



# Standard Operating Procedure

<b>Procedure Title:</b> Procedures for the administration of an Inventory of Heritage Property in Regina	<b>Approved by:</b> Director, Planning & Development Services	<b>Reference #</b>
<b>Division / Department / Branch Applicable:</b> Planning & Development Services Department	<b>Dates:</b> <b>Effective:</b> 25-MAR-19 <b>Review:</b> 01-JUN-21	<b>Page #</b> 4

## 1.0 Purpose

Historic places are integral in providing a sense of identity and place both for tourists and, more importantly, for local citizens. Historic buildings, structures and landscapes in Regina provide a tangible connection to the past and serve as a testament to the passage of time, reminding us of our collective history.

This policy provides direction for the **identification** of historic places to enhance the quality of Regina’s environment for the benefit of present and future generations.

## 2.0 Scope

The procedure applies to City Planners within the Planning & Development Services Department. The procedure does not apply to consultants retained by the City of Regina.

## 3.0 Definitions

### *Executive Director*

The Executive Director of City Planning & Community Development, or his or her designate.

### *Heritage Value*

Source: *Standards and Guidelines for the Conservation of Historic Places in Canada*

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance 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.

### *Historic Place*

Source: *Standards and Guidelines for the Conservation of Historic Places in Canada*

A structure, building, group of buildings, district, landscape, and/or an archaeological site that has been formally recognized by the appropriate jurisdiction (e.g. City Council, the Provincial Minister responsible for heritage, or the appropriate Federal jurisdiction) for its heritage value.

### *Integrity*

Refers to the degree to which the heritage values of the place are still evident and authentic, and can be understood and appreciated (for example, the degree to which the original design or use of a place can still be discerned).

### *Inventory of Heritage Properties in Regina ('Heritage Inventory')*

Source: City of Regina "Thematic Framework & Historic Context Statement"

An inventory of non-designated properties located within the corporate boundaries of the City of Regina that have been identified as having Heritage Value in accordance with the Thematic Framework.

### *Municipal Heritage Property*

Source: *The Heritage Property Act*

Any real property designated as a Municipal Heritage Property by council bylaw pursuant to *The Heritage Property Act*.

### *Municipal Heritage Conservation District*

Source: *The Heritage Property Act*

A municipality or any area of a municipality designated by council bylaw pursuant to *The Heritage Property Act*.

### *Register*

Source: *The Heritage Property Act*

A register of all designated property in the municipality, kept by the municipal official.

### *Thematic Framework*

Source: City of Regina "Thematic Framework & Historic Context Statement"

A structure for the Heritage Inventory that uses themes to help conceptualize past events and to place sites, places and events within their historical contexts.

## **4.0 Roles & Responsibilities**

The City Planner is responsible for conducting reviews of the Heritage Inventory to ensure that significant historic places are identified, and all themes in the Thematic Framework are represented. The City Planner may issue a call for public nominations but no more than ten nominations will be added each year. The City Planner will provide recommendations

to the Executive Director on additions to the Heritage Inventory based on the Heritage Inventory Policy.

The City Planner is responsible for conducting reviews of the Heritage Inventory to identify historic places that no longer retain integrity. The City Planner is responsible for tracking City Council decisions not to designate a property on the Heritage Inventory, which would require the removal of the property from the Heritage Inventory. The City Planner will provide recommendations on removals to the Executive Director.

The Executive Director has been directed by City Council to decide whether to add a property to the Heritage Inventory, based on the Heritage Inventory Policy, but has not been directed to remove a property. The Executive Director will provide a recommendation to City Council to approve the removal of any property from the Heritage Inventory. Annual reporting to City Council would focus on the outcome of the Executive Directors decision to add properties to the Heritage Inventory, and to request Council's approval to remove properties that no longer retain integrity.

## **5.0 Frequency/Schedule**

The review of the Heritage Inventory will occur on an annual basis.

## **6.0 Procedure - Additions**

Properties may be added to the Heritage Inventory as follows:

- (a) a recommendation by the City Planner for addition of a property shall be submitted in the manner and form specified by the Executive Director, and must include a Statement of Significance;
- (b) the subject property shall be evaluated using the Criteria for Integrity in the Evaluation Form established by section 7;
- (c) if the subject property is determined to be a Grade One or Grade Two property the Executive Director may approve it to be added to the Heritage Inventory, provided it is also determined to retain sufficient integrity to convey significance; and
- (d) if the subject property is not determined to be a Grade One or Grade Two property or if it is deemed to lack sufficient integrity to convey significance, the Executive Director will not approve it to be added to the Heritage Inventory.

## 7.0 Procedure - Removals

Properties may be removed from the Heritage Inventory as follows:

- (a) a recommendation by the City Planner for removal of a property shall be submitted in the manner and form specified by the Executive Director;
- (b) the subject property as described in the application shall be evaluated using the Criteria for Integrity in the Evaluation Form established by section 7; and
- (c) if the subject property is determined to no longer retain sufficient integrity to convey significance the Executive Director shall recommend to City Council that it approve its removal from the Heritage Inventory.

## 8.0 Related Forms

The Administration will use the Heritage Inventory Evaluation Form and the criteria contained within the form to evaluate the Heritage Value and significance of properties in Regina. In completing the form, the Administration will reference the applicable themes of the City of Regina's "Thematic Framework & Historic Context Statement."

## 9.0 Reference Material

The Policy to administer an Inventory of Heritage Property in Regina ('Heritage Inventory Policy') complements this procedure.

## 9.0 Revision History

Complete the table below with "Revision History" information.

Effective Date	Description of Change
25-MAR-19*	Initial Release.

\* The date listed in the first line of the Revision History table, is the date the document received its final approval. Hereafter, the date becomes the revision date, displayed as the Effective Date on the first page header information.

<b>Procedure Title:</b> Procedures for the designation of Heritage Property by council bylaw	<b>Approved by:</b> Director, Planning & Development Services	<b>Reference #</b>
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## **4.0 Roles & Responsibilities**

A Property Owner may submit a Building Permit application to demolish a property or significantly alter a property on the Heritage Inventory, or an application to designate a property.

The City Planner is responsible for conducting application reviews to determine the significance of the property and the Executive Director will provide a recommendation to City Council whether to designate the property as Municipal Heritage Property or as part of a Heritage Conservation District.

## **5.0 Frequency/Schedule**

An application made by the Property Owner may be received at any time.

## **6.0 Procedure – Application to Designate**

Properties may be designated as Municipal Heritage Property or as part of a Heritage Conservation District as follows:

- (a) an application is made by the Property Owner for designation of a property and shall be submitted in the manner and form specified by the Executive Director, and must include a Statement of Significance;
- (b) the subject property shall be evaluated by the City Planner using the Criteria for Integrity in the Evaluation Form established by section 7;
- (c) if the subject property is determined to be a Grade One or Grade Two property and it is also determined to retain sufficient integrity to convey significance, then the Executive Director will make recommendation to City Council at its next scheduled meeting to issue its Notice of Intention to Designate and otherwise proceed with the statutory requirements to formally designate the property as a municipal heritage property; and
- (d) if the subject property is not determined to be a Grade One or Grade Two property or if it is deemed to lack sufficient integrity to convey significance, the Executive Director will recommend that City Council not designate the property.

## **7.0 Procedure – Application to Alter or Demolish**

Pursuant to resolution of City Council **CR-\*\*, every application for a permit for alteration or demolition of a property listed on the Heritage Inventory shall be denied for up to sixty (60) days, or such shorter time as may be required, to allow for consideration of formal designation of the property as Municipal Heritage Property or as part of a Heritage Conservation District**

pursuant to *The Heritage Property Act*. In these cases, consideration of designation shall occur as follows:

- (a) every property on the Heritage Inventory that is the subject of the application for alteration or demolition shall, prior to issuance or denial of a permit, be evaluated using the Criteria for Integrity in the Evaluation Form established by section 7;
- (b) if the subject property is determined to be a Grade One or Grade Two property retaining sufficient integrity to convey significance, and the proposed alterations will not impact or be detrimental to the property's Heritage Value, the Executive Director may allow the alteration permit application to proceed;
- (c) if the subject property is determined to be a Grade One property retaining sufficient integrity to convey significance, the Executive Director will confirm the 60 day denial of the alteration or demolition permit and make recommendation to City Council at its next scheduled meeting to issue its Notice of Intention to Designate and otherwise proceed with the statutory requirements to formally designate the property as a municipal heritage property; and
- (d) in all other cases, if the subject property is determined to be a Grade One property which no longer retains sufficient integrity to convey significance or is a Grade Two property, the Executive Director will confirm the 60 day denial of the alteration or demolition permit and make recommendation to City Council at its next scheduled meeting to remove the property from the Heritage Inventory.

## **8.0 Related Forms**

The Administration will use the Heritage Inventory Evaluation Form and the criteria contained within the form to evaluate the Heritage Value and significance of properties in Regina. In completing the form, the Administration will reference the applicable themes of the City of Regina's "Thematic Framework & Historic Context Statement."

## **9.0 Reference Material**

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