

 M O N C T O N	POLICY	Owner Department: Planning and Development
	Designation of Heritage Properties Policy	
Effective Date: March 15, 2021	Last Reviewed Date: March 15, 2021	
Approving Authority: Moncton City Council	Replaces No.: N/A	

1. Purpose Statement

The primary purpose of the *Designation of Heritage Properties Policy* is to designate qualifying properties with heritage value under the provisions of the City of Moncton [Heritage Conservation By-law](#). The policy supports goals pertaining to heritage designation identified in the Strategic Plan and assists Council and Administration and Heritage Conservation Board with criteria to evaluate and determine the potential designation of *heritage conservation areas*.

The policy includes a priority for the short-term consideration of qualifying *local historic places* currently listed on the [Canadian Register of Historic Places](#), which are otherwise not currently designated under the Heritage Conservation By-law.

Furthermore, the Policy will serve for initiatives involved with forthcoming heritage designation evaluations and studies as per policies and proposals contained in the Municipal Plan.

2. Application of the Policy

This Policy applies to properties in the City that have heritage value but have not yet been assigned a heritage designation under Schedules of the Heritage and Conservation By-law #Z-1116.

3. Definitions

“[Canadian Register of Historic Places](#),” the current searchable database containing information about recognized historic places of local, provincial, territorial and national significance.

“Designated Property” a heritage conservation area as defined in the [Heritage Conservation By-law](#).

“Heritage Conservation Board” the City of Moncton [Heritage Conservation Board](#), a heritage board established pursuant to section 46 of the [Heritage Conservation Act](#).

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“Heritage Value” the aesthetic, historic, 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, uses and cultural associations or meanings

“Heritage Inventory” an inventory of properties that have been identified, based on specific criteria, to have heritage value.

“Local historic place” a property that has been designated by the municipality under Subsection 68(1) of the New Brunswick [Heritage Conservation Act](#), the Province’s enabling legislation.

“Statement of Significance” a statement that identifies the description, heritage value, and character-defining elements of an historic place.

4. Policy

Administration and Decision

- 1) Administration will undertake consultation in good faith with both the public and property owner prior to designating a heritage property, as per the [Heritage Conservation Act](#).
- 2) Ultimately, Council is responsible to approve or deny a property being considered for heritage designation.
- 3) Despite 1), though cooperation of the property owner is an objective of consultation, following the consultation, review and evaluation process Council does not require the approval of the property owner to designate said property as heritage.

Eligible Properties

- 4) An evaluated property must achieve a score of 70 points or greater in order to be considered by Council for heritage designation.
- 5) Despite 4), following the review process and recommendations from the Heritage Conservation Board, Council has discretion to proceed to designate any property as appropriate.

5. Evaluation Criteria

A. General

- 1) Heritage designation is based on evaluation criteria and associated scoring in which a maximum of 100 points may be awarded through subsections B – I.
- 2) Each category of evaluation criteria contains levels of assessment and corresponding point total.
- 3) Evaluation will be undertaken by the Senior Heritage Planner or designate.
- 4) Individual scoring will be compiled and averaged to provide the final score attributed to a nominated property.

B. Age (15 Points)

- 1) Where a building was constructed prior to 1867, a maximum score of 15 points may be awarded in this category as calculated from section 1 of 'Appendix A - Evaluation Criteria for Designation of Heritage Property.'

C. Historical Importance (10 Points)

- 1) As calculated from section 2 of 'Appendix A – Evaluation Criteria for Designation of Heritage Property, a maximum of 10 points may be awarded in this category where A building, structure, or property has historical value of governmental or cultural significance;

D. Architectural Merit: Construction Type / Building Technology (10 Points)

- 1) Where a building or structure is a very rare or early example of a construction type or building innovation, a maximum of 10 points may be awarded in this category as calculated from section 3 of 'Appendix A - Evaluation Criteria for Designation of Heritage Property.'

E. Architectural Integrity (15 Points)

- 1) Where a building, structure and its construction materials or components remain largely unchanged from the original construction, a maximum of 15 points may be awarded in this category as calculated from section 4 of 'Appendix A - Evaluation Criteria for Designation of Heritage Property.'

