

Attachment A  
*Heritage Terms: Glossary*

## **HERITAGE TERMS: GLOSSARY**

### **Adaptive Re-use**

Using an old building for a new purpose or function, while protecting its heritage value. May involve extensive exterior and interior alterations.

### **Bylaw**

A bylaw is a regulation which municipal governments are allowed to enact. The Local Government Act, which is provincial legislation, delegates authority to municipal governments to regulate specific things (e.g., the Zoning Bylaw regulates land use). The approval of bylaws is subject to formal procedures. Planning applications which involve bylaws or bylaw amendments (e.g., Zoning Bylaw amendments or Heritage Revitalization Agreements) require formal public hearings.

### **Character Defining Elements**

The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.

### **Character House**

A house fifty years old or older, which may have some heritage elements, but that has not otherwise been formally identified as a “heritage house”.

### **Community Heritage Commission**

An advisory panel of Council-appointed volunteer citizens which meets monthly to advise Council on City issues with an identified heritage component.

### **Conditions Assessment**

A conditions assessment is an evaluation of the physical condition of a property or building. This document generally does not include heritage value statements or historic research, but can describe the presence of historic building materials or architectural elements.

### **Conservation Area**

A heritage conservation area is a distinct and identifiable neighbourhood, characterized by its historic value, which is identified in a City's Official Community Plan for heritage conservation purposes. A Heritage Conservation Area provides both long-term heritage protection and design control. Through a Heritage Conservation Area, property owners looking to make some kinds of changes to protected heritage properties would require a Heritage Alteration Permit (HAP) and Council approval.

### **Conservation Plan**

A document which guides a conservation project's proposed work and the standard to which that work will be held. The following components should be included in a Conservation Plan: historic brief, Statement of Significance, conditions assessment, archival and current photographs, plans detailing the changes proposed and a description of the appropriate conservation procedures.

**(219/Conservation) Covenant**

A formal legal agreement between a property owner and the municipal government in regards to the restriction or requirement of a use of property or a portion thereof. Covenants are registered on title.

**Demolition by Neglect**

The loss of a building or landscape with heritage value resulting from a lack of maintenance.

**Design Guidelines**

A set of regulatory standards on form or character to which properties in the identified area must comply.

**Designation**

The protection of an identified heritage property, especially its character defining elements, by municipal bylaw. Allows regulation and control of alterations and demolition.

**Frequent Transit Network**

A road or transportation route where public transit (bus or Skytrain) service runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week. These networks are determined by the regional authority TransLink, but are used in local/municipal planning decisions related to development applications.

**Heritage Assessment**

A research based document which summarizes and identifies the history and potential historic associations of a property. Heritage Assessments do not make determinations on heritage value, but rather provide the information required to do so, or to develop a Statement of Significance.

**Heritage Alteration Permit**

A permit issued by City Council that authorizes changes to be made to a protected heritage property. A Heritage Alteration Permit may not vary use or density.

**Heritage Conservation/Preservation**

The act or process of preventing decay or loss, especially of a building or its heritage value. Often called preservation (more American). Conservation does not necessarily mean legal protection.

**Heritage Conservation Act**

The Heritage Conservation Act is provincial legislation which governs the recognition and protection of provincial heritage sites. It does not govern municipal heritage law or tools: those are under the Local Government Act (Part 15). The Heritage Conservation Act also regulates archaeological finds across the province on both public and private land. Those sections pertaining to archaeology are the most commonly referenced from this Act.

**Heritage House/Place**

A place (structure, building, group of buildings, district, landscape archaeological site) which has been formally recognized for its heritage value. Formal identification includes historic research, and an assessment of the heritage values of the place.

**Heritage Register**

A list of properties identified by a municipality that are deemed to possess heritage value and as such merit preservation. This is formal recognition but not legal protection. However, a local government has the authority to place temporary protection on a Heritage Register property for up to 60 days.

**Heritage Revitalization Agreement**

A negotiated development agreement which exchanges exterior restoration work and a Heritage Designation on the property for zoning relaxations and/or other development incentives. These agreements do not set precedent and negotiated to be different for each site, depending on the site's characteristics.

**Heritage Value**

The worth, merit or importance of a property as conveyed by an architectural, spatial, spiritual or cultural element of the property or its past. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

**Historic District**

An area identified by a municipality that is deemed to possess heritage value and as such merit preservation. This is formal recognition but not legal protection. Often historic districts have interpretive signage and voluntary design guidelines. No additional heritage-related permits are required for changes to buildings in these areas.

**Inventory**

A list of properties identified by a municipality with qualities or characteristics that may result in heritage value. The Inventory is a listing of buildings but not formal recognition. Inventories were a precursor to the Heritage Register. In the mid-1990s, when Heritage Registers were introduced, most municipalities rolled their Inventory into the Register and removed their Inventory. The City of New Westminster maintained both, but the Inventory has since fallen into disuse and is referenced as a historic record only.

**Land Title**

Record of ownership of land that is registered that the BC Land Titles and Survey Authority including the legal description of the property and legal notations registered against it.

