



REPORT TO: Christopher D. Coates, Chief Administrative Officer
FROM: Laura Beckett, Planner
DATE: December 10, 2009
SUBJECT: Heritage "Road Map"
FILE: 6800-01

BACKGROUND

"Heritage" was last discussed at the November 9, 2009 Committee of the Whole Meeting, where Pam Copley from the Provincial Heritage Branch gave a presentation. For ease of reference, those minutes state:

Pam Copley provided a detailed presentation on Heritage Conservation noting the importance of planning. Reason to conserve will include:

- Community pride and safe guarding community values
- Heritage is not just physical; it is also cultural and social resources
- The various mechanisms to recognize and or protect heritage values are:
 - Community Heritage Register as a means to acknowledge (but not protect) community heritage
 - Heritage designation
 - Heritage Conservation Covenants
 - Heritage Revitalization Agreements
 - Heritage Conservation Areas
- Planning work up front based on value centered management to protect significance of a historic place or feature
- District OCP references already speak to some form of recognition

Discussion took place on many of the issues mentioned in the presentation.

The following recommendation to Council was also made:

That staff provide a report with a road map for moving forward with Heritage Conservation.

This report offers suggestions for that road map.

ROAD MAP FOR HERITAGE CONSERVATION

- 1. Establish a Heritage Task Force** Currently, none of the select committees have heritage as their mandate. As well, staff feels that there are likely community members who are not currently involved in any committees that could provide great value to such a process. Staff suggests putting a call out for perhaps five to seven people to sit on this task force, that would be tasked with starting the process, as outlined below. The task force may dissolve once the task is completed, or they may recommend to Council that

the task force continue in a similar or different form, or they may have another recommendation, such as mandating one of the select committees with heritage items.

- 2. Establish Heritage Values and Vision** Pam Copley advised that her office provides workshops for small groups to help guide heritage conservation processes. At this early stage, once a task force is established (that could also have a Council Member as liaison), it may be useful to use this opportunity as a first meeting for the group to set some process steps and guidance. It would also be useful for staff to be involved. If someone from the Province is not available, staff suggests considering using a heritage specialist to guide this early stage with the intention of giving the task force (and staff to some extent) enough appropriate guidance to be able to continue these early tasks on their own.

The first overarching task to accomplish is to:

- 1) Assess heritage issues and needs for Highlands, and
- 2) Establish heritage values and a vision.

These two items would form the basis for making decisions guiding heritage in Highlands. From this, it might be useful for the task force to discuss and possibly set some broad goals and priorities for what they wish to accomplish. Goal setting may be easier once Task 3 (establishing items on a community heritage register) is accomplished.

- 3. Eligibility Criteria for Heritage Resources, Establish Community Heritage Register and Add Heritage Resources/Items to It** With Council approval/endorsement of the items in #1, especially the values and vision, the task force could then establish criteria for heritage resources that would guide them as they make recommendations to Council for sites that could be considered for inclusion on Highlands' community heritage register. (Certainly, in tandem with this, is the creation of the community heritage register, which is done by a resolution of Council, and can be done immediately before the first item is placed on the register.)

The Province's Heritage Conservation Guide offers a "how-to" for a community heritage register:

- 1) Community heritage resources are researched and identified. *Staff envisions this being done by the task force.*
- 2) A preliminary community heritage register list of resources is created.
- 3) Local government (*this step could be done by staff to gain information prior to Council review of preliminary heritage register list*) consults with property owners and anticipates the continuing need to provide information and to raise awareness, by such means as (*not everything on this list needs to be done*):
 - i. preparing clear and simple information packages (communities may wish to explain that registry status is not the same as designation status);
 - ii. preparing a map to place individual heritage property in the context of the street, neighbourhood, or area;
 - iii. assembling available information (such as before and after restoration photos, maps, archival material, inventories, etc.);
 - iv. holding review meetings or workshops;
 - v. explaining eligibility criteria for financial assistance for conservation; and/or
 - vi. offering technical assistance (*building inspector may be appropriate for this*) (e.g., design advice or rehabilitation standards).
- 4) Local government (*Council*) reviews, and, if necessary, revises the proposed community heritage register.

- 5) A statement of significance (*please see end of report for description*) is written for each item. *It appears that these should, perhaps, be written by a heritage consultant.*
- 6) By resolution, Council creates a community heritage register that lists selected properties.
- 7) Within 30 days of a property being added to, or deleted from, a register, local government must notify the property owner and the minister responsible for the *Heritage Conservation Act*.
- 8) Properties may be added to, or deleted from, the community heritage register by resolution of the council.

In the case of Millstream Lake Ross Durrance Roads, this corridor could be identified via the community heritage register and a statement of significance written for it that would guide the appropriate mechanism for protection of exactly what the community wishes to protect. For example, is it the road-side vegetation, or is it the curvilinear and undulating roadway, or is it the buildings, or the landscape(s) at certain points, or a combination?

The task force should also provide recommendations to Council as to the status or level of protection (or non-protection and just awareness via the community heritage register) that could occur for each item. These actions for each heritage item would be part of item 3 below.

4. **Heritage Action Plan** Once the above are endorsed by Council, an action plan detailing implementation of realizing the appropriate level of protection for each item on the community heritage register could be written (presumably by staff) and then prioritized. This would then act as a task list for Council, the community and staff. Part of this action plan would include such details as a process for obtaining heritage alteration permits, among other items that would be required as a result of what levels of protection Council decides (through recommendations from the task force).

OPTIONS

1. Council may wish to advertise for five to seven positions for a Heritage Task Force. The primary tasks for this group are those outlined in items two and three of this report, namely establishing heritage values and vision for Highlands, establishing eligibility criteria for community heritage register items, and then making a preliminary list of items to be placed on such a community heritage register.
2. Council may wish to take another course of action.

Respectfully submitted by Laura Beckett, MCIP

CAO Concurrence



Christopher D. Coales, CAO

Statement of Significance

In many communities, a Statement of Significance (SoS) is used to summarize the description, heritage value and character-defining elements of each historic place. The SoS is a vital part of these community and provincial register records. The purpose of the SoS is to identify what part of history a historic place represents, and how and why that is of value and importance today. The SoS reflects modern values concerning history and historic places, illustrating how today's society recognizes the significance of the places which embody its heritage character. Writing a Statement of Significance about a historic place does not establish its heritage value. The SoS simply records the heritage values that community members already associate with the place. The SoS also shows how a particular historic place represents broader community heritage values that, ideally, have been identified in advance through extensive research and community consultation as part of the local government's heritage conservation program.

The heritage values identified within a Statement of Significance extend beyond the physical aspects of the historic place. A community's historic places are the physical manifestation of the aesthetic, historic, scientific, cultural, social or spiritual heritage values which form the heritage character of the community. The Statement of Significance serves to identify these values in order to ensure the conservation, preservation, and appreciation of these places which represent the historic foundation of a community.

*(source: This web site also describes how to write a statement of significance
<http://www.tca.gov.bc.ca/heritage/docs/pdf/Guidelines%20for%20Writing%20Statements%20of%20Significance.pdf>)*