



HERITAGE PROPERTIES

TIPS FOR PRESENTING TO THE HERITAGE ADVISORY COMMITTEE

Appointments to appear before the Heritage Advisory Committee (HAC) are arranged through the Committee Coordinator at the Office of the City Clerk:

807-625-2230

officeofthecityclerk@thunderbay.ca



Consultation with HAC

Property owners (and/or designates) are encouraged to meet with HAC to present information about proposed changes to heritage properties. HAC aims to protect historic buildings, but not prevent alterations completely.

Meeting with HAC early in the design stage can avoid delays.

Presentations

- Presentations to HAC should be kept to ten (10) minutes in length.
- Be prepared for questions from HAC members regarding proposed alterations following your presentation.
- PowerPoint is the preferred presentation tool. Please forward your presentation to the Committee Coordinator at least two (2) days prior to the presentation date.
- If using something other than PowerPoint please discuss this with the Committee Coordinator at least four (4) days before the presentation.

Information to Include

There is quite a lot of information HAC members will want to know about a proposed project and the property it involves. Please aim to include the following in your presentation:

- ☐ Property Location and surrounding neighbourhood including:
 - ☐ written address and mapped location
 - ☐ street-view photos (both of property and surrounding area)
- ☐ Overview of the proposed project (bullet points)
- ☐ Design rationale
- ☐ Architectural or engineering drawings of current property along with changes to occur through proposed alterations. (context plans, window elevations, exterior elevations, floor plans, landscape plan)
- ☐ Building plans for distribution and review by HAC Members (PDF format for digital distribution prior to meeting)
- ☐ Exterior finish samples of materials and products to be used
- ☐ List of re-zoning or variance requests in relation to the proposed alterations
- ☐ Project time lines
- ☐ Additional information necessary to evaluate proposed alterations

Presentations are an important element when it comes to decisions and recommendations being made by HAC. Decisions and recommendations are generally made during the same meeting where presentations are heard unless significant information is missing or further investigation is required. Provisional approval can also be made. Property owners are informed of resolutions made by HAC through the committee coordinator. HAC resolutions, are also forwarded to the City of Thunder Bay's Planning Department.

*Inquiries about Heritage Properties can be directed to the City of Thunder Bay's Heritage Researcher at: **archives@thunderbay.ca***