



**To:** Chief Administrative Officer **Date:** June 19, 2023  
**From:** Mike Dickinson, Manager of Long Range Planning and Special Projects  
**Subject:** **Tools for Heritage Conservation and Engagement**

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### **Recommendation(s)**

1. That Council approve the Project Management Charter – Tools for Heritage Conservation and Engagement and authorize Development Services staff to commence a work plan to implement the Project; and
2. That Council support the objective of a workshop for the Mission Heritage Advisory Committee members and its Council representatives with a heritage professional in 2023 to discuss the proposed use of heritage conservation tools and preparation of an engagement portal on the City’s website for heritage information.

### **Purpose**

The purpose of this report is two-fold:

1. To receive Council’s direction to create and implement a communications strategy to identifying sites and buildings with heritage value; and
2. To establish administrative tools including any amendments to and the creation of policies and bylaws for the conservation of heritage sites and buildings.

The framework for initiating the community engagement process and the use of heritage conservation tools is included in the appended Project Management Charter (**Attachment A**).

This report seeks Council’s approval of the Project Management Charter – Tools for Heritage Conservation and Engagement (Charter). Development Services staff request Council’s authorization to initiate the work plan outlined in the Charter to implement the use of new heritage conservation tools for assessing development proposals and a process for enabling community engagement concerning heritage sites and, buildings.

### **Background**

Council directed Development Services staff to come back with a process that would allow community members to identify heritage sites and buildings as noted in the Mission Heritage Advisory Committee’s (MHAC) 2023 Work Plan. The following introduces information about heritage conservation tools and a workplan for using heritage conservation tools to guide development applications where buildings or sites are considered to have heritage identity and value.

Council, at its December 19, 2022, Regular meeting resolved with Resolution RC22-616:

‘That Council approve the proposed process for community members to identify heritage sites and buildings, identified within the 2023 Work Plan for the Mission Community Heritage Commission, as directed at the August 15, 2022, Regular Council meeting’; and

Also, Council, at its December 19, 2022, Regular meeting resolved with Resolution RC22-617:

‘That Council ask the Heritage Commission to consider how Mission can strengthen LAN.57 by adding further heritage preservation tools and by considering a historical date before which all inhabitable structures might, by default, be considered against LAN.57.’

Research conducted by staff and MHAC members identified sites and buildings with possible heritage value within the city. These sites and properties are now included in a draft heritage inventory that is used by City staff as a reference source for possible further investigation by a heritage professional to understand the potential for sites or buildings to have heritage merit.

The City’s 2006 Heritage Strategic Plan identified the need for a heritage inventory as a first step in assembling and coordinating information about sites with buildings or features having heritage value. The MHAC members discussed the draft heritage inventory at its February 1, 2023, meeting and acknowledged further work given that it is on this as part of the MHAC’s 2023 Work Program. Ultimately, the buildings and sites identified in this inventory are proposed to be illustrated on the City’s website and WebMap for the community to view.

Through recent discussions with the City’s Archives Manager and a heritage consultant, City staff were advised that many of the sites identified in the 2016 Heritage Context report and from the Mission Historical Society were subjective in nature and would need to be verified by a heritage professional before being considered for inclusion in a heritage inventory. The work conducted to date, however, represents a valuable first step in understanding more about buildings and sites that are considered to be of historic interest. Further investigation by a heritage professional would be needed to verify information about properties and buildings as a further step towards preparation of an official heritage inventory.

The appended Charter provides information for updating the City’s website to provide information about heritage conservation and facilitate engagement with Mission residents about heritage buildings and sites in the city, including those identified in the City’s heritage registry.

The *Local Government Act* and *Heritage Conservation Act* provide BC municipalities with the legislative authority to use a variety of heritage conservation tools to enable protection of buildings and sites with heritage merit.

## **Discussion and Analysis**

### **1. Community Heritage Engagement**

Many of Mission’s buildings reflect historic design characteristics generally based upon their age, location and other factors that indicate potential heritage significance. It is important for Mission residents to have an information resource where they can access and share information about buildings and sites that have heritage value as well as cultural events and features.

This work has been initiated by City staff, assisted with information from MHAC members. The creation of a draft heritage inventory is the first step towards preparation of a web-based information portal where Mission residents and others interested in Mission heritage can access information about the City’s historic buildings and features. Mapped and detailed information is available for the nine buildings and sites listed on the city’s Heritage Register that could be incorporated in the City’s web-based information portal.

