

CITY OF VANCOUVER 2011 HERITAGE AWARD NOMINATIONS INFORMATION AND SUBMISSION REQUIREMENTS

The City of Vancouver Heritage Awards acknowledge the special accomplishments, projects and efforts which have furthered the goal of heritage conservation in the City. In conjunction with the City's 125th Anniversary celebrations, and also as part of the 25th Anniversary of the City of Vancouver Heritage Program, an Awards event is planned for April 2011.

SUBMISSION DEADLINE Friday January 14, 2011 at 4:00 p.m.

Nominations are received at 3rd floor reception, East Wing, City Hall, 453 West 12th Avenue, Vancouver, BC V5Y 1V4

Before working on a nomination, please ensure that you have read the following instructions thoroughly, and use the checklist provided with the Nomination Form as a guide.

ELIGIBILITY

Nominations must be for work completed in the last six years which has not previously received a City of Vancouver Heritage Award. For development projects in particular, "completed" means an occupancy permit has been issued, or where such a permit is not required (e.g. residential development), final inspection has been done with all necessary approvals in place, on or before the submission deadline.

In order to qualify for consideration, projects must be located in the City of Vancouver. For other nomination categories some component(s) of the work must be situated in the City of Vancouver, or be associated with heritage conservation in the City in some other way.

Nominations are accepted for any one of the following:

- Restoration, rehabilitation, adaptive re-use or continued maintenance of a heritage building, a significant interior of a heritage building or structure, characteristic features of a heritage building or structure or landscape or natural feature. [Note: a "heritage building or structure, or landscape or natural feature" is not required to be on the Vancouver Heritage Register to qualify for consideration.]
- Use of innovative engineering techniques or restoration/conservation methods in upgrading a heritage building or structure which may include seismic upgrading.
- Heritage advocacy or an individual or group in the preservation of a heritage site or increasing public awareness of heritage issues.
- Publication, education program, exhibit or activity that promotes heritage conservation or awareness.
- Efforts in community or neighbourhood revitalization tied to heritage conservation.

The Jury Chair reserves the right to return a nomination that is incomplete or has not followed instructions. It may either be re-submitted, provided this takes place on or before the nomination deadline, or may be submitted for a subsequent Heritage Awards event.

AWARD CLASSIFICATIONS

Honour	Demonstrates an outstanding contribution to heritage conservation
Merit	Makes an important contribution, in whole or in part, to heritage conservation
Recognition	Acknowledges an accomplishment, project or effort which contributes to heritage conservation

The Awards Jury reserves the right to not give awards in any particular level of recognition.

JURY REVIEW, PROTOCOL AND NOTIFICATION

Following the submission deadline, the Heritage Awards Jury will review nominations and determine which may qualify for an award and in which category (refer to the Heritage Awards webpage for more information on jury members and award categories). Following the review and decision a letter will be sent to each nominee informing them of the conclusions. The decisions of the Awards Jury are final.

The Awards Jury will be using "*Standards and Guidelines for the Conservation of Historic Places in Canada*" (Parks Canada) as the guiding criteria by which rehabilitation/conservation project nominations will be judged.

Members of the Awards Jury will not enter into correspondence or other dialogue with nominees or members of the public before, during or after the decision process. If a member of the Awards Jury is nominated for an award, an alternate juror from the Vancouver Heritage Commission will replace the nominated juror. Alternatively, that nomination can be deferred to a subsequent Heritage Awards.

AWARD CERTIFICATES

Winning nominations may receive up to three awards. These are presented at the City of Vancouver Heritage Awards event. The primary recipient is highlighted on the certificate in larger font size and the other two secondary recipients (if applicable) are listed below in a smaller font. Additional certificates may be printed following the Awards ceremony if warranted.

NOMINATION CATEGORIES

Nominations will fall into one of the following three categories:

1. Projects - Buildings, Interiors, Landscapes or Engineering Works
2. Individuals and Community Groups
3. Publications, Education, Scholarships or Exhibits

SUBMISSION REQUIREMENTS - GENERAL

The following instructions must be fully reviewed and understood prior to submitting a nomination. A checklist is provided on the Heritage Awards Nomination Form for reference.

