



The Canadian Register Of Historic Places

Documentation Standards Handbook

Historic Places Program Branch
National Historic Sites Directorate
Parks Canada

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Canada's
Historic Places

Lieux patrimoniaux
du Canada

Table of Contents

1. INTRODUCTION	4
1.1 Purpose of the Canadian Register	4
1.2 Purpose of this Handbook.....	4
2. ELIGIBILITY FOR LISTING ON THE CANADIAN REGISTER.....	5
2.1 Eligibility Criteria	5
2.1.1 Meeting the Definition of Historic Place	5
2.2 Providing the Required Documentation	6
2.2.1 What Is Required.....	6
2.2.2 Publicly Identifiable Location	8
3.1 Administration of the Canadian Register.....	9
3.1.1 Federal, Provincial and Territorial Registrars	9
3.1.2 The Canadian Registrar	9
4. NOMINATING, LISTING, UPDATING AND DE-LISTING HISTORIC PLACE RECORDS	11
4.1 Nominating Historic Places to the Canadian Register.....	11
4.1.1 Determining Eligibility	11
4.1.2 Reviewing Determinations of Ineligibility	11
4.1.3 Transmitting the Nomination to the Canadian Register	11
4.2 Listing Historic Places	12
4.2.1 Related Listings.....	12
4.3 Updating Historic Place Records	12
4.4 De-listing Historic Places	13
4.5 Removing Historic Place Records from the Canadian Register	13
5. THE CANADIAN REGISTER AND LANGUAGES.....	14
5.1 Language Requirements.....	14
5.2 Aboriginal Languages	14
5.3 Other Languages	14
6. THE CANADIAN REGISTER DOCUMENTATION STANDARDS	15
6.1 Meeting the Canadian Register Documentation Standards	15
6.2 Canadian Register Documentation Standards	15
6.2.1 Unique Federal/Provincial/Territorial Identifier.....	15
6.2.2 Name Of Historic Place	16
6.2.3 Jurisdiction	16
6.2.4 Formal Recognition	17
6.2.5 Location.....	18
6.2.6 Cadastral Reference	26
6.2.7 Description of Boundaries	26
6.2.8 Area of Historic Place.....	30
6.2.9 Location of Supporting Documentation	31
6.2.10 Statement of Significance.....	31
6.2.11 Cross-Reference to Collection.....	37



6.2.12 Category of Property	38
6.2.13 Contributing Resources	39
6.2.14 Date	42
6.2.15 Architect/Builder	44
6.2.16 Theme	45
6.2.17 Function	46
6.2.18 Other Names	48
6.2.19 Web Site Links	49
6.2.20 Related Listings	49
6.2.21 Image	51
6.2.21.1 Image Type	52
6.2.22 Administration	54
6.2.23 Contacts	56
Appendix A: Controlled Vocabulary	57
Controlled Vocabulary – Jurisdiction Type	57
Controlled Vocabulary – Recognition Authority, Type, and Statute	57
Controlled Vocabulary – Category of Property	64
Controlled Vocabulary – Themes	64
Controlled Vocabulary – Function - Category and Type	65
Controlled Vocabulary - Owner Response Type	76
Appendix B: Qualifier Lists	77
Qualifier List – Coordinate Determination Type	77
Qualifier List - UTM Zone Type	77
Qualifier List - Datum Type	77
Qualifier List - Contributing Resource Type	77
Qualifier List – Date Type	78
Qualifier List – Architect/Builder	78
Qualifier List – Function Type	78
Qualifier List – Other Name Type	78
Qualifier List – Relationship Type	78
Qualifier List – Link Type	78
Qualifier List – Image Type	78
Appendix C: Glossary	79



1. INTRODUCTION

1.1 Purpose of the Canadian Register

The Canadian Register of Historic Places is a searchable database accessible via the Internet. It describes historic places formally recognized by local, provincial and territorial governments, and by the federal government.

The main purpose of the Canadian Register is to identify, promote and celebrate historic places in Canada. It will increasingly enhance understanding of our cultural heritage by providing a comprehensive view of Canada's historic places. The Canadian Register also provides a valuable source of easily accessible information for government authorities, land-use planners, developers, the tourism industry, educators, researchers, heritage professionals and the general public.

