

# Heritage Week and Heritage Conservation Awards

Heritage week is normally the third week in February (e.g. 19-24<sup>th</sup> in 2024) and the Heritage Conservation Awards are given out at the last council meeting in February (e.g. 26<sup>th</sup> in 2024).

## **Heritage Conservation Awards**

### **December CHC Meeting**

- Discuss possible recipients and if needed strike a committee to make final recommendations for recipients
- Review Heritage Conservation Awards List (separate word document) for previous recipients to ensure there is no duplication
- The Heritage Conservation Awards recognize excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage
- Usually 2 residential and 1 commercial/institutional are chosen from the Heritage Register
- Confirm recipients and dates for Awards reception and presentation (based on Heritage Week dates and City Council Meeting)
- Then determine a date for committee meeting to plan event

### **December After CHC Meeting**

- Heritage Awards committee (HAC) meets and makes decision on recipients including alternates and who chairs (HACC)
- Confirm recipients before City Hall office closure
- Prepare budget for event

E.g.

○ Awards Framing	\$235.50
○ Flowers	\$40
○ Askews Sweet Tray (15-20 people)	\$35
○ Coffee/Cream/Milk	\$20
○ Black display board	\$30
○ TOTAL	\$360.50

### **January CHC Meeting**

- Present and approve budget for event

### **January After CHC Meeting**

- City Planner (CP) adds heritage awards to February Council Meeting agenda
- CP to send invitation to proposed award winners with a must reply date (see sample letter)
- CP sends invites to reception to past award winners (see sample letter)

- Send letter to previous owners who did lots of work on the building
- One of Heritage Awards Committee Member (HACM) invites Okanagan Historical Society to attend event
- CP to invite City Council members and staff
- One of HACM Contact media (Friday AM, Castanet, and Observer) (see examples)
- Press release to advertise award presentation at Council Meeting
- After RSVP date, if any proposed recipients decline, then CP send invite to alternate
- One of HACM to call framer to set up time to take certificates (Studio Terry Greenhough 250 832 5899)
- CP creates award certificates and prints for HACM (certificate should include both the name of the recipients and the name of the building/property on the Heritage Register, see example)
- HACM decide on who is bringing what for reception
- CP to reserve Room 100 for the event

### **February CHC Meeting**

- HACC finalize plans/confirm recipients
- CP to print certificates and get Mayor to sign
- HACM get certificates framed
- HACM decide which CHC members are presenting
- HACC decide who and when to meet for reception set up

### **February Before Event**

- HACM pick up framed certificates
- Presenters prepare short intros
- CP confirm Room 100 reserved
- CP make sure we can get into building at 4:30 day of awards to set up
- Supplies needed day of event
  - Linens
  - Napkins
  - Cups and Saucers
  - Small plates
  - Platters
  - Cutlery
  - Teapots/Cream and Sugar bowls – spoons/tongs
  - Coffee Urn
  - Use kettle in room 100 to boil water for teapots

## **February Day of Event**

- HACM pick up food/centrepiece flowers (buy 2 bouquets Askews, herbal tea variety pack, creamo, small milk (for tea) and 2 cups decaf ground (for perc) coffee (bring black tea and sugar from home – don't use much so not worth buying)
- CHC members set up Room 100 at 4:30 pm

## **RECEPTION AND AWARDS PRESENTATION**

- Setup in Room 100 at 4:30 pm
- Simple set up with white tablecloths, a few table runners and “vintage type” cup and saucers, 2 teapots, 2 creamers and sugar
- Put up black display boards with heritage conservation award winners that are used in Heritage Week display
- Slideshow of pictures of buildings on the heritage register in Room 100 during reception
- Put sweets on plates, cover with plastic wrap then put back in fridge until 6:30 pm (consider having something other than sweets)
- Put creamo and milk in pitchers and back in fridge
- Start coffee percolator at 5:45 pm (make less coffee, too much left over)
- Boil water for teapots (make black tea) but have boiled water also for herbal as people will make individually as it is a variety pack
- Start reception at 6:30 pm BEFORE Council meeting
- Pass around the plates of food
- Take pictures of attendees
- Present awards at start of Council Meeting
- CHC Chair introduces the Commission
- A CHC member presents a short overview of the CHC, its accomplishments, and plans for this year
- A CHC member is assigned to introduce each recipient and, in the introduction, gives a very short overview of the property perhaps highlighting why the property is important historically
- It is recommended that whoever is introducing the recipient act as special host to the recipient to make them feel welcome and put them at ease, especially if they are new to the area
- Photos of award recipient properties on screen during Council meeting
- CP take picture of each award winner and presenter
- After awards complete, return to Room 100 and clean up

## **February After Event**

- At next CHC meeting, conduct a postmortem and update this document

- CP to provide colour pictures of award winners to be placed on display boards for next year
- HWCM to put these pictures on display board
- Wrap boards in black plastic bags to protect them and then give them back to CP for storage till next year
- CP updates the Heritage Conservation Awards List with the new names

## **Heritage Week**

### **December**

- HWCM contact Linda at Piccadilly mall (250-832-0441) and book two tables in L shape for heritage week
- Get display boards from CP (they store them)
- Review all boards for changes and outline what will be changed
- Take boards to December Heritage Committee meeting to see if anyone has any changes
- If any additional board is needed, we buy from Staples - black presentation board (\$26 item #718103157759)
- If new board needed or other supplies, make sure to include cost in budget for Heritage Conservation Awards

