



PRINCE ALBERT MUNICIPAL HERITAGE AWARD GUIDELINES AND NOMINATION FORM

The City of Prince Albert, through the Museum and Heritage Advisory Committee is recognizing heritage work in Prince Albert through the presentation of an Award. The Prince Albert Municipal Heritage Award program recognizes a building that has helped to enhance the quality of life in Prince Albert through heritage. An award plaque is presented to the winner and is displayed in City Hall.

One award is presented to a building in one of the following categories:

Restoration – Interior: The careful reconstruction of a building interior to a certain period in its history, using the materials, styles and craftsmanship of that period

or

Restoration – Exterior: The careful reconstruction of a building exterior to a certain period in its history, using the materials, styles and craftsmanship of that period;

or

Rehabilitation: The adaptive re-use of a heritage property involving physical changes to an older structure, in order to prolong its physical and economic viability while retaining its heritage character and integrity. \

or

New Design – Sensitive 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;

or

New Design – Sensitive Addition: New design involving a structural addition (s) to an existing heritage building that is (are) sympathetic to or compatible with the original or established building design with respect to scale, height, massing, fenestration, roofline and/or finishing materials;

or

Heritage Open Space: The promotion, restoration and new design of heritage open spaces, sites, monuments and trails.

SELECTION CRITERIA

- a) The Selection Subcommittee will use the *Standards and Guidelines for the Conservation of Historic Places in Canada* as judging criteria. Submissions that best demonstrate how the Standards and Guidelines are applied in the project will be given more weight in judging.

Please refer to this document on line at:

Standards and Guidelines for the Conservation of Historic Places in Canada

The document can also be viewed at the Public Library or at the Community Services Department, 3rd floor, City Hall – 1084 Central Avenue.

- b) The project must be located within the City of Prince Albert boundaries.
- c) Projects which were entered or nominated previously, but which did not receive an award, are eligible for an award in years to come. .
- d) Structures more than fifty years old are of particular interest.
- e) Projects that enhance the public understanding and appreciation of Prince Albert's natural and human heritage will be given more weight in judging.
- f) Volunteer involvement and commitment to heritage activities, which enrich community life in Prince Albert will be a factor in judging.

NOMINATION PROCEDURE

Please submit a written description of the nature and extent of the project, relating specifically to the above categories and criteria and provide visual documentation in the form of plans, sketches and/or photographs. Documenting the specific heritage preservation techniques and treatment used will strengthen the quality of your submission. "Before and after" photographs are especially helpful to the Selection Subcommittee when judging submissions. Please reference the *Standards and Guidelines* in your submission and demonstrate how the project applies the *Standards and Guidelines*.

Nominators are responsible for informing all individuals and organizations involved of the nomination as well as informing and obtaining *written consent* of registered property owners(s) with respect to the nomination. The name of contributors to the project (e.g. architects, organizations, etc.) may also appear on the award.

SELECTION PROCEDURE

The Prince Albert Museum and Heritage Advisory Committee reviews all of the nominations and recommends the award winner for approval by City Council.

The award, in the form of a plaque with a photo of the building and description, is presented to the award recipient and a second plaque is displayed in City Hall on the third floor east wall. An information page about the building will also be available at the Tourism Information Centre with a map featuring the location of the building.

Materials submitted with the entry form will remain with the City of Prince Albert. They will be returned upon request. Although care will be taken with the submissions, the City of Prince Albert will not be responsible for damage or loss. It is advisable, therefore, to submit copies of materials rather than originals.

All information submitted will become *public* and may be used for the information page, map, the plaque or any other purposes related to the award.

Written consent of registered property owner(s) is required.

Please note: Selection of award may not occur every year.

SUBMISSION DEADLINE

The annual deadline for submissions is **September 30th**. Any project completed prior to September 30th is eligible, including non-award winning submissions from past years.

Please submit your nomination to:

City of Prince Albert
Community Services Department
1084 Central Ave, Prince Albert, SK, S6V 7P3

The nomination form may be downloaded from the City of Prince Albert website:

<http://www.citypa.ca/>

For further information call 306.953.4800



PRINCE ALBERT MUNICIPAL HERITAGE AWARD NOMINATION FORM

Please attach your written submission and supporting material to this form and return to:
Community Services Department on the third Floor at City Hall (1084 Central Ave,
Prince Albert, SK, S6V 7P3)

1. NOMINATOR (owner or designate)

Name: _____

Address: _____

Phone No: _____

2. REGISTERED OWNER(s)

Name: _____

Address: _____

Phone No: _____

3. BUILDING: Civic Address

Name of Building: _____

4. *Nominators are responsible for informing and obtaining consent from all parties involved and mentioned in the submission of the nomination.

*The name of any contributors to the project (e.g. architects, organizations, etc.) may appear on the award.

5. Category of Entry:

Restoration – Interior

Restoration – Exterior

Rehabilitation

New Design – Sensitive Infill

New Design – Sensitive Addition

Heritage Open Space

CONSENT OF REGISTERED PROPERTY OWNER (S)

I, _____, as the registered owner(s) of this property, have read and understand the attached Guidelines, nomination and selection procedure and consent to have my property nominated for a Prince Albert Municipal Heritage Award. I consent to and understand that **all information** submitted as part of the nomination (and any that subsequently be submitted) **will become public** and may be used for the award plaque (to be displayed at City Hall), information brochure and map with the location of the property (to be distributed at the Visitor Information Centre); and that this may be posted on the City of Prince Albert Web site. I also consent to and understand that the City of Prince Albert may choose to obtain or take a photograph of the building for the Award Plaque. I have reviewed the information provided on this form and the information to be submitted and consent to its use for any purposes related to the award.

Signature of Registered Property Owner(s)

Date