The Canadian Register may also be used by selected provincial, territorial and local governments to establish eligibility for funding under their respective programs such as the Commercial Heritage Properties Incentive Fund.

1.2 Purpose of this Handbook

This Handbook describes the procedures for nominating historic places to the Canadian Register, and the procedures for listing, updating, and de-listing them. It describes the roles and responsibilities of the Federal, Provincial and Territorial Registrars, and those of the Canadian Registrar. Finally, it sets out the Canadian Register Documentation Standards and provides guidelines on how to meet these standards.

The Canadian Register Documentation Standards Handbook has been developed for Federal, Provincial and Territorial Registrars, to assist them in their work.



2. ELIGIBILITY FOR LISTING ON THE CANADIAN REGISTER

2.1 Eligibility Criteria

A historic place must meet three basic criteria to be listed on the Canadian Register:

- it must meet the definition of *historic place*;
- the required documentation must be supplied; and
- with some exceptions, its specific location must be publicly identifiable.

A place that does not meet these three criteria will not be listed on the Canadian Register.

2.1.1 Meeting the Definition of Historic Place

The Historic Places Program defines a historic place as:

a building, structure, group of buildings or structures, district, landscape, archaeological site or other place located in Canada that has been formally recognized for its heritage value

The range of historic place types that meets the definition of historic place is purposefully broad. This is to enable places that may have been constructed over time, feature multiple types of resources and/or embody various uses/traditions to be included.

2.1.1.1 Formal Recognition

To be listed on the Canadian Register as a historic place, a place must first have been formally recognized by a local, provincial, territorial or federal authority

A place is formally recognized when such an authority has evaluated it and has designated or otherwise recognized it for its heritage value, through a process under federal, provincial or territorial laws, or municipal by-laws or ordinances, that provide for the protection or recognition of heritage property.

2.1.1.2 Heritage Value

The formal recognition of a place should be based on its heritage value. The Historic Places Program defines heritage value as:

the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses, and cultural associations or meanings



Examples of places with heritage value include:

- places that illustrate achievement in concept and design, technology, and/or planning, or a significant stage in the development of a community, province, territory or the nation
- places associated with events that have contributed to patterns of history at the local, provincial, territorial or national levels
- places associated with the lives of persons of historical importance at the local, provincial, territorial or national level
- places that illustrate or symbolize in whole or in part a cultural tradition, way of life, or ideas important in the development of a community, province, territory or the nation.

2.2 Providing the Required Documentation

The Canadian Register requires that certain pieces of information accompany each historic place nomination. This requirement:

- ensures that information from different sources is consistently provided for all listings on the Canadian Register
- increases the value of the Canadian Register as a research and stewardship tool.

Certain optional pieces of information may be provided with a nomination to improve the functionality of the Canadian Register.

When information is provided to the Canadian Register, either as Mandatory or Optional documentation, it must meet form and content standards. These standards are outlined in the Canadian Register Documentation Standards section of this handbook.

2.2.1 What Is Required

The Canadian Register classifies each piece of requested information about a historic place as Mandatory or Optional:

- Mandatory documentation must be provided in order for a historic place to be officially listed on the Canadian Register.
- Optional documentation is not required, but may be included, wherever appropriate. Provision of as much information as possible will increase the usefulness and functionality of the Canadian Register.



Documentation Requirements

Mandatory documentation comprises:

unique federal, provincial or territorial identifier
name of historic place
jurisdiction
formal recognition authority
formal recognition statute
formal recognition type
formal recognition date
province/territory
additional location information (level 2)
cartographic identifiers (Latitude/Longitude or UTM)
description of boundaries
area of historic place
location of supporting documentation
statement of significance (description of historic place, heritage value, and character-defining elements)
number and type of contributing resources
function (historic)- category and type
related listing (desirable)
image(s) and their accompanying information (desirable)
name of federal, Provincial or Territorial Registrar
date of authorization
owner notification and owner response
contact information of Federal Provincial or Territorial Registrar

Optional documentation comprises:

additional location information (level 1,3,4, and 5)
street and street number
cartographic identifiers (borden number, geocode, NTS sheet number)
cadastral reference
function (current)-category and type
dates (construction and significant)
architect and builder
category of property (current)
theme – category and type
other name(s)
web site link(s)
cross-reference to collection.



