



Heritage Branch

Preparing and Submitting Records for the BC Register of Historic Places

Tips for Local Governments and Consultants

Register records may be created by a local government or by a consultant but ultimately the local government owns the records and is responsible for their quality. Here are some tips to help you create and submit the best possible records for the BC and Canadian Registers of Historic Places.

WHAT CAN HERITAGE BRANCH DO TO HELP YOU CREATE HIGH QUALITY RECORDS?

- ❖ Provide information on writing Statements of Significance (SOS), creating register records, data standards, etc., at <http://www.tti.gov.bc.ca/heritage/library/library.htm>
- ❖ Provide data entry template (Access) at <http://fishability.biz/clients/BCRHP>
- ❖ Answer your questions about the data standards and submission process
- ❖ Review and provide advice on draft records prior to final submission

WHAT CAN LOCAL GOVERNMENTS DO TO IMPROVE RECORD QUALITY?

- ❖ Become familiar with the data standards
- ❖ Ensure that records meet the data standards
- ❖ Complete all mandatory fields and as many additional fields as possible
- ❖ Avoid using acronyms – readers may not know what these mean
- ❖ Avoid jargon or obscure terms – records are intended for a general audience
- ❖ Review register records for accuracy and completeness before submitting them to Heritage Branch

ACCESS DATA ENTRY TEMPLATE

The Data Entry Template is used to submit notifications of Community Heritage Register listings, heritage designations, Heritage Revitalization Agreements, etc. to the BC Registrar as required by the *Local Government Act*. See detailed guidelines for using the template at <http://fishability.biz/clients/BCRHP>.

IDENTIFICATION SECTION

COMMON NAME / OTHER NAME

- ❖ Common Name is the name by which the place is locally known today, and the name that people will likely use to search for the place on the Canadian Register of Historic Places (CRHP)

- ❖ Common Name is not necessarily the name of the original owner/builder
- ❖ Use the house name (e.g. “Dainhurst”) if there is one
- ❖ If the place does not have a name, use the street address as the Common Name
- ❖ Use one Common Name consistently throughout record
- ❖ Additional names can be listed under Other Names

UNIQUE PROVINCIAL IDENTIFIER (F/P/T ID)

- ❖ The BC Register uses a spatial database that requires a polygon (shape) in order to create a record. Other data about the site is linked to the polygon using a series of data tables
- ❖ Borden Numbers (BNs) serve as unique ID for each site; BNs are assigned by the BC Registrar from an auto-generated list as the polygon is created on the provincial database (HRIA)
- ❖ Boundaries are important. For each historic place, provide shapefiles, maps or aerial photos that clearly indicate the boundaries of the formally-recognized site

LOCATION SECTION

CADASTRAL INFORMATION

- ❖ PID numbers are normally the best way to specify the exact location and extent of the historic place. If there is no PID, or if the site boundaries do not align with legal lot lines, please submit a map, aerial photo and/or shapefile along with the record

COORDINATES (LATITUDE, LONGITUDE)

- ❖ Please include Lat / Long for the approximate centre point of each site so that it can be easily located on the province’s GIS system

STATEMENT OF SIGNIFICANCE SECTION

GENERAL

- ❖ Write the SoS for a general audience (local, provincial, national and international)
- ❖ It may be used as a tool for:
 - site management or interpretation
 - commemoration
 - travel planning
 - education programming

SOS – DESCRIPTION

- ❖ Provide a brief word picture of the historic place. What is it? Where is it? What is included in the area that has been formally recognized? What are the boundaries?
- ❖ Details of the formal recognition (e.g. type, date, etc.) are not required in this section.

SOS – HERITAGE VALUES

- ❖ Consult a variety of stakeholders to get multiple perspectives
- ❖ Consider a range of heritage values (historical, aesthetic, social/cultural, scientific, spiritual, etc.)
- ❖ Keep it brief – SoS should be about one page long, two pages at the most
- ❖ Focus on statements about heritage value
- ❖ Facts should only be included if needed to support values
- ❖ Historical details belong in other places (e.g. local government website, property files, walking tour brochures, etc.)
- ❖ Try not to repeat the same wording in multiple records; instead, explain why this place is uniquely valued
- ❖ Keep information about architect and/or builder brief
- ❖ Birth and death dates of associated people are not needed unless very relevant to the heritage value of the place
- ❖ Consider the whole formally-recognized site. Landscape can contribute to heritage value (e.g. mature trees, setting, built features, accessory buildings, views, pathways). If landscape is important, please include it in the Description, Heritage Value and Character-Defining Elements sections.

SOS – CHARACTER-DEFINING ELEMENTS

- ❖ Sub-headings are not required (e.g. Landscape, Exterior, etc.)
- ❖ Make sure that each CDE relates to one of the heritage values
- ❖ Landscape may deserve attention
- ❖ List should be formatted as in the following example (please use all lower case and hyphens instead of bullets):

-the large plate-glass display windows facing onto Main Street

SOS – DOCUMENTATION LOCATION

- ❖ Keep a permanent file containing all the supporting documentation for the register record (e.g. copies of Council resolutions and bylaws, notes from stakeholder consultation, list of published and unpublished materials used, copies of images, etc.)
- ❖ Documentation Location field – enter the name of the local government department or other entity (museum, archives, historical society) that holds the permanent file. This tells readers where to look for more information about this register record.

OTHER INFORMATION SECTION

FUNCTION TABLE

- ❖ Provide at least one historic and one current function
- ❖ If historic place is currently unused, no current function is required

CONTRIBUTING RESOURCES TABLE

- ❖ If an accessory building or structure is important to the heritage value of the place, include it here and in the Description, Heritage Value and CDE sections
- ❖ If a landscape is listed in CDE section, include it here

THEMES TABLE

- ❖ Provide at least one theme; these are based on the Parks Canada Thematic Framework

CATEGORY OF PROPERTY (OWNERSHIP) TABLE

- ❖ Please indicate property ownership type

ARCHITECT/BUILDER TABLE

- ❖ Enter the names of the architect and/or builder if known
- ❖ Other significant individuals (such as original owner) or organizations no longer need to be listed separately in a table. If other associations are important to the heritage value of the place, these should be mentioned in the Heritage Value section where they can be located by a text search on CRHP

ASSOCIATED DATES TABLE

- ❖ Be sure to provide Construction Date(s) if known
- ❖ Other significant dates no longer need to be listed separately in this table. If particular dates are key to the heritage value of the place, these should be mentioned in the Heritage Value section

FORMAL RECOGNITION SECTION

RECOGNITION TABLE (TYPE, REFERENCE NUMBER, DATE)

- ❖ Did you know?
 - CHR creation and listings must be done by resolution of Council. It's not enough for Council to receive a report or list from staff or Heritage Advisory Commission "for information" or as correspondence
 - Heritage Designation, Heritage Conservation Areas, Heritage Revitalization Agreements, etc. must be done by bylaw using the procedures outlined in LGA Part 27
- ❖ Please provide the bylaw or resolution number if there is one, and the exact date including year, month and day

IMAGES SECTION

IMAGES TABLE

- ❖ Please use the Images sub-database to provide a list of the images that you are submitting (separately from the Access template) for each record; Use the Add Images or Edit List button to open the table for easier data entry
- ❖ It is helpful if the image name includes the Common Name and a clue to the content (e.g. *FilburtVistaTheatreBoxOffice.pdf*)
- ❖ Images should be web-ready (JPG format, 500 pixels in longest dimension, 72 dpi)
- ❖ Please send at least one digital image, maximum of three
- ❖ One should be a recent exterior view, others can be close-ups of details, other facades, and/or historic images (if you have copyright)
- ❖ For historic images include source, accession/catalogue number and date, if known
- ❖ Copyright is the responsibility of the local government. You must obtain written permission to use all images. Keep copyright correspondence in the permanent file about each site.
- ❖ Images from BC Archives are entered as links (URL) for copyright reasons, unless you have obtained permission to use and publish the images on the Canadian Register of Historic Places; include these BC Archives URLs in the Links Table (below)

LINKS SECTION

LINKS TABLE

- ❖ Include links to websites where readers can get more information about the site, if available, for example:
 - Local government website
 - Historical or heritage society website
 - Local businesses operating from the site (e.g. B&B, restaurant)
- ❖ Include links to BC Archives images (if any) in this table

COMMENTS AND INFORMATION SECTION

- ❖ This field is included for use by the local government; information entered here is not added to the BC or Canadian Registers of Historic Places
- ❖ May be used to record bibliographic or other information about the historic place

MAKING THE MOST OF YOUR COMMUNITY HERITAGE REGISTER

- ❖ Community Heritage Registers (CHR) and related register records can help local governments to manage community heritage resources.
- ❖ Statements of Significance (SoS) identify what the community values about the historic place, and which character defining elements must be retained in order to preserve its heritage value.
- ❖ When and if changes are proposed to the historic places on your CHR, you will already know what your community thinks is important about each place.
- ❖ SoS can be a starting point for discussion with owners/developers about proposed changes that could affect heritage value.
- ❖ SoS can also be a starting point for a conservation or interpretation plan for a historic place, if needed.
- ❖ Suggestions for integrating CHR records into community planning:
 - flag paper files in planning and/or building departments; keep CHR record on top for reference
 - keep copies of CHR records in a binder on the front counter
 - add a Historic Places layer to your GIS map system
 - post CHR records and additional information on the local government website
 - include a link to the HPI website from your local government website:
<http://www.historicplaces.ca/en/home-accueil.aspx>
 - use the SoS to guide planning, development and permit decisions
 - review and update CHR records from time to time and send updates to Heritage Branch for inclusion in the BCRHP and CRHP
 - electronic access to BC Register is available for local governments using *Remote Access to Archaeological Data (RAAD)*, a web-based application enabling authorized users to view, select and download information about archaeological and historic sites. For RAAD access, contact the Archaeology Branch at 250-953-3338.
- ❖ Data Dictionary and fact sheets are available from Heritage Branch at <http://www.tti.gov.bc.ca/heritage/library/library.htm>.

FOR FURTHER INFORMATION

For more information on the BC Register of Historic Places and the Canadian Register of Historic Places, contact:

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