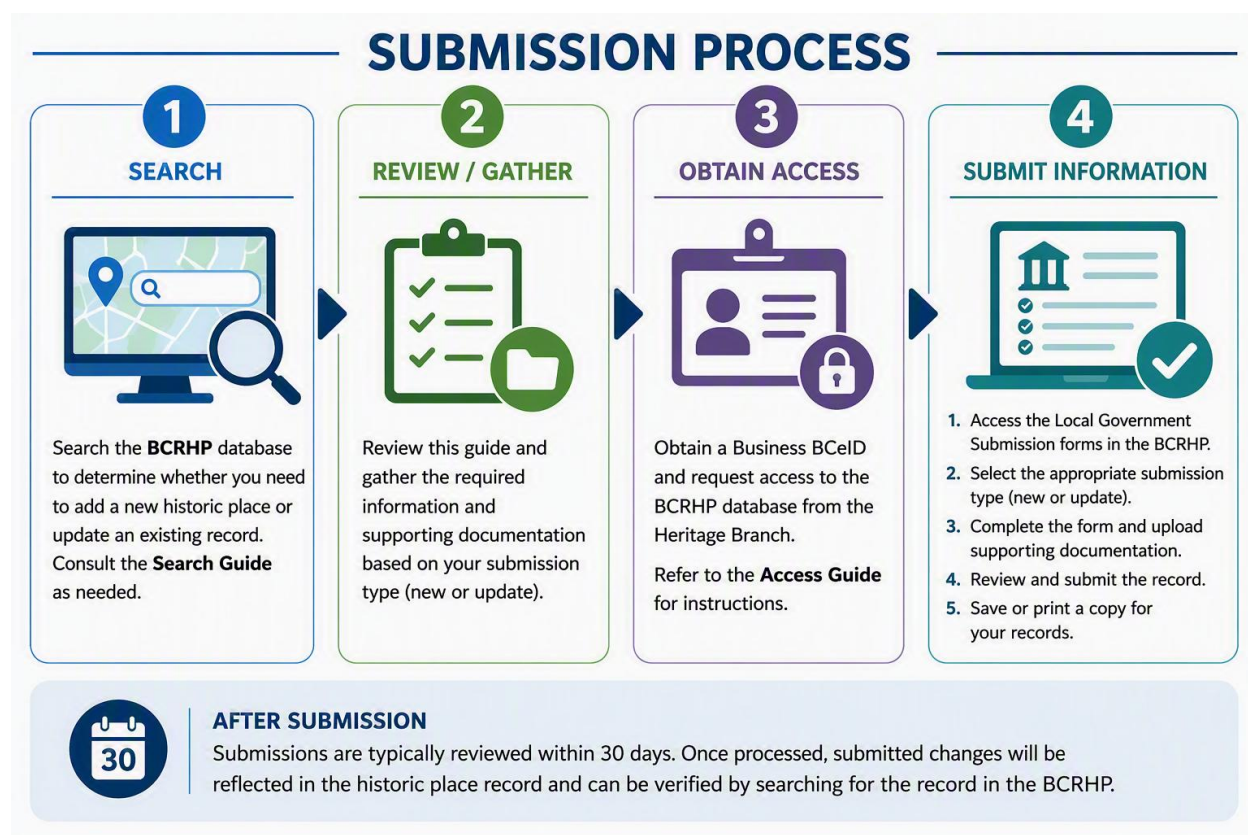


This guide outlines the process and requirements for local governments to submit notifications of heritage property to the Minister responsible for heritage, as required under the *Local Government Act* and *Vancouver Charter*.

Heritage property notifications are submitted to the Heritage Branch through online submission forms within the BC Register of Historic Places database.



Finding the submission forms: Select **Local Governments** from the top of the BCRHP homepage and sign in with your Business BCeID. After authentication, open **Search Sites** and select the play button icon in the left-hand navigation pane to access the **Local Government Submission** forms.

Resources: [BC Register of Historic Places \(BCRHP\)](#) [Search Guide](#) [Access Guide](#)

Requirements for New Submissions

Before starting a submission, ensure the following required information and supporting documents are available to proceed through the submission form.