### **2. Heritage Conservation Tools**

Part 15 of the *Local Government Act* provides municipal governments with legal authority to protect buildings and sites with heritage value. The *Heritage Conservation Act* provides

authority to the province to protect historic places with provincial-level heritage significance. Mission's OCP also includes heritage and cultural policies aimed at protecting, restoring, and promoting Mission's heritage including its historic assets and facilities. Staff are examining these administrative tools with the aim of determining how these tools would guide development, particularly in areas of Mission where there are a substantial number of older buildings that could be proposed for demolition when redevelopment occurs. The administrative tools (i.e., heritage conservation tools) are mentioned in this report and described in greater detail the appended Charter.

Ten heritage conservation tools are noted in the list below and are available for use by BC municipalities through provincial legislation with the objective of protecting historic sites and buildings. Within this list of 10 heritage conservation tools, the first three items are currently in use by the City. Mission has a Community Heritage Commission (list item 1), where the MCHC members actively participate in initiatives to enhance heritage conservation in the city, including recommending historic buildings for heritage award recognition during Heritage Week each February. The City also has a Community Heritage Register (list item 2) where nine buildings and sites are included. Within this group of nine buildings and sites, three have a Heritage Designation, with bylaw protection (list item 3).

Within the list of 10 heritage conservation tools noted below, the first three are currently being used by the City. The remaining seven tools (list items 4-10) can provide the City with mechanisms for heritage conservation. Recognizing the current workload of staff, this report recommends that three of the seven heritage conservation tools not currently being used by the City be investigated and implemented in 2023, being: '4. Heritage Conservation Area; 5. Heritage Revitalization Agreement, and 6. Heritage Alteration Permit. After these heritage conservation tools have been implemented, then the remaining heritage conservation tools (list items 7 – 10) could be reviewed and implemented in 2024.

### **1. Mission Heritage Advisory Committee**

The MHAC advises Council on heritage issues within the City, particularly with respect to Part 15 of the Local Government Act.

### **2. Community Heritage Register**

The Register is an official list of properties with heritage value that have been identified by the City

### **3. Heritage Designation**

A form of long-term legal protection that is enabled with a bylaw and is registered on the property title.

### **4. Heritage Conservation Area**

A special area in the Official Community Plan that provides long-term protection which demonstrates distinct heritage value and character.

### **5. Heritage Revitalization Agreement**

A heritage revitalization agreement (HRA) is a formal voluntary written agreement negotiated by the City and a property owner.

### **6. Heritage Alteration Permit**

A heritage alteration permit allows and manages changes to protected heritage properties. Proposed alterations and additions to the properties are reviewed through a permit process

to determine the appropriateness of the changes in relation to the character defining elements of the building.

**7. Heritage Impact Assessment**

A heritage impact assessment provides information regarding the possible effects that the activity or action may have on a heritage property.

**8. Heritage Conservation Covenant**

A heritage conservation covenant is an agreement between a property owner and the City which provides long-term protection but cannot vary siting, use or density.

**9. Temporary Heritage Protection**

A temporary heritage protection order deals with immediate and short-term circumstances and can be used until longer-term measures are enacted.

**10. Heritage Property Maintenance Standards Bylaw**

The purpose for a heritage property maintenance standards bylaw is to enforce maintenance standards for protected heritage properties.

**Financial Implications**

There are no financial implications associated with this report.

**Communication**

Development Services staff presented information to the MHAC at its meetings on December 7, 2022 January 4, 2023, and February 1, 2023, to inform the MHAC members about a communications process for Mission residents to use in engaging about heritage sites and buildings, a draft Heritage Inventory, and Heritage Conservation Tools. Staff also recommend a workshop for the MHAC members with a heritage consultant, later in 2023, to discuss the proposed use of heritage conservation tools and preparation of an engagement portal.

**Summary and Conclusion**

This report requests Council's approval of the Project Management Charter – Tools for Heritage Conservation and Engagement. Approval of the Charter will initiate the preparation of three heritage conservation tools and an engagement strategy for Mission residents to identify properties with buildings or features that have heritage significance.

**Report Prepared by:** Mike Dickinson, Manager of Long Range Planning and Special Projects

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**Reviewed by:** Dan Sommer, Director of Development Services

**Approved for Inclusion:** Mike Younie, Chief Administrative Officer

**Attachment(s)**

Attachment A: Project Management Charter - Tools for Heritage Conservation and Engagement