

## Municipal Heritage Committee

Portage la Prairie has a rich historical past. There is a need to protect and conserve our existing heritage resources as reminders of this past for future generations.

### **Portage Heritage Advisory Committee:**

In accordance with By-law 08-8411, the Heritage Advisory Committee (HAC) is an advisory body appointed by Council to advise on heritage matters. The Committee can recommend various actions, but it cannot commit the Council to these recommendations. Council holds the ultimate authority in heritage matters.

The Committee exists to:

- Advise Council on matters arising out of the Heritage Resources Act
- Advise Council on criteria for evaluation of properties of architectural or historical value.
- Maintain and prioritize a list of significant properties worthy of conservation.
- Recommend to Council buildings, sites and artifacts for designation under the Heritage Resources Act.
- Advise Council on means of conserving heritage properties and areas.
- Advise Council on current heritage conservation legislation and formation of municipal legislation to conserve heritage properties and areas.
- Recommend to Council programs and activities to increase public awareness of heritage conservation issues.
- Advise Council on any matters relating to buildings and areas of architectural or historical significance.
- Advise Council on properties and artifacts owned by the city.

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Visit our By-law webpage to view the following Heritage related by-laws:

- Heritage Advisory Committee By-Law
- Heritage Tax Credit By-law

### **Heritage Designations:**

Who Can Ask for Designation:

A proposal for municipal designation may come directly from Council, the Heritage Advisory Committee or from a member of the public.

Determining the Significance of a Site for Designation:

A point system based on the prominence of previous owners, age (of a structure), importance as a landmark, architectural qualities and exterior integrity is used to determine the significance of a site. On occasion, aspects of the interior may also be considered.

### **The Process:**

The designation procedure is designed not only to make the owner aware of the process, but also to protect their interests.

- Upon evaluation of the home, the HAC may recommend to Council that the designation process should proceed.
- HAC evaluates potential municipal designation.
- A Municipal designation by-law is prepared for Council consideration and may be given first reading.
- After first reading, a Municipal Notice of Intent of the proposed designation is issued. A copy of the By-Law must be sent by registered mail to the owner, any lessee of the affected property and Historic Resources Branch.
- The Notice of Intent must be published in two successive issues of the local newspaper and filed at the Land Titles office. This must include a declaration that Council intends to designate the site and set a date, time and place for a public hearing (no earlier than 21 days after the Notice of Intent).
- If no objections are raised at the public hearing, Council may give second and third reading to adopt the By-Law to designate the site, or it may decide not to proceed with the proposed designation and publish a Cancellation Notice of Intent.

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- When objections are raised at the public hearing, Council may:
    - resolve not to proceed with designation and publish a Cancellation Notice of Intent
    - amend the By-Law and adopt as amended
    - refer the objection to the Municipal Board
  - If the matter is referred to the Municipal Board, the Board will set a time, date and place for a public hearing. At least 21 days before the hearing, the Board will serve notice to the City, Historic Resources Branch, the owner, any lessee for the site, plus any parties who either objected or made representation at the previous hearing. A copy of the notice of hearing will also be published in two issues of the local newspaper.
  - After the Municipal Board hearing, the Board will submit to the City a report of its recommendations, with reasons. The City may cancel the designation, amend and adopt the By-law, or adopt the By-law in its original form.
  - Once Council declares a location municipally designated, a Municipal Heritage Notice is sent to the owner, any lessee of the site, and the Minister of the Historic Resources Branch. The notice is also published once in the local newspaper and filed at the Land Titles office.
  - Should a Notice of Appeal be submitted, Council may:
    - revoke the designation or
    - refer the appeal to the Municipal Board for a hearing and recommendation

### **The Owner & Designation:**

- A potential heritage site, for which a Notice of Intent has been issued, is protected from any alteration until a decision has been made.
- During the designation process or following designation, ownership of a Municipal designated heritage site may be transferred. The owner must inform the new owner of the process and/or that the site is a designated heritage site. The owner must also inform the City of this change of ownership.
- For a designated heritage site, Council requires the owner to obtain a Heritage Permit before the site can be altered, renovated, developed or enlarged. The

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purpose is not to limit renovations and improvements, but to encourage the owner to make changes that are sympathetic to the historic and architectural qualities of the site.

- The City will assist home-owner's of designated sites by providing contacts for possible grants and individuals/organizations with expertise in altering/renovating historic sites.