2.2.2 Publicly Identifiable Location

The Canadian Register is a public register and all information included in a listing is subject to public disclosure. In some instances, the specific location of a historic place cannot be disclosed to the public for reasons of privacy, religion, site protection or resource conservation. In such instances, an agreement between the jurisdictions and the Canadian Register of Historic Places will identify the sites where general location information is acceptable.



3. ROLES AND RESPONSIBILITIES

3.1 Administration of the Canadian Register

The Canadian Register is administered by the federal government, in collaboration with provincial and territorial governments. The roles and responsibilities assigned to governments ensure that each jurisdiction is respected in the nomination and listing processes.

3.1.1 Federal, Provincial and Territorial Registrars

A historic place must be nominated for listing on the Canadian Register by a Federal, Provincial or Territorial Registrar.

Provincial and Territorial Registrars are responsible for nominating the following types of historic places:

- provincial or territorial crown-owned historic places formally recognized by provincial/territorial or local governments as being of local, regional, provincial or territorial heritage significance
- privately-owned historic places formally recognized by provincial or territorial governments as being of local, regional, provincial or territorial heritage significance
- local-government owned historic places formally recognized by local, provincial or territorial governments as being of local, regional, provincial or territorial heritage significance
- privately-owned historic places formally recognized by local governments as being of local or regional heritage significance.

The Federal Registrar is responsible for nominating the following types of historic places:

- federal crown-owned historic places formally recognized by the federal government as being of heritage significance
- historic places formally recognized by the federal government as being of historic significance including Heritage Railway Stations and National Historic Sites of Canada.

The Federal, Provincial or Territorial Registrar must ensure that the historic place meets the eligibility criteria, including the Canadian Register Documentation Standards. This may mean addressing gaps in the historic place documentation by obtaining the required information from various sources.

The Federal, Provincial or Territorial Registrar is responsible for coordinating the transfer of data to the Canadian Register. He/she may also provide training and assistance to local government and non-government organizations in support of the Canadian Register.

3.1.2 The Canadian Registrar

The Canadian Registrar manages and maintains the Canadian Register. Each nomination is reviewed by the Canadian Registrar to ensure that the Canadian Register Documentation Standards have been met. The Canadian Registrar lists historic places on the Canadian Register and publishes the records on the Canadian Register web site.



The Canadian Registrar may also provide training and assistance in support of the Canadian Register, in collaboration with participating provincial or territorial governments. He/she works within the Historic Places Program Branch at Parks Canada.



4. NOMINATING, LISTING, UPDATING AND DE-LISTING HISTORIC PLACE RECORDS

4.1 Nominating Historic Places to the Canadian Register

The Federal, Provincial or Territorial Registrar initiates the nomination process by identifying historic places under their mandate that are eligible for nomination to the Canadian Register. These are places that have already been, or are about to be, formally recognized for their heritage value by an appropriate authority within their jurisdiction.

4.1.1 Determining Eligibility

A historic place is eligible for nomination to the Canadian Register if:

- the place meets the definition of historic place
- the Canadian Register Documentation Standards can be met
- with some exceptions, the specific location of the historic place be disclosed to the public.

If all three criteria are met, the Federal, Provincial or Territorial Registrar may nominate the historic place to Canadian Register.

Some historic places should not be nominated because:

- the formal recognition was not based on heritage value
- the heritage value no longer exists
- the required documentation standards (Mandatory) have not been met
- requisite owner consent has not been given

In the last case, the Registrar may need to gather or prepare further information before the nomination can proceed. If the required information is not available, the place should not be nominated.

4.1.2 Reviewing Determinations of Ineligibility

If a Federal, Provincial or Territorial Registrar determines that a historic place is not eligible for listing on the Canadian Register because it does not meet the three eligibility criteria, a property owner may request a review of this decision. Each federal, provincial or territorial jurisdiction administers its own eligibility review process. The Canadian Registrar is not involved in federal, provincial or territorial review processes.

