

# Municipality of the District of Lunenburg

Policy Details	
Name	Heritage Property
Number	027
Legislative Authority	Heritage Property By-law, Sections 6 and 9
Effective Date	March 26, 2024

## Short Title

- 1 This Policy may be cited as the Heritage Property Policy.

## Definitions

- 2 (1) In this Policy,
  - (a) **Heritage Advisory Committee** is as defined in subsection 5(2) of the Heritage Property By-law.
  - (b) **Character Defining Elements** means the materials, forms, location, spatial configurations, uses, and cultural associations that contribute to the heritage value of a property and must be maintained to preserve its significance. These elements are integral components of the architectural style and are specific features or attributes identified for each heritage property at the time of its designations, showcasing its individual historical, architectural, or cultural importance.

## Minimum Threshold

- 3 (1) The Heritage Advisory Committee may recommend to the Municipality that a building be registered as a municipal heritage property in the Registry of Heritage Property, if the heritage value of the recommended building is scored at least 75 out of 100 points.
  - (2) The Heritage Advisory Committee may recommend to the Municipality that a public-building interior, streetscape, cultural landscape, or area be registered as a municipal heritage property in the Registry of Heritage Property, if the Heritage Advisory Committee deems the heritage value of the recommended public-building interior, streetscape, cultural landscape, or area as significant.

## Evaluation Guidelines

- 4 (1) The score in subsection 3(1) is calculated by combining all the points of the criteria stated in the evaluation guidelines in Schedule A.
- (2) The criteria in Section 3 must not be inconsistent with the Standards & Guidelines for the Conservation of Historic Places in Canada.

## Substantial alterations

- 5 (1) Substantial alterations to a character defining element of a municipal heritage property may include but not limited to
  - (a) demolition;
  - (b) addition;
  - (c) changing the colour scheme of the structure;
  - (d) alterations that change the massing of the building;
  - (e) alterations that change the building's original style, such as
    - (i) building form with respect to orientation, proportion, and height;
    - (ii) roof shape with respect to style, pitch, and the addition of roof elements such as towers and dormers;
    - (iii) visual balance with respect to the arrangement of parts or elements of the building including, but not limited to, windows, doors, bays, porches, and dormers;
    - (iv) windows with respect to size, style, placement, orientation, and materials;
    - (v) doors with respect to size, style, placement, materials and the addition of sidelights and transoms;
    - (vi) cladding with respect to style, placement, orientation, and materials;
    - (vii) molding or trim with the respect to style, placement, materials and the removal or addition of;

- (viii) stairs, porches, decks, balconies, verandahs, and porticos with respect to style, materials, and the removal or addition of all or part of the structure;
- (ix) skylights with respect to the addition, removal, or replacement of; and
- (x) dormers with respect to size, style, and placement.


### **Non-substantial Alterations**

- 6 (1) Municipality deems the following alterations as non-substantial:
- (a) painting using the same colour scheme;
  - (b) repairs to or the replacement of existing materials where no change in size, style, placement, orientation, or materials is to occur, such as wood clapboard with wood clapboard of the same exposure to the weather, and asphalt shingles with asphalt shingles.
    - (i) Changing to metal roof materials is permitted as long as the roof material is not deemed to be a character defining element.
  - (c) Accessibility uses and features as long as the alteration is not negatively affecting a character defining element.

### **Alteration Approval Process**

- 7 (1) After receiving an application in Section 10 of the Heritage Property By-law, the heritage officer must issue a letter to the owner of the municipal heritage property, stating that
- (a) under the criteria in Section 6, the application is a non-substantial alteration; or
  - (b) approval from the Council is required for the proposed alteration.

<b>Policy Adoption</b>	
<b>Date of Original Passage</b>	May 11, 2004
<b>Date of Notice of Intent to Amend</b>	March 12, 2024
<b>Date of Council Approval</b>	March 26, 2024
<b>Date of Effective Date (if different from council approval)</b>	N/A

<b>I certify that this Policy 027 Heritage Property was adopted by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b> 	<b>Date</b> March 26, 2024

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	Passage of Original Policy	May 11, 2004
<b>V2</b>	Amendments included deletion of sections 1 through 4 and replacing with new sections 1 through 7	April 27, 2021
<b>V3</b>	Amend s. 5 substantial alterations by adding “character defining elements” and “but not limited” and s. 6 add new clause (b) that addresses roofing material alterations.	Nov 28, 2023
<b>V4</b>	Amend s.6 non substantial alteration by adding a new clause (c) that addresses accessibility features and uses alterations. Amend s. 2 definitions by adding a new clause defining character defining elements.	Mar 26, 2024