

Terms of Reference for a Review of City of Victoria's Heritage Management Policies and Programs



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SITUATION BRIEF # 5

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A core requirement for the UNESCO World Heritage Site nomination documentation is an independent assessment of the region's management plans for its historic and natural sites.

An important part of the core site area is historic Old Town, Victoria. The following outlines the terms of reference for such a review of the City of Victoria's Heritage Management Policies and Programs in support of a proposed nomination of Victoria's Old Town district as a World Heritage Site under the terms of the UNESCO World Heritage convention.



The consultant will be required to examine and report on the effectiveness of the following aspects of the City of Victoria's Heritage Management of Heritage Resources:

1. Protection mechanisms (zoning, including CA-3C Old Town Zone), Sign Bylaw control mechanisms; Heritage Designation and other protections from demolition; review and monitoring systems including the Heritage Register; regulation of alterations to heritage resources (Heritage Alteration Permit system) (Heritage Conservation Area controls); control of architectural design of new construction within Old Town (**Old Town Design Guidelines**)
2. Review the use of Statements of Significance in the context of the **Standards and Guidelines for The Conservation of Historic Places in Canada** for the protection of the heritage values, authenticity and integrity of the heritage resources in Old Town.
3. **Official Community Plan** and related Planning documents and policies supporting heritage conservation (i.e. **Downtown Core Area Plan, Old Town Design Guidelines**, etc.)
4. Review of past policy documents, (e.g. **Heritage Strategic Plan 2002; Downtown Heritage Management Plan 1989** and others that are operational).
5. Roles of the **Heritage Advisory Panel** and the **Advisory Design Panel** in support of heritage management policies
6. Roles of various City Departments in supporting heritage conservation objectives in Old Town; Engineering & Public Works, Parks, Recreation & Facilities Management, Sustainable Planning and Community Development.
7. Role of sustainable development principles in heritage management policies.
8. Evaluation of the relationship between City heritage programs and key stakeholders, e.g. building owners and managers, visitors, workers and businesses in Old Town.

9. Evaluation of the adequacy of heritage staff resources.
10. Evaluation of the effectiveness City's **Tax Incentive Program** in the protection of the heritage values, authenticity and integrity of the heritage resources in Old Town. Also evaluate the effect on stakeholder support for the City's Heritage Management Program.
11. Evaluation of past and current heritage interpretive strategies in eliciting stakeholder support for heritage resources in Old Town. (e.g. **Bringing The City To Life: An Interpretation Plan For Downtown Victoria 1992-1993**, City of Victoria Historic Walking Tour Brochures)
12. Financial Assistance Programs (**Victoria Civic Heritage Trust**), to include aspects of community engagement through members of the Board and the Architectural Conservation Committee. Evaluation of administration of Building Incentive Program Grants to include how the grants address the conservation aspects of the heritage resources, and how they are integrated and coordinated with City administered heritage procedures.
13. Evaluation of long-term threats or challenges for the protection and management of Old Town, including seismic risk and climate change induced issues.



14. Examination of the role of Federal and Provincial Government Heritage Properties, and other institutional agencies (e.g. Greater Victoria Harbour Authority) and their relationship to the City's Heritage management policies.

15. Brief explanation of the legal context for the City's heritage programs and policies. (Chapter 323, Part 27, Local Government Act, Province of British Columbia.)



Observations

- A similar review will need to be commissioned for Saanich and Esquimalt as they host other parts of the core area site designation. Included also would be a review of satellite sites such as First Nations villages in Oak Bay, Hatley Park in Colwood, and historic Garry Oak ecosystems elsewhere. Collaboration, funding and consultant management will be required of local governments involved.
- Consultation and sign-off by local First Nations including Songhees, Esquimalt, WSANEC and Metis should be part of the consultant's remit.

References

UNESCO Victoria World Heritage Site Project Technical Brief #4. World Heritage Site Management.