

# Municipal Heritage Award Nomination Package & Application Form

This information package and application form will assist nominators in preparing their nomination for the Municipal Heritage Award, which is to be submitted to the Department of Planning and Development Services.

## Nomination Package

### Responsibilities

Nominators are responsible for:

- The timely submission of a complete nomination package;
- Obtaining and providing written authorization from the property owner to participate in the award program;
- Obtaining and providing written authorization from the nominator to submit their work for consideration; and,
- Coordinating the attendance of the nominee at any required events related to the Municipal Heritage Award for that year.

Nominees are responsible for:

- Providing written authorization to the nominator, as required by the City, regarding the use of their personal and/or private information collected, as far as it may pertain to the Municipal Heritage Award; and,
- Attending the Council meeting or event when the award, which they have been nominated for, is to be presented.

### Nomination Package

A complete nomination package shall include the following (Administration to check the applicable boxes):

- A completed application form;
- A letter of authorization from the property owner and nominee regarding the use of their information for the purposes of the award;
- A detailed written description of the undertaking including who participated, in what capacity, and a clear and concise defence of how the project satisfies the spirit and intent of the category for which it was nominated;
- Visual documentation of the property throughout history, specifically including images and/or drawings of the property during the specific historical period when the building was constructed or that is significant to the project;
- Visual documentation of the property during (if possible) the construction process, and of the completed work;
  - Please ensure these photos or drawings best represent the project and are of photo or similar quality; and,
  - At least two (2) photos will be required for the award plaque;
- A listing of period or heritage specific techniques, materials, etc. utilized for the project.

### Nomination Procedure

Once all of the required information has been obtained and forms completed, the nomination package shall be submitted to the following:

City of Prince Albert  
Planning and Development Services, 3<sup>rd</sup> Floor  
1084 Central Avenue, City Hall  
Prince Albert, SK S6V 7P3

**Please note: any original paperwork, photos, samples or similar documents or materials may be kept by the City. If this is not desirable, please ensure copies of the paperwork and/or photos are also submitted, which may then be retained. Digital submissions are encouraged.**

### Judgement Procedure

Once the nomination deadline closes, all complete submissions shall be reviewed for qualification and conformity to the regulations, policies, bylaws and legislation listed in the Municipal Heritage Award Policy.

### Qualification Criteria

In order to qualify for consideration, the following criteria shall be met (Administration to check the applicable boxes):

- Nomination packages shall include all requisite information at the time of submission. If any information is missing, the nominator will be notified once, via the most convenience means, and asked to submit the missing information. If the missing information is not provided in the appropriate time allotted by Planning and Development Services, the nomination will be disqualified;
- Owner and nominee authorization shall be submitted with the nomination package or the nomination package will be disqualified;
- The nominator shall clearly indicate on the application form which category the nomination falls under;
- All nominations shall conform to all applicable regulations, policies, bylaws and legislation, as determined by Planning and Development Services;
- The project, property, building or monument shall be visible or accessible to the general public;
- In the case of an individual or group, the qualifying elements of the nomination shall have been offered or presented to the general public, or offered or presented through an educational institution.

### Closing Date

All completed applications that are to be considered shall be submitted between **August 1 and November 1** each year. Late submissions will not be accepted.

## Application Form

### Registered Property Owner (if applicable):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Nominator:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Nominee:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Nomination Category

Nominations shall fall into one or more of the following categories (check the applicable box):

- Restoration:** Revealing, recovering or representing the state of a historic place or of an individual component as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value.
- Preservation:** Protecting, maintaining, or stabilizing the existing form, material and integrity of a historic place, or of an individual component, while protecting its heritage value.
- Rehabilitation:** The sensitive adaptation of a historic place or of an individual component for a continuing or compatible contemporary use, while protecting its heritage value. This is achieved through repairs, alteration and/or additions.
- New Design – Infill:** New design, which is sympathetic to heritage properties and streetscapes with respect to building scale, height, massing, roofline, and finishing materials in existing developed areas or neighbourhoods.
- New Design – Addition:** New designs involving a structural addition(s) to an existing heritage building that is sympathetic to or compatible with the original or established building design with respect to scale, height, massing, fenestration, roofline and/or finishing materials.
- Heritage Open Space:** The promotion, restoration and new design of heritage open spaces, sites, monuments and trails.

**Please note: pending the outcome of the application review, projects may be re-assigned to a different category if it is found that the category was selected in error, or another category is more appropriate. Please only select a single category per application.**

### Property Information (if applicable):

Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_



Please detail below how you believe the project you have nominated meets the spirit and intent of the category that it was nominated under. Please relate your response to information contained in the following documents:

- The Standards and Guidelines for the Conservation of Historic Places in Canada;
- The City of Prince Albert Official Community Plan;
- The Civic Arts Policy;
- The Community Services Master Plan; and
- The Municipal Cultural Master Plan.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Municipal Heritage Award Authorization Form

Date: \_\_\_\_\_

### Property Owner

I, \_\_\_\_\_ of \_\_\_\_\_ authorize  
**PRINT - Owner's Name** **Company (if applicable)**

\_\_\_\_\_, to collect and use information pertaining to my  
**PRINT - Nominator's Name**

property, for the purposes of the Municipal Heritage Award. Furthermore, I understand that any information collected and used for the purposes of the Municipal Heritage Award may be kept on file by the City of Prince Albert, until such time that it is no longer required.

Owner's Phone Number: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

---

### Owner's Signature

### Nominee (if different from above)

I, \_\_\_\_\_ of \_\_\_\_\_ authorize  
**PRINT - Nominee's Name** **Company (if applicable)**

\_\_\_\_\_, to collect and use the information required for the  
**PRINT - Nominator's Name**

Municipal Heritage Award. Furthermore, I understand that any information collected and used for the purposes of the Municipal Heritage Award may be kept on file by the City of Prince Albert, until such time that it is no longer required.

Nominee's Phone Number: \_\_\_\_\_ Nominee's Email: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

---

### Nominee's Signature

Planning and Development Services  
Phone: (306)953-4370  
Fax: (306)953-4380