1. **Site name** (use the street address if the site has no other recognizable name)
This will be the primary name that appears on the BC Register of Historic Places.
2. **Civic Address or Location Description** (include associated PIDs, if applicable)
If no civic address exists, a location description is required. The location description should clearly and concisely identify the location and extent of the site.

3. **Site Boundary**

A site boundary must be provided by one of the following options:

Option 1: Provide and select a PID (Property Identifier)

Use this option when the site's boundary matches one or more property boundaries.

Option 2: Upload Spatial File (Shapefile, KML, or GeoJSON)

Use this option when the site's boundary differs from property boundaries. Provide a compressed (zipped) shapefile or a KML file. KMZ is not supported.

Option 3: Select Bypass Site Boundary

Use this option if:

- The PID boundary does not accurately represent the site's boundary.
- A suitable spatial file is unavailable.
- A spatial file cannot be uploaded through the submission form.

If you select this option:

- Upload a site map PDF under the Supporting Documents section.
- If available, spatial files may be emailed or sent via a file transfer service to BCHistoricPlacesRegister@gov.bc.ca.

Important: Submissions without a site boundary or site map cannot be processed.

4. Designation or Recognition Information

Provide details about the heritage designation, recognition, or protection that applies to the site.

- **Start Date** – Date the heritage designation or recognition came into effect.
- **Legislative Act** – Legislation and heritage conservation tool used to designate or recognize the site. Example: Local Government Act, s 598, Community Heritage Register
- **Reference Number** – Bylaw number, resolution number, or other reference to how the decision was enacted. Examples: Bylaw 12-983; Council Resolution No. 2024-15; Board Resolution No. 2026-08.

5. Supporting Documents

Prepare the following documents in PDF format (maximum 10 MB per file):

- **Copy of the bylaw, resolution, or meeting minutes** enacting the heritage designation, recognition, or protection that applies to the property.
- **Site map** (required only if a site boundary is not provided as PID or spatial file). Additional supporting documents may be uploaded as supplementary material.

6. Statement of Significance and Images

A Statement of Significance (SoS) and images are standard components of BC Register of Historic Places records. If an SoS and images of the site are unavailable at the time of submission, they should be submitted in a future update to complete the record.

- Up to 10 images may be uploaded.
- Images must be in JPG format (maximum 2 MB per file).
- Include contemporary and/or historical images that represent the site.
- Provide copyright or photographer information as appropriate.
- See the following page for information on Statements of Significance.

Requirements for Updates

Some updates have mandatory submission requirements. When a heritage property receives a new designation or recognition status, the submission must include:

- **Designation or recognition information.**
- **Supporting documentation.**

Statement of Significance Criteria for Submission

The following guidance outlines the recommended approach for preparing a Statement of Significance for the BC Register of Historic Places.

A Statement of Significance (SoS) is a concise document that explains a historic place's heritage value, including why it is important and the key features that convey and support that value. When preparing an SoS, writers should be familiar with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) and [Writing Statements of Significance](#). Relevant historic context studies, heritage planning documents, and other supporting research should also be consulted.

Before submission, ensure that:

- The document has been proofread and spell-checked.
- Each section is within the 4,000-character limit (including spaces).
- The historic place is referred to by a single, consistent name throughout.
- Heritage Value statements explain why the historic place is important, rather than simply describing facts.
- Character-Defining Elements directly support the identified heritage values and accurately describe existing features.

Description

The description should answer the questions: What is it? Where is it? What does the historic place physically consist of? And what are its boundaries?

The description should:

- Be 2 to 3 sentences (in most cases).
- Refer to the historic place as it exists today.
- Refer to the environment/municipality/region/territory/province it is situated in.
- Contain only descriptive information.

Description example:

The community of Paldi is a former sawmilling town located in the Cowichan Valley 11 kilometres northwest of Duncan on Vancouver Island, B.C. The historic place is the location of a gurdwara (a temple or place of worship) that is still in frequent use by the community, a water tower remaining from the earlier sawmill operation, and several residences. [Paldi](#), Cowichan Valley

Local Government Submission Guide

Heritage Value

The heritage values section should answer the question: Why is this place important to the community today?

The heritage values should:

- Identify the historic place's key heritage values.
- Explain why the historic place is significant in its historic or comparative context.
- Include only information that directly supports the identified heritage values.

The heritage values can:

- Start with a brief paragraph summarizing all the heritage value types associated with the site, or its overall significance.
- Introduce separate paragraphs for each heritage value type (for example, aesthetic, historic, scientific, cultural, social, or spiritual).

Heritage value example:

The Dragon City Restaurant Sign is recognized for its significant historic, cultural and aesthetic values to the community of Ladysmith, B.C. Installed around 1967, the sign is valued as a rare, surviving example of the type of commercial signage that was popular in Ladysmith until the mid-1970s. The sign's style speaks to a specific era and to a specific commercial aesthetic. Although the lettering has changed to reflect the restaurant's name change, the stylized pagoda shape of the sign is original.

The sign is a direct link to the important social and economic role Chinese people have played in Ladysmith's history. Initially employed as mine and wharf labourers, Chinese people eventually worked in other occupations and continued to add to the economic and social fabric of the community. Chinese restaurants like Dragon City offered many residents their first experience of foreign or ethnic food and thus played an important role in the cultural development of the community.

The prominent sign, located on a very busy thoroughfare, is an important landmark to both residents and visitors. Typical of its era, the large, highly visible neon sign was a practical response to the speed of passing cars, enticing customers with its bold shape and colours. Unlike most signs of its type, the Dragon City sign has survived in connection with its original business.

Above: [Dragon City Restaurant Sign, Ladysmith](#). Other examples: [Burrard Inlet \(Komagata Maru Incident\)](#); [New Westminster Chinatown](#)

Local Government Submission Guide

Character-Defining Elements

The Character-defining elements identify the key features of the historic place that contribute to its heritage value. They can be tangible or intangible features. This section should answer the question: What elements must be preserved to maintain its heritage value?

Character-defining elements should:

- Identify the principal features that relate to a statement in the heritage values.
- Be listed in point or bullet format.

Character-defining elements can:

- Include an introductory sentence: "The key elements that define the character of [the historic place] include its: ..."
- Be listed by section to refer to specific buildings, resources, or values.
- Be grouped into broad categories rather than exhaustive lists of sample elements.

Character-defining elements examples:

The character-defining elements of the [City of Ainsworth Shipwreck](#) include:

- The depth of the wreck, which preserves this sole, relatively intact example of an 1890s sternwheeler from the British Columbia interior
- The upright position of the vessel on the lake bottom
- Surviving elements of the ship, including the hull and paddlewheel, and about three-quarters of the main deck superstructure, which contains a large cargo door, two rear windows and three doors which remain framed, as well as some of the vessel's machinery.
- The engine and boiler, which remain buried, and the surviving proper alignment of the connecting rods leading to the paddlewheel
- The paddlewheel, with staggered or offset bucket planks (blades)
- Additional machinery, including a pulley and shaft on the starboard side of the forward bulkhead, and steam cylinders and oiling valves
- A pennant mast which remains standing on the bow, and a hogpost and chainstay system

Above: [City of Ainsworth Shipwreck](#) Other examples: [Slocan Valley Rail Trail](#); [kp'it'els](#)

Local Government Submission Guide

Additional Information

Completing optional information fields improves the discoverability of historic places and increases public understanding. More detailed records support research, heritage planning, and public access to comprehensive information.

To help make your submission as complete and successful as possible, you can prepare by gathering the following optional information, where available from credible sources. The submission form also includes fields that classify and describe the historic place within broader heritage categories. More detailed guidance on completing these fields is available in the **Manual** on the **Local Government Submission** page.

Chronology – Provide construction and significant dates related to the historic place.

Architects/Builders – List the architect, architectural firm, engineer, designer, builder, or other individuals associated with the design or construction of the historic place.

Websites – Include links to relevant external websites about the historic place, such as local government heritage registers. Provide stable URLs whenever possible.

Heritage Class – Describe the types of heritage resources that contribute to the historic place, such as buildings, structures, landscapes, collections, or archaeological sites, and indicate how many of these resources are included in the historic place.

Heritage Function – Classify the historic place according to its current and historic uses by selecting from a list of options that describe its purpose or use.

Heritage Theme – Classify the historic place using a list of broad historical themes that place it within a historical context (e.g., Architecture and Design; Trade and Commerce).

Questions? Please contact us:

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