F. Community Context (15 Points)

- 1) Where a building, structure or property is a cultural landmark or an integral part of the character of a neighbourhood or streetscape, a maximum of 15 points may be awarded in this category as calculated from section 5 of 'Appendix A – Evaluation Criteria for Designation of Heritage Property.'

G. Building and Property Condition (15 Points)

- 1) Where a building or property is in good condition, following a review of a Building Condition Report, a maximum of 15 points may be awarded in this category as calculated from section 6 of 'Appendix A – Evaluation Criteria for Designation of Heritage Property.'

H. Building and Land Use Adaptability (10 Points)

- 1) Where a building is highly adaptable to land uses permitted within the underlying zone as prescribed in the Zoning By-law and is consistent with the provisions of the Municipal Plan and Zoning By-law, a maximum of 10 points may be awarded in this category as calculated from section 7 of the Evaluation Criteria for Designation of Heritage Property.

I. Original Land Use (10 points)

- 1) Where a building maintains its original land use from the time of initial construction, the property shall be awarded a maximum of 10 points.

6. Review Process

Internal Review Process

- A. Nominations for designation evaluation can be made by a property owner, the Senior Heritage Planner, Heritage Conservation Board, or a member of the public.
- B. Any nomination for designation under section A. shall include a report outlining any architectural, cultural or historical value the property may possess. This report may be prepared by a qualified third party on behalf of the individual or group making the nomination. A property will be evaluated based on the information provided through the report, the quality and extent of which may impact the outcome of the evaluation.
- C. Following a preliminary review and evaluation of the property, if greater detail on the condition of the building, structure or property is required, an independent Building Condition Report may be requested by the Senior Heritage Planner.
- D. Where a nomination for designation is submitted by a property owner or member of the public and the ensuing evaluation is not supported by administration and the Heritage Board, the Senior Heritage Planner may request a Building Condition Report, at the expense of the applicant.
- E. Where a nomination for designation is submitted by Council, the Senior Heritage Planner may request a Building Condition Report, at the expense of the municipality.
- F. Once the report under section B. and, if required, under section C., is received, the Senior Heritage Planner or designate will conduct a property assessment using the evaluation criteria for designation of a heritage property.
- G. If the property meets the requisite point total for heritage designation consideration, the individual or group making the nomination and property owner are advised that the process will proceed.
- H. Despite section G., if the property does not meet the requisite point total, the individual or group making the nomination may proceed to the Heritage Board for consideration of designation.
- I. Once all information is gathered and determined to be complete and the property has been evaluated, the Senior Heritage Planner will develop a background report for consideration by the Director of Planning and Development to determine whether the request will require further study or that the application may go directly to the Heritage Conservation Board for consideration.

- J. If, after consideration by the Heritage Conservation Board, it is determined that the request should be submitted to Council, the Senior Heritage Planner prepares a report to the Heritage Conservation Board for their consideration including a recommendation to Council to approve/deny the request for heritage designation.
- K. Taking into consideration the report prepared by the Senior Heritage Planner under section J., the Heritage Conservation Board resolves to accept, accept with changes, or deny the designation recommendation in said report.
- L. The Senior Heritage Planner prepares a report for the consideration of Council, which contains the recommendation from the Heritage Conservation Board under section K. and the Statement of Significance for the building, structure or property.

Pre-Legislative Community Engagement Process

- A. A Community Engagement Process will be required when two (2) or more properties are proposed to be designated.
- B. Despite section A., a Community Engagement Process may be required for any proposed property designation at the discretion of the Director of Planning and Development.
- C. In coordination with City's Communications department, the Senior Heritage Planner will prepare and undertake a Community Engagement Process as outlined below.
- D. Owners of properties that are proposed to be designated will be contacted by the Senior Heritage Planner or designate and advised of the process and other information that is available relevant to the application.
- E. Properties that are proposed to be designated for heritage will be made public using a variety of available media including, but not limited to, news releases, website updates, and social media. Updates will be made public as various phases of the process are reached.
- F. Further to section E., where appropriate, the Communications department will coordinate the use of the City's online public engagement website (Letschatmoncton.ca) to engage and obtain feedback on properties that are proposed to be designated. This will be supported by the Senior Heritage Planner or designate.
- G. Opportunities for public meetings (to obtain input and discuss concerns) will be considered when appropriate, inspired by the public hearings used in other land-use matters.
- H. Broad notification of any public meetings under section G. is the responsibility of the Communications department, supported by the Senior Heritage Planner, and may include direct mail to affected property owners, newspaper publications, website and social media posts.