All submissions have common requirements for materials, format and the general type of information, regardless of nomination category.

There will also be some variation in submission requirements between the three nomination categories. These are outlined below.

Elaborating on the Summary of Work, the nominee shall explain in full detail the extent of work, explaining why this project, publication, program, activity or effort, or person merits a heritage award. It is essential that this is described accurately and comprehensively so that the Jury will understand what it is expected to assess.

For each of the three major categories, the following must be considered and integrated into the description of work.

SUBMISSION REQUIREMENTS - Projects - Buildings, Interiors, Landscapes or Engineering Works

Nomination Form:

Every submission shall provide a cover page Nomination Form with Contact Information, found on-line at:

<http://vancouver.ca/commsvcs/planning/heritage/awards/nominationform.pdf>

This is to include the name of the project (and address if applicable), or the name of the publication, program, activity or effort, along with the name of the individual or organization, with contact information and owner's signature (where applicable) indicating agreement to have the project nominated for a Heritage Award and to its publicity by the City of Vancouver if selected for an award.

Contacts:

This is to be followed by contact information, which includes the name, address and other information for each proposed award recipient (company, organization or individual). The primary recipient should be listed first, followed by up to (but no more than) two names as secondary recipients. The nominee must confirm that each of these proposed recipients has been made aware of the nomination.

Other names involved in the project may also be listed separately from the nominated award recipients (primary and secondary).

Note: the name of the nominee may or may not be one of the proposed award recipients.

Summary of Work:

This shall be followed by a Summary of Work (no more than one page) briefly describing what components made up the conservation work. It should explain the roles of the nominees and briefly how the project contributes to heritage conservation in the City of Vancouver. The Summary should also briefly describe the challenges that the project presented and the response to those challenges.

Description of Work:

The nomination should include a thorough description of the heritage conservation aspects of the project. This includes aspects such as degree of retention, the materials or components that were replaced or replicated and why, the duration of the work, and the role(s) of each of the major contributors to the conservation work (i.e. those who are nominated for the award).

Supporting material shall include a Statement of Significance and Conservation Plan, if applicable*, a photo showing the entire building or site constituting principal façade(s), photos of individual components or details of interest, drawings including site plan, elevations, and any design details. Floor plans are not necessary unless they

help to convey the story of the conservation work. It is important to show the “before and after” state of the project by way of photographs and/or comparative illustrations, documenting the finished details, along with one or two archival photographs if available. Photos taken during the course of the project may also be useful, but are not mandatory. The electronic package is to include the same drawings and photographs as provided in the hard copy package.

[*Projects referred to the City of Vancouver Heritage Group for review as Development Permit applications tied to a heritage designation and/or a Heritage Revitalization Agreement are required to have a Statement of Significance and a Conservation Plan prior to proceeding to Council for approval. If your project did not proceed through such a process, then the Statement of Significance and the Conservation Plan are not required.]

Materials, Format and Images:

- Three hard copies are required, in addition to six CD's containing the same materials and supporting documents as the hard copy. The exception is for a Publication: six copies of the nominated book must be provided along with supporting materials on hard copy and CD.
- Hard copy must be in three ring binder format. Letter size paper is mandatory, with the exception of hard copy Project drawings, which may be submitted no larger than 11"x17" paper. Brochures may also deviate from standard size, as they are commonly in a folded paper format. The relevant details on drawings must be legible at that reduced size.
- A minimum of five high quality images - electronic and hard copy - must be submitted for each nomination illustrating completed work. All electronic files (photographs, drawings, etc.) are to be compatible with either a PC or Mac computer. Projects tend to require more photographs or illustrations conveying both the state of the building or structure beforehand, and the finished outcome, particularly exterior or interior details.
- Electronic files shall be named using full descriptive with words separated by underscore beginning with the address or project name (for every file).

SUBMISSION REQUIREMENTS - Individuals and Community Groups

Nomination Form:

A cover page Nomination Form with Contact Information is found on-line at:

<http://vancouver.ca/commsvcs/planning/heritage/awards/nominationform.pdf>

This is to include the name of the person, program or activity, and the name of the lead individual or organization (if applicable), with contact information and owner's signature (where applicable) indicating agreement to have the project nominated for a Heritage Award and to its publicity by the City of Vancouver if selected for an award.

