

Decision Process

- The Director of Planning & Development Services and The Director of Community Services or their designates will review each of the nominations for conformity to the regulations, policies, bylaws and legislation listed in the Municipal Heritage Award Policy.
- A report regarding the results of the review process for all nominations received will be submitted to the Planning Advisory Committee (PAC).
- Once the PAC has made a decision, a report is submitted to Executive Committee (Incamera) for consideration.
- Pending the Executive Committee's decision, a final report will be forwarded to City Council for approval.

The award is presented to the successful nominee at the City Council meeting where the decision is made. One copy of the award is displayed at City Hall, and the other is for the successful nominee to keep.

If you have any questions or require further information, please contact Planning & Development Services at 306.953.4370.

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning and Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

Municipal Heritage Award

Information on the nomination and application process for recognizing a municipal heritage property, project, building or monument.

Planning and Development Services

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Email: pds@citypa.com

OFFICE HOURS

Monday to Friday 8:00am-4:45pm

www.citypa.ca



Purpose & Qualifying Criteria

Purpose

The purpose of the Municipal Heritage Award is to:

- recognize a project, property, building or monument for its contribution to municipal heritage, and
- to highlight and showcase the value and importance of municipal heritage in Prince Albert.

Qualifying Criteria

A municipal heritage award nomination must fall under one of the following categories:

- **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 while protecting its heritage value;
- **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;
- **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, that is achieved through repairs, alterations and/or additions;
- **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;
- **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
- **Heritage Open Space:** The promotion, restoration and new design of heritage open spaces, sites, monuments and trails.

Nomination Process

Nomination Process

If the project, property, building or monument falls under one of the categories in “Qualifying Criteria”, a Nomination Package must be completed that includes:

- A complete application form;
- A letter of authorization from the property owner and nominee regarding the use of their information provided for the purposes of the award;
- A detailed written description of the undertaking including who participated, in what capacity, and a clear and concise description of how the project satisfies the spirit and intent of the category for which it was nominated;
- Visual documentation of the property throughout history, including images and/or drawings of the property during the historical period when the building was constructed or that is significant to the project;
- Visual documentation of the property during the construction process (if possible) and of the completed work. A minimum of 2 photos are required. The photos or drawings should best represent the project and are of photo or similar quality; and
- A listing of period or heritage specific techniques, materials, etc. utilized for the project.

The Nomination Package and Application Form can be found on the City’s website www.citypa.ca, or picked up at Planning & Development Services, 3rd Floor, City Hall, 1084 Central Avenue.

All nominations are handled by Planning & Development Services. The completed application form along with the required information can be submitted to pds@citypa.com or in person at the above noted address.

Nomination Deadline

A call for nominations is issued annually. All completed applications that are to be considered must be submitted between August 1 and November 1 each year. Late submissions will not be accepted.

