

*Here are some tips for preparing and submitting records that meet the data standards for the BC Register of Historic Places (BCRHP) and the Canadian Register of Historic Places (CRHP).*

**UNDER THE LOCAL GOVERNMENT ACT** (Part 27), local governments in British Columbia have the authority to establish Community Heritage Registers (CHRs). A CHR officially lists properties that the local government identifies as having heritage value or heritage character, and each record includes a Statement of Significance that articulates the heritage value of the place.

Once you have written Statements of Significance, and within 30 days of having officially added historic places to the Community Heritage Register, it is time to notify the minister responsible for the *Heritage Conservation Act* as required by the *Local Government Act* (S.977). For more information on writing Statements of Significance, please see the Documents and Forms Library on the Heritage Branch website.

## SUBMITTING COMPLETED RECORDS TO THE BC REGISTRAR

Records for the BC Register of Historic Places are submitted using a Data Entry Template. When you have finished entering all your records into the templates, please review the prepared records carefully. Record management and data quality is the responsibility of the local government, and the BC Registrar may require corrections and/or more information to complete the record.

### 1. Copy onto a disc:

- the completed Data Entry Template(s)
- images (JPG format)
- a copy of the resolution or bylaw from the Council minutes
- shape files or map(s) clearly indicating the boundaries of the formally recognized sites
- a copy of any final reports related to the development of the register records (if applicable)

### 2. Create a covering letter to the Minister responsible for the Heritage Conservation Act. Sample wording:

This letter serves as official notification, in accordance with S.977 of the Local Government Act, of Council's decision (RESOLUTION # - if applicable) to include X number of historic places on its Community Heritage Register on DATE, as listed below:

1. Site Name, Street Address, PID
2. Site Name, Street Address, PID

For further information please contact CONTACT NAME at EMAIL or TELEPHONE #.

### 3. Mail the disc and covering letter to:

Susan Green, Registrar  
Heritage Branch  
PO Box 9818 Stn Prov Govt  
Victoria, BC  
V8W 9W3

# DATA ENTRY TEMPLATE

## GENERAL OVERVIEW

The Data Entry Template is used to submit notifications of Community Heritage Register listings to the BC Registrar as required by the *Local Government Act* (S.977). The Data Entry Template is available as a Microsoft Access database or as a PDF fillable form.

The Data Entry Template includes fields for mandatory information as well as full record information. The mandatory fields are those that must be completed in order to submit a register record to the BCRHP and CRHP. The additional fields of a full record are optional but recommended and you are encouraged to fill in as many as possible.

Note that many fields have character limits. For example, the Heritage Value and Character-defining Elements fields are each limited to 4,000 characters, including spaces.

## USING THE ACCESS DATA ENTRY TEMPLATE

The Access version of the Data Entry Template can be downloaded from the Documents and Forms Library on the Heritage Branch website. Download and save the template on your hard drive, using a filename that identifies your project (e.g. Yourtown—CHR listings October 2011).

This template includes two sample records that can be used as a guide to entering your own data. Buttons near the top of the form allow you to quickly toggle between Mandatory and Full Record views, print records and delete the sample records. Double clicking in any field within the template will display instructions from the BC Register of Historic Places Data Dictionary.

## USING THE PDF DATA ENTRY TEMPLATE

The PDF version of the Data Entry Template is a fillable form that can be downloaded from the Documents and Forms Library on the Heritage Branch website. Open and save one blank PDF form for each historic place. Rename the document using a filename that includes your local government name and the historic place name (e.g. Yourtown—123 Main Street).

The PDF Data Entry Template shows mandatory fields outlined in red and the remaining fields for a full record outlined in blue. Some versions of Adobe will show a “Submit Form” button at the top of the template; if this appears, *please ignore it*. Instructions for submitting your records are on page 1 of this document.

Begin filling in the template by typing or copying text directly into the blank text fields provided. Save often. Some fields have drop-down lists. Click on the appropriate choice and it will be added to the record.

For field-specific instructions and examples, hover your mouse for a few moments over any field in the form.

## TEMPLATE FIELDS

### IDENTIFICATION SECTION

#### COMMON NAME

Provide the name which is most often used to identify the historic place in everyday situations. If a place does not have a given or acquired name do not invent one – the civic address will suffice. Keep in mind that this is the name that people will likely use to search for the place on the CRHP.

## **OTHER NAME(S)**

Provide any other names by which the historic place may be, or may have been, identified.

## **UNIQUE PROVINCIAL ID**

Do not type anything in this field. The BC Registrar will assign a unique Borden number to each historic place.

## **LOCATION SECTION**

Note: Precise location and boundary data are essential for the place to be listed correctly on the BC and Canadian Registers of Historic Places. For each historic place, please provide shape files, maps or aerial photos that clearly indicate the boundaries of the formally recognized site.

## **STREET ADDRESS**

Where applicable, provide the civic address of the historic place. If there is no street address, please provide a brief description in the Location Description field instead.

Example: 520 Chestnut Avenue.

## **MUNICIPALITY**

Identify the community where the historic place is located.

Examples: Vernon, Kitimat-Stikine Regional District, Victoria.

## **LOCALITY**

Identify the district or neighbourhood in which the historic place is located, if applicable.

Examples: Gastown, Rockland.

## **PID#**

Provide at least one parcel identifier (PID number) assigned by the BC Assessment Authority for the cadastral land unit(s) that make up 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 shape files along with the record, clearly indicating the location and boundaries of the historic place.

## **LOCATION DESCRIPTION**

If there is no street address for the historic place, provide a brief description that identifies the location and extent of the recognized historic place.

Example: Pioneer Bridge is located 600 metres northeast of the junction on highways 1 and 2 between the communities of Yourtown and Mytown, BC, and includes only the bridge on its footings.

## **LATITUDE AND LONGITUDE (OPTIONAL)**

Enter the Latitude and Longitude for the approximate centre point of each site in decimal degrees. A minimum accuracy of 3 decimal digits is recommended.

Example: 52.5318307, -121.1780242.

# STATEMENT OF SIGNIFICANCE SECTION<sup>1</sup>

## DESCRIPTION

Enter into this space the Description section from your finalized Statement of Significance that briefly describes the historic place as it exists today. Maximum 4,000 characters including spaces.

## HERITAGE VALUES

Enter into this space the Heritage Values section from your finalized Statement of Significance that identifies why the place is significant and describes the core heritage values of the historic place. Maximum 4,000 characters including spaces.

## CHARACTER-DEFINING ELEMENTS

Enter into this space the Character-defining Elements section from your finalized Statement of Significance that identifies the principal features of the historic place that relate to its heritage value. Character-defining elements should be written in list form.

Example: Key elements that define the heritage character of the Vista Theatre include its:

- plate-glass windows facing Main Street
- continuous use as a theatre

## DOCUMENTATION LOCATION

Enter the name of the local government department that holds the permanent file on the recognition of the historic place.

Example: Town of Yourtown, Planning Department.

## OTHER INFORMATION SECTION

### FUNCTION

In the first row, indicate the historic function of the historic place using the drop-down menus. In the subsequent rows, identify any current or additional historic functions of the historic place.

### CONTRIBUTING RESOURCES

Provide the number and type of resources that comprise the historic place.

Example: 1 building  
1 landscape or landscape feature

### THEMES

Using the drop-down menu, identify at least one theme that best applies to the historic place. Themes in the list are based on the Parks Canada Thematic Framework.

### CATEGORY OF PROPERTY

Using the drop-down menu, indicate the type of ownership that applies to the historic place at the time of formal recognition by the local government.

### ARCHITECT/BUILDER

Enter the names of the architect and/or builder if known.

<sup>1</sup>For information on writing Statements of Significance please see the Documents and Forms Library on the [Heritage Branch website](#).

## **ASSOCIATED DATES**

Provide the construction date(s) to the nearest year. If the exact construction year is known, enter the year in both the From and To fields, otherwise enter the date range as indicated.

Significant dates may be identified provided that they are explained in the Statement of Significance (e.g. dates of major alterations to the structure, major associated events, dates of occupation, use or discovery of a historic place).

## **FORMAL RECOGNITION SECTION**

### **RECOGNITION TYPE**

Using the drop-down menu, identify the type(s) of recognition or protection on the historic place.

### **REFERENCE NUMBER**

Provide the bylaw or resolution number (if any) for the formal protection or recognition of the historic place.

### **DATE**

Please provide the exact date on which the formal recognition or protection enactment(s) were adopted by Council. Use the drop-down calendar or type in the date (using the format: Month, DD, YYYY).

Example: July 19, 2011.

## **IMAGES SECTION**

Note: At least one image is required for each historic place; you may send up to three images per historic place. Images should be submitted on a disc in JPG format, 72 dpi and 500 pixels in longest dimension.

Note: Ensure that your local government holds the copyright, or has obtained permission from the copyright holder, to use all images before submitting them to the BCRHP and CRHP. Keep copyright correspondence in the permanent file about each site.

### **FILE NAME**

Provide the name of the image file as it appears on the disc you are submitting it on. It is helpful if the image name includes the Common Name, a clue to the content and the year the image was taken or produced.

Example: Yourtown-Vista Theatre front view 2010.jpg.

### **IMAGE TYPE**

Using the drop-down menu, identify the technical format of the image. At least one recent exterior view is required. The other two images could be: close-ups of details, other facades, and/or historic images (if you have copyright or permission from the copyright holder). If you are using a BC Archives image from the internet, do not list it here; instead, include the relevant BC Archives URL and information in the Links section.

### **DESCRIPTION**

Provide a brief, meaningful description of the subject and context of the image. Include the date of the image wherever possible. For historic images include source, accession/catalogue number and date. Maximum 250 characters including spaces.

Example: Aerial view of Hat Creek Ranch, near Cache Creek British Columbia, 2001.

## **CAPTION**

Provide a short text identifier for the image. Maximum 50 characters including spaces.

Example: Front view showing garage.

## **DATE**

Provide the date on which the image was taken or produced.

Examples: January 30, 2011; 1983; c. 1900.

## **LINKS SECTION**

### **TYPE**

Use the drop-down menu to identify the type of website you are including.

### **URL**

Provide links to websites where readers can get more information about the historic place. Only include pages with stable URLs, such as the heritage register page of a local government. Include links to relevant BC Archives images, if any.

### **DESCRIPTION**

Provide a short description of the link to help users decide whether or not to follow the link.

Example: Yourtown Heritage Register web page.

## **COMMENTS AND INFORMATION SECTION**

This field is provided for your own records. Here you may enter any additional information about the historic place that you would like to keep with the formal recognition record. Note that this information will not be added to the BC or Canadian Registers of Historic Places.

### **AUTHOR**

Provide your name as the author of the content of this record.

### **DATE MODIFIED**

Provide the date on which this form was completed using the drop-down calendar or typing in the format: Month DD, YYYY.

Example: January 20, 2012.

## **FURTHER INFORMATION**

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

BC Heritage Branch  
P.O. Box 9818 STN GOVT  
Victoria, BC V8W 9W3

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