Contacts:

This is to be followed by contact information, which includes the name, address and other information for each proposed award recipient (company, organization or individual). The primary recipient should be listed first, followed by up to (but no more than) two names as secondary recipients. The nominee must confirm that each of these proposed recipients has been made aware of the nomination.

Other names involved in the publication, program, activity or exhibit may also be listed separately from the nominated award recipients (primary and secondary).

Note: the name of the nominee may or may not be one of the proposed award recipients EXCEPT in the case of a nomination for heritage advocacy, where the individual submitting the nomination cannot be the same as the nominee for the award.

Summary of Work:

This shall be followed by a Summary of Work (no more than one page) briefly describing what components made up the conservation work. It should explain the roles of the nominees and briefly how the project, effort or event, or person contributes to heritage conservation in the City of Vancouver. The Summary should also briefly describe the challenges presented and the response to those challenges.

Description of Work:

The nomination should include a detailed description of the individual or group's activities and how this has promoted heritage conservation. Include biographical information, a history of the work of the individual, group or organization in the heritage field, and any relevant media coverage, press clippings and photographs.

Materials, Format and Images:

- Three hard copies are required, in addition to six CD's containing the same materials and supporting documents as the hard copy.

- Hard copy must be in three ring binder format. Letter size paper is mandatory, with the exception of hard copy Project drawings, which may be submitted no larger than 11"x17" paper. Brochures may also deviate from standard size, as they are commonly in a folded paper format. The relevant details on drawings must be legible at that reduced size.
- A minimum of five high quality images - electronic and hard copy - must be submitted for each nomination illustrating completed work. All electronic files (photographs, drawings, etc.) are to be compatible with either a PC or Mac computer.
- Electronic files shall be named using full descriptive with words separated by underscore beginning with the address or project name (for every file).

SUBMISSION REQUIREMENTS - Publications, Education, Scholarships or Exhibits

Nomination Form:

A cover page Nomination Form with Contact Information is found on-line at:

<http://vancouver.ca/commsvcs/planning/heritage/awards/nominationform.pdf>

This is to include the name of the publication, program, activity or exhibit, and the name of the individual or organization, with contact information and owner's signature (where applicable) indicating agreement to have the project nominated for a Heritage Award and to its publicity by the City of Vancouver if selected for an award.

Contacts:

This is to be followed by contact information, which includes the name, address and other information for each proposed award recipient (company, organization or individual). The primary recipient should be listed first, followed by up to (but no more than) two names as secondary recipients. The nominee must confirm that each of these proposed recipients has been made aware of the nomination.

Other names involved in the publication, program, activity or exhibit may also be listed separately from the nominated award recipients (primary and secondary).

Note: the name of the nominee may or may not be one of the proposed award recipients.

Summary of Work:

This shall be followed by a Summary of Work (no more than one page) briefly describing what components made up the conservation work. It should explain the roles of the nominees and briefly how the publication, effort or event contributes to heritage conservation in the City of Vancouver. The Summary should also briefly describe the challenges presented and the response to those challenges.

Description of Work:

For publications or programs, the nomination should include a description of the work, the challenges involved, and how it has increased public awareness of heritage issues. Include biographical information (if applicable), the group or organization's work in the heritage field (if applicable), along with media coverage, press clippings and photographs specific to the publication, activity or exhibit.

For publications, include the name of the publisher in the list of contacts.

Materials, Format and Images:

- **Publication:** six copies of the nominated book or brochure must be provided. Supporting materials will consist of three hard copies of supporting materials, and six CD's containing the same materials and supporting documents as the hard copy.

- Hard copy must be in three ring binder format. Letter size paper is mandatory, with the exception of hard copy drawings (if applicable), which may be submitted no larger than 11"x17" paper. Brochures may also deviate from standard size, as they are commonly in a folded paper format. The relevant details on drawings must be legible at that reduced size.
- A minimum of five high quality images - electronic and hard copy - must be submitted for each nomination illustrating completed work. All electronic files (photographs, drawings, etc.) are to be compatible with either a PC or Mac computer.
- Electronic files shall be named using full descriptive with words separated by underscore beginning with the address or project name (for every file).