### **January**

- Can't add new Heritage Awards recipients until it is decided who they are and if they will accept (late January)
- Let CP know of any new signs or headings to be made (the CP uses IT/GIS staff person to make any signs for boards)
- Make a copy of the previous year's Heritage Awards PowerPoint and save as the new year
- Then update the current year's PowerPoint by adding the new award recipients with old pictures and more current ones of their property
- Send PowerPoint to CP and ask for colour copies of the slides you need to put on the display boards
- There is another PowerPoint entitled Heritage Week XXXX Year which contains the slides that are included on the boards, also update this
- The first slide is the theme of Heritage Week – to get the current version go to Heritage BC website <https://heritagebc.ca/events-activities/heritage-week/> and under Events and Activities you will see their current poster for heritage week – copy and paste that onto the first slide
- If you need any of these slides printed in colour, then send those slides to CP to make the colour copies
- On the black boards, you will notice some slides which explain how a historic street gets its name, those slides are on a separate word document entitled Rotten Row without Titles and Metford Road

### **February**

- The setup at the mall is usually the Wednesday at 10 am
- Take the black display boards and two long tablecloths for the table tops and about 10 bulldog clips

- Put the tablecloths on table, put up the display boards and try to hold together with the bulldog clips
- Go back to the mall at least one day (late Thursday) before Saturday to make sure they are still standing
- Pick everything up Saturday at 4:00 pm
- Keep them until the Heritage Awards presentation

## Template: Heritage Conservation Awards List

### HERITAGE CONSERVATION AWARDS

The Community Heritage Commission "Heritage Conservation Awards" were created in 2020 to recognize excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage.

YEAR	Register #	AWARD RECIPIENT	BUILDING	ADDRESS
2020	3	Shuswap District Arts Council	Old Post Office	70 Hudson Ave NE
2020	8	The Hays Family	Bank Manager's House	660 2 Ave NE (formerly Harris St)
2020	23	Bernd Hermanski	Sinclair House	1501 16 St NE (was 1620 Lakeshore Dr NE)
2021	49	M. Shaffer	Ball House (formerly Heart's Haven/the Ball House)	1651 2 Ave NE
2021	30	The Hostman Family	Leech House	1890 20 Ave NE
2021	2	Bernd Hermanski, Doug Hearn, John Drew	Court House	20 Hudson Ave NE
2021	20	Kulwinder & Parmjit Chahal	Salmon Arm Consolidated School	451 Shuswap St SW
2022	9	Cindy Malinowski & Charles MacLennan)	Lyman House	680 2 Ave NE (formerly Harris St)
2022	13	Mrs. Holly Ready	Matthews House (formerly Skelton/Gabe's Bunkhouse)	251 5 St SE
2022	38	Trustees of Congregation-Canoe United Church	Canoe United Church	6861 50 St NE

## Template: Letter to Heritage Conservation Award Recipient

January 18<sup>th</sup>, 2024

XXXXXX  
3421 - 30 Street SW  
Salmon Arm, BC V1E 3J9

Dear XXXXX,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation, or adaptive re-use of built heritage.

You have been selected by the CHC to receive this award for the MacLeod House (3421 - 30 Street SW) which will be presented at the Regular Council Meeting on February 26<sup>th</sup>, 2024 at 7:00 pm following a reception at 6:30 pm. You are invited to make a short (3 minute) presentation about the property.

We sincerely hope you will accept this award and ask you to respond to us by January 26<sup>th</sup>, 2024 by contacting Morgan Paiement by e-mail at [mpaiement@salmonarm.ca](mailto:mpaiement@salmonarm.ca) or by phone at (250) 803-4021.

We appreciate your significant commitment and effort to preserve built heritage.

Yours,

David Gonella,  
Community Heritage Commission Chairperson

## Template: Letter to Heritage Conservation Award Alternate

January 30<sup>th</sup>, 2024

xxxxxx

341 - Beatty Avenue NW  
Salmon Arm, BC V1E 1W3

Dear xxxx,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation, or adaptive re-use of built heritage.

You have been selected by the CHC to receive this award for the **Presbyterian Manse (341 - Beatty Avenue NW)** which will be presented at the Regular Council Meeting on **February 26<sup>th</sup>, 2024** at 7:00 pm following a reception at 6:30 pm. You are invited to make a short (3 minute) presentation about the property.

We sincerely hope you will accept this award and ask you to respond to us by **February 5, 2024** by contacting Morgan Paiement by email at [mpaiement@salmonarm.ca](mailto:mpaiement@salmonarm.ca) or by phone at (250) 803-4021.

We appreciate your significant commitment and effort to preserve built heritage.

Yours,

David Gonella,  
Community Heritage Commission Chairperson

## **Template: Letter Inviting Previous Award Recipients to Attend Reception**

February 1, 2024

To whom it may concern,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation, or adaptive re-use of built heritage.

We are presenting awards again this year at the City Council Meeting on Monday **February 26, 2024** at 7:00 pm, and you are invited to attend if you wish, as is the general public.

As you previously received this award for the stewardship of your building, we are inviting you to the Awards Reception, at 6:30 pm, prior to the Council Meeting, in Room 100 at City Hall. Coffee, tea and desserts will be served. This will be a short social gathering where you can meet some members of Council, members of the CHC, and other heritage builders and homeowners. Feel free to stay for the awards ceremony or leave as you wish.

Yours truly,

Morgan Paiement  
City of Salmon Arm Community Heritage Commission Staff Liaison

Template: Heritage Conservation Awards Certificate



*Heritage Conservation Award*

*Name of Recipient(s)*

*Name of Building/Property on Community Heritage Register*

*The Community Heritage Commission wishes to recognise  
R.J. Haney Heritage Village & Museum for their excellence in  
preservation, restoration, rehabilitation and adaptive re-use of built  
heritage.*

*Dated this 24 day of February, 2025.*

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*Mayor, Alan Harrison*

**Photo: Heritage Awards Reception at City Hall**



**Photo: Heritage Week Display at Piccadilly Mall**

