to the Manager of Planning & Development for direction.

#### **Step 6: Report to Council (December/January)**

Section 598(1) of the *Local Government Act* requires that Council pass a resolution to support additions to the Register. The Report to Council will be in the form of a Commission Report; however,

the report will be prepared with input from Planning & Development and the staff liaison. A template Report to Council is provided in Appendix “K”. The report should include the following content:

- The following recommendations must be included on page 1 of the Report:
  - THAT Council approve the addition of specific properties to the Heritage Register; and
  - THAT Council authorize Administration to proceed with the legislated notification in accordance with Section 598 of the *Local Government Act*.
- A clear explanation of the purpose and implications of a property being listed on the Heritage Register.
- The motion passed by the Commission recommending that specific historical sites be added to the Heritage Register;
- Information regarding whether or not the property owner(s) consent to their property being added to the Register; and
- Statements of Significance for the proposed additions to the Register must be attached to the Report.

The Report to Council must be reviewed and signed by the Commission Chair, the General Manager of Planning & Development and the General Manager of Community Partnerships. It is recommended that the Commission Chair (or an alternate Commission member) present the Report to Council, accompanied by the Staff Liaison. Planning & Development staff may also assist with the presentation of the Report, if this is the preference of the Commission.

### **Step 7 & 8: Notification & Updating Records (January/February)**

If Council supports any additions to the Register, Planning & Development staff must complete the following notifications and records updates:

- Notify the owner of the heritage property and the Provincial Minister responsible for heritage within 30 days of adding the property to the Register (Section 598(3) of the *Local Government Act*).
- Update the City’s Tempest/Prospero System (electronic record management system) to include historical information (i.e. SOS) and to create an auto-notification for properties listed on the Register.

Further information on the process for notifications and updating records is available in the *Planning & Development Department’s Procedure for Administering Heritage Protection Tools* (edoc 384236).

### **Step 9: Promote the Register and Nominations (January/February)**

The City and the Commission should utilize media interviews regarding additions to the Register to promote nominations for the Register for the upcoming year. The Commission’s staff liaison can use various methods to promote nominations through media interviews, social media and the City webpage. All media engagement (i.e.: interviews, social media, etc.) shall be conducted in accordance with approved Council Communication policies and Administrative procedures.



**Step 10: Updating City Website (January/February)**

Once a site is officially added to the Register, Planning & Development staff will upload the SOS documents to the City's website.

**Proposals to Alter or Demolish a Building on the Heritage Register**

When the City receives a proposal to alter or demolish a property on the Register, Planning & Development staff will provide the property owner(s) with the SOS and any other historical information that the City has on record. Planning & Development staff will encourage the property owner(s) to respect the character-defining elements of the building, as outlined in the SOS. Planning & Development staff may also facilitate meetings between the property owner(s) and the Commission if the property owner is in agreement.

**Advising Property Owners**

In cases where property owner(s) are seeking advice regarding the best practices in restoring buildings that are on the Register, City staff and the Commission can offer guidance; however, City staff and members of the Commission will not offer prescriptive advice nor can they provide the same level of expertise as a heritage professional. The Commission's webpage and the Heritage B.C. webpage include technical resources for property owners wishing to renovate a historical building.

## Appendices

	Document Number
Appendix “A” – Heritage Nomination Form	385527
Appendix “B” – Statement of Significance Template	384454
Appendix “C” – Evaluation Form	411720
Appendix “D” - Letter to Property Owner	384411
Appendix “E” – Consent Form	384446
Appendix “F” – Information Brochure	400066
Appendix “G” – Overview of Heritage Tools	384451
Appendix “H” – Letter Acknowledging Nomination	410610
Appendix “I” – Post-Evaluation Letter	411601
Appendix “J” – Checklist for Reviewing SOS	412691
Appendix “K” – Template Report to Council	417397