Legislative Process

- A. Taking into consideration the report and recommendation under section L., Council may authorize preparation of a By-law amendment to designate the proposed building, structure or property. This allows the application to proceed through the legislative process in accordance with the [Heritage Conservation Act](#). The building, structure or property is then added to the Heritage Inventory.

7. Implementation Strategy

- 1) Local historic places listed on the [Canadian Register of Historic Places](#) will be prioritized for designation under the [Heritage Conservation By-law](#).
- 2) Consideration for future designation of additional buildings, structures and properties that have heritage value will be considered on a case by case basis.

8. Administration and Contact

City Hall
655 Main St., Moncton, NB E1C 1E8
Telephone: 506.853.3550
Email: info.clerk@moncton.ca

Appendix A - Evaluation Criteria for Designation of Heritage Property

Property	Date Reviewed	Reviewer

1. AGE (Maximum of 15 points)

Date of Construction	Points	Timeline
Prior to 1867	15	Prior to Confederation
1867 - 1899	13	Confederation to the end of the 19 th century
1900 – 1917	12	Turn of the century to the War Years
1918 – 1945	10	The War Years
1945 – Present	7	Post-War

2. HISTORICAL IMPORTANCE (Maximum of 10 points)

A building can receive points for having specific associations with important occasions, institutions, persons and groups.

Local Historical Associations	Points	Comments
Highly related to history of the City, Province or Nation	10	
Moderately related to history of the City, Province or Nation	7	
Minimally related to History of the City, Province or Nation	5	

3. ARCHITECTURAL MERIT (Maximum of 10 points)

The assessment of architectural merit can be assessed by one of two factors:

- a) **Construction type/building innovation or representative of an era:** refers to the method that the structure was built (early or rare materials) and building techniques; OR
- b) **Style:** refers to the form or appearance of the architecture.

Construction type/building innovation	Points	Comments
Very Rare / Early Example	10	
Moderately Rare / Early Example	5	
Not rare / common example	3	

4. ARCHITECTURAL INTEGRITY (Maximum of 15 points)

Architectural integrity refers to the extent where the building, structure or property retains original features, structures, style (not the current state of building condition).

Consider any additions/removals alterations to the building. This includes but is not limited to windows, doors, porches, dormers, roof lines, foundations, chimneys and cladding.		
Architecture	Points	Comments
Largely unchanged	15	
Modest changes	10	
Major changes	5	
Seriously compromised	0	

5. COMMUNITY CONTEXT (Maximum of 15 points)

This refers to the relationship between the subject property and its surrounding neighbourhood and / or community. This is an important consideration when assessing areas of transition and established areas.

Context	Points	Comments
Building and property is a landmark or an integral part of the street and/or neighbourhood character	15	
Building has a positive but not integral part of the street and/or neighbourhood character	10	
Building and property are not an integral part of the street and/or neighbourhood character	5	

6. BUILDING AND PROPERTY CONDITION (Maximum of 15 points)

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The physical condition of both the site and the property are important features, which must be carefully assessed, to determine if property conservation is feasible.

Building and Property Condition	Points	Comments
Building and property are in good condition	15	
Building and property are in fair condition	10	
Building and property are not in good condition	5	

7. BUILDING AND LAND USE ADAPTABILITY (Maximum of 10 points)

This refers to the buildings ability to continue and/or adapt to future land use under the provisions of the Municipal Plan and Zoning By-law.

Building and Adaptability	Points	Comments
Building is highly adaptable and consistent with the provisions of the Municipal Plan / Zoning By-law	10	
Building is moderately adaptable and generally consistent with the provisions of the Municipal Plan / Zoning By-law	7	
Building is not adaptable and is loosely or inconsistent with the provisions of the Municipal Plan / Zoning By-law	5	

8. ORIGINAL USE OF BUILDING OR PROPERTY (Maximum of 10 points)

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This refers to the current use of the building, structure or property matching that of the building at the time of its original construction.

Building and Adaptability	Points	Comments
Building and / or property maintains the same use as at the original time of construction	10	
Building and / or property does not maintain the same use as at the original time of construction	5	
Property retains cultural, community or natural assets not identified or associated with the building	5	