**Local Government Act**

The Local Government Act (LGA) is provincial legislation which delegates authority to municipal governments and determines the processes by which they may govern. That is, the LGA is what allows municipal governments to make bylaws and what requires that Council approve them in a specific manner. Part 14 of the LGA governs “Planning and Land Use Management.” Part 15 of the LGA governs “Heritage Conservation.”

**Official Community Plan**

The Official Community Plan (OCP) is a document that municipal governments use to outline and guide the future of a community. OCPs have two parts: policies and maps. The policies state goals, objectives, and areas of priority. The maps (e.g., land use, road type designations, environmentally sensitive areas, neighbourhoods, and areas requiring development permits in addition to the standard approvals) are linked to OCP policies and show how the community will develop. As future planning policies are changed and developed, they must be in conformance with the OCP. Additionally, Metro Vancouver has a Regional Plan, which is like an OCP for all of Metro Vancouver. Local municipalities, such as New Westminster, must make sure their plan conforms with the Regional Plan.

**Protection/ Protected Property**

Protection on a property is achieved through the requirement of Council approval for changes to a property. Council (or its delegate) controls approval through a permitting system. A heritage-related permit maybe refused if the proposed work is not consistent with heritage best-practice, the City’s heritage policies, or the guidelines associated with the protection.

**Reconstruction**

The re-creation of a building or structure that no longer exists on the basis of historical evidence. Often raises concerns about accuracy, as certain elements are based on conjecture when no evidence can be found.

**Rehabilitation**

The sensitive adaptation of a historic place for a continuing or compatible contemporary use while protecting its heritage value.

**Retention**

The act of keeping an existing building rather than removing, recreating or replacing it.

**Restoration**

The accurate revealing, recovering or representing of the state of an historic place or individual component as it appeared at a particular period in its history.

**Revitalization**

The action or process of making possible a continued contemporary use of a heritage property while protecting the heritage values of the place.

**Setback**

The space between the property line and the main body of the house on the lot.

**Standards & Guidelines for the Conservation of Historic Places in Canada**

This is a Canada-wide best-practice document used by professionals in evaluating heritage conservation projects. It contains 14 key principles and further detailed information on best-practice in conservation technology. The document was adopted by New Westminster Council in 2008 for use in evaluating heritage projects in the city.

**Statement of Significance**

A Statement of Significance (SOS) identifies the heritage value and explains the context and relevance of a historic property, building or landscape. The short document (usually one-two pages) demonstrates the key aspects that must be protected in order for the historic place to maintain its heritage value. They are used in evaluating the heritage merit of a property, or when a change is proposed to an already protected property. SOSs are required for the formal protection of a site and are sometimes drafted when a property is listed on the Heritage Register.

**Subdivision**

Subdivision is the process of altering legal property boundaries. Most often this involves the division of a larger property into smaller lots. It may also include the realignment of an existing property, or the consolidation of one or more properties into a single parcel.

**Unsympathetic**

An element which is considered not to relate to or appropriately reflect its surroundings, especially historical features; a lack of continuity in design.

**(Board of) Variance**

The Board of Variance is citizens' advisory board which consists of five members appointed by Council. The Board of Variance is established pursuant to the Local Government Act which allows the board to consider variances which are, in the opinion of the board, both minor and cause the applicant hardship if required to conform to zoning requirements. A person may make an application for a variance to the Board only if the application of these general regulations to their particular site would impose a hardship and would be considered minor. The Board of Variance cannot vary the use or density on any site.

**Zoning Bylaw**

The Zoning Bylaw is a document which includes requirements such as the types of uses which are allowed on a property (e.g. retail stores, libraries, residential units); the allowed density (e.g. number of residential units and/or amount of floor space); building height; and, the amount of parking. Every property in New Westminster is assigned to a zoning district. Zoning Bylaws can regulate the uses of a property but cannot regulate the users.

## **Zoning Bylaw Amendment (Rezoning)**

If a proposed development does not conform to the requirements of the Zoning Bylaw (e.g. land use and density). The process for a Zoning Bylaw amendment allows the City and community to analyze the potential effects and benefits that a development may have. This involves analysis of surrounding land use and evaluation compliance with existing City policies, such as the Official Community Plan.

## **ACRONYMNS**

BOV	Board of Variance
CDD	Comprehensive Development District
CHC	Community Heritage Commission
DCC	Development Cost Charge
DPA	Development Permit Area
FSR	Floor space ratio
FTN	Frequent transit network
HAP	Heritage Alteration Permit
HCA	Heritage Conservation Area
HCP	Heritage Conservation Plan
HRA	Heritage Revitalization Agreement
ICOMOS	International Council on Monuments and Sites (branch of UNESCO)
LGA	Local Government Act
LTSA	Land Titles and Survey Authority of British Columbia
OCP	Official Community Plan
S&Gs	Standards and Guidelines for the Conservation of Historic Places in Canada
SOS	Statement of Significance
UNESCO	United Nations Environmental, Social, and Cultural Organization