4.1.3 Transmitting the Nomination to the Canadian Register

A Federal, Provincial or Territorial Registrar nominates a historic place to the Canadian Register by transmitting the relevant documentation electronically to the Canadian Registrar via the Canadian Register of Historic Places (CRHP) system. This is done by exporting the record from the federal, provincial or territorial system, or by uploading the record via the CRHP system. The Federal, Provincial or Territorial Registrar chooses the appropriate method.



Prior to transmitting the record to the Canadian Registrar for review, the Federal, Provincial or Territorial Registrar validates the imported data, and enters additional management information directly into the CRHP system.

4.2 Listing Historic Places

Listing is done by the Canadian Registrar. The Canadian Registrar reviews every historic place nomination received from a Federal, Provincial or Territorial Registrar to ensure that the Canadian Register Documentation Standards have been met. If the standards have been met, the Canadian Registrar lists the historic place on the Canadian Register and publishes it on the Historic Places web site. The Canadian Registrar then notifies the Federal, Provincial or Territorial Registrar of the listing.

If the Canadian Register Documentation Standards have not been met, the Canadian Registrar may request additional documentation from the Federal, Provincial or Territorial Registrar.

4.2.1 Related Listings

Some historic places are recognized by more than one authority and/or more than one jurisdiction. For example, a historic place may have been formally recognized as both a Provincial Heritage Site and a National Historic Site of Canada. Each formal recognition of the historic place may be separately listed on the Canadian Register.

Each formal recognition associated with a historic place should be nominated by the Federal, Provincial or Territorial Registrar under whose mandate it falls. For example, the Federal Registrar is responsible for nominating all National Historic Site of Canada designations to the Canadian Register, while the Provincial and Territorial Registrars are responsible for nominating provincial, territorial and local formal recognitions of historic places.

Once a historic place has been nominated by the appropriate Federal, Provincial or Territorial Registrar, the Canadian Registrar will identify any other listings on the Canadian Register associated with the same historic place and create a link between the records. Links may also be established when listings encompass other listings, or are included in other listings. (For example, a formally recognized building within a formally recognized district.) The creation of links between listings is only carried out by the Canadian Registrar. Federal, Provincial and Territorial Registrars are only responsible for providing information about formal recognitions that fall under their respective mandates.

4.3 Updating Historic Place Records

The federal, provincial or territorial jurisdiction that nominates a historic place to the Canadian Register is responsible for updating the historic place record, as required. The historic place record should be updated whenever there is a significant change to the historic place that affects the heritage value, or has an impact on other information in the Canadian Register.

Each historic place record is assigned a version number at the time it is created within the Canadian Register. To update the historic place record, the Registrar must enter the new information into the federal, provincial or territorial register and re-submit the record to the Canadian Register. The updated record is assigned a new version number by the Canadian Register.



4.4 De-listing Historic Places

The Federal, Provincial or Territorial Registrar may request that the Canadian Registrar de-list a historic place listed on the Canadian Register, on the basis that the place no longer meets the eligibility criteria for listing. A request should include a written explanation about why a historic place no longer meets the eligibility criteria.

When the decision is taken to de-list a historic place, the Canadian Registrar alters the status of the listing and confirms the official de-listing with the Federal, Provincial or Territorial Registrar. De-listed historic places will not be removed from the Canadian Register web site, rather the fact that the historic place is de-listed will be indicated on the published historic place record.

In cases where it has been determined by a federal, provincial or territorial jurisdiction that a historic place no longer meets the test of eligibility for listing, the property owner may request a review of the decision by the jurisdiction.

4.5 Removing Historic Place Records from the Canadian Register

Once a historic place is officially listed on the Canadian Register, an owner of the place that objects to the listing may request that it be removed from the Canadian Register. The owner must submit their objection to the Canadian Registrar. No person or group other than the owner may request the removal of the historic place from the Canadian Register.

A request for removal triggers a review process administered by the relevant federal, provincial or territorial jurisdiction. While the review is underway, the Canadian Registrar will temporarily suppress the listing from the Canadian Register web site.

If the concerns of the owner of the historic place cannot be resolved through the review process, the Canadian Registrar will officially remove the historic place from the Canadian Register.



5. THE CANADIAN REGISTER AND LANGUAGES

5.1 Language Requirements

The Canