



Voluntary Heritage Designation

Corporation of the City of New Westminster

Development Services Department

The purpose of heritage designation is to protect, conserve and maintain property that is determined to have heritage value or character in the Province and the City.

When a local government enacts a heritage designation bylaw, the municipality is able to protect a property in the long-term by disallowing demolition. Heritage designation may also disallow exterior alterations or structural changes to a property, prevent movement of a structure, and actions that would damage an interior or landscape feature. Heritage designation is achieved through Part 27, Sections 967, 968 and 969 of the Municipal Act. Designation may involve the land, building a feature and/or interior.



A voluntary designation application is initiated by the owner of the property. Among the benefits which could accrue to the owner and the community as a result of such a designation are:

- preservation of the historical character and uniqueness of the family or owner's property and of the time and effort expended in rehabilitation;
- increases in property values through improvements to the designated site and the adjacent properties;
- achievement of greater civic pride, status and prestige;
- preservation of the character, identity and livability of the neighbourhood;
- enrichment in the quality of community life through the conservation and rehabilitation of special architectural and historic buildings;
- economic benefits through increased tourism, stimulation of new investments, developments and employment.



The typical steps through which an application for heritage designation is processed at the City Hall are as follows:

- 1) Before making an application, the applicant is advised to make preliminary inquiries at the Development Services Department to determine if their house, building or site has historical interest or heritage potential.
- 2) If the house, building or site is listed in the catalogue "The Living City: A study of Buildings and Sites of Historical Interest and Heritage Potential in New Westminster" 1982 November (revised 1983 February) or the New Westminster Heritage Resource Inventory (as revised), the site is considered to have historic interest or heritage potential.
- 3) The applicant and the Development Service Department review the heritage potential of the building or site, the Municipal Act, Part 27, the heritage designation process, the details of the application and the benefits of designation to the owner, the City and the Province.
- 4) The applicant is advised that with heritage designation the buildings or structures on the site cannot be

demolished or altered nor can any person build on or develop the site without prior approval in the form of a resolution from City Council. Activities requiring the prior approval of Council are described in the handout “Designated Heritage Buildings: Restoration Principles and Guidelines for Alterations” available in the Development Services Department. This prohibition affects the present as well as the future owners of the property.

- 5) If the applicant wishes to proceed, the form “Designation as a Municipal Heritage Site” is completed and signed in the presence of a Notary Public or a commissioner for Oaths and Affidavits, etc. The applicant is required to furnish written proof that they are authorized to submit the application on behalf of the owner, the society, the board that they are representing. The completed form and a letter from the applicant requesting council to adopt a bylaw to designate the lands and all buildings and structures thereon as a municipal heritage site are forwarded to the community Heritage Commission.
- 6) The Community Heritage Commission receives the application where it is referred to a subcommittee for review, in relation to established criteria.

The age, architectural style, history and other heritage information on the house, building or site is researched and an evaluation is made for the Community Heritage Commission.

- 7) The Community Heritage commission forwards its recommendation on the submission to City Council.
- 8) City Council receives the recommendation and either rejects the application or authorizes the preparation of a Heritage Designation Bylaw.
- 9) Council introduces the bylaw and gives it First, Second and Third Readings.
- 10) Notice is placed in two consecutive issues of a weekly newspaper of the intention to designate the house, building or site as a municipal heritage site. The costs of this public notification are borne by the City of New Westminster. A public hearing must be held.
- 11) When all the requirements are completed, the Development Services Department advises the City Clerk to bring the bylaw forward for Final Reconsideration and Adoption by Council.
- 12) The bylaw is Adopted, the Signed and Sealed by the Mayor and the City Clerk.

- 13) After the bylaw has been adopted, the applicant may write to the Community Heritage Commission to request that a “New Westminster Designated Heritage Building” plaque be awarded to the site or building.
- 14) Council will be requested to place the newly designated site, building or property on the City of New Westminster Community Heritage Register which contains all of the City’s other designated sites.
- 15) The Community Heritage Commission considers the request for a plaque and forwards its recommendation to City Council. The cost of the plaque and a ceremony to unveil the plaque are borne by the City.
- 16) The City notifies the Archaeology and Outdoor Recreation, Resource Information Services Program, Ministry of Municipal Affairs, Recreation and Culture that the Heritage Designation Bylaw was adopted for the house, building or site and requests that the municipal heritage site be incorporated into the “Designated Heritage Sites Registry”.

For additional information, please contact the City of New Westminster Development Services Department.



The City disclaims any liability arising from reliance on information contained in this guide.

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