



## LOCAL HISTORIC PLACE DESIGNATION POLICY

November 20, 2019



### OVERVIEW

The use of Local Historic Place designation by the City of Saint John is enabled through the Heritage Conservation Act, SNB 2010, c. H-4.05 and provides the City the ability to recognise properties of architectural, cultural or historical significance. Where Local Historic Place designation is not registered on property title and is not affected by the Saint John Heritage Conservation Areas By-Law, this policy document will determine the procedure for evaluating properties for designation and for having the designation put in place by Common Council.

### OBJECTIVES

#### Primary:

- To formally adopt a second tier of municipal heritage designation, recognising the extensive heritage present in Saint John; and,
- To establish an objective set of criteria for assessment as a Local Heritage Place.

#### Secondary:

- To identify, through Local Historic Place designations, potential areas for the creation of new Heritage Conservation Areas in the future;
- To recognise and bring awareness to properties of heritage value; and,
- To encourage retention of Local Historic Places.

### ELIGIBLE PROPERTIES

Any property within the boundaries of the City of Saint John that is not currently designated as a Local Historic Place is eligible for consideration through this policy.

### PROCEDURE

#### I. Applications

- a. A property owner interested in consideration as a Local Historic Place shall submit to Heritage Conservation staff a report outlining any architectural, cultural or historical value the property may possess.
- b. This report may be prepared by the property owner or by a third party or parties.

- c. There shall be no requirements as to the length, format, or content of the report as information available for individual properties will likely vary. A property can only be evaluated, however, based on the information provided through the report, the quality and extent of which may impact the outcome of the evaluation.

## II. Evaluation

- a. On a semi-annual basis, a sub-committee of the Heritage Development Board shall review any applications for consideration as a Local Historic Place that have been submitted.
- b. The sub-committee shall be comprised of no fewer than two and no more than four Board members and the Heritage Officer, and shall include a member of the Board who is a registered architect.
- c. Members of the Heritage Development Board shall be appointed to the sub-committee through nomination and a simple vote of the Board.
- d. The sub-committee shall use for evaluation the scoring matrix attached to this document as Schedule A.

## III. Recommendations

- a. At a regular meeting of the Heritage Development Board, the sub-committee shall present to the Board its scores for all properties that have received evaluation.
- b. These scores shall be presented in writing as prepared by Heritage Conservation staff, and shall include whether the score passes the benchmark established as part of the scoring matrix in Schedule A.
- c. The Board shall make recommendations to Common Council for the designation of properties as Local Historic Places for those properties that have scored above the benchmark.

## IV. Designation

- a. The recommendations of the Heritage Development Board shall be submitted to Common Council.
- b. The recommended properties may, by resolution of Common Council, be considered for designated as Local Historic Places.
- c. This designation does not affect the title of the property nor does it impose any restrictions or obligations on the owner of the property (Heritage Conservation Act, SNB 2010, c. H-4.05, s. 68(2)).

## FUTURE EVALUATION

As needed, staff and/or the Heritage Development Board may review a map of Local Historic Place designations to determine whether a new Heritage Conservation Area or Areas might be considered for review or further analysis.

## REMOVAL OF DESIGNATION

The removal of Local Historic Place designation may be made by resolution of Common Council if:

- a. It is requested by the property owner; or,
- b. The building or structure that has been designated no longer exists.

#### FINANCIAL INCENTIVES

Eligibility and requirements for financial incentives, if any, for Local Historic Places through the Heritage Grant Program are outlined in the Heritage Grant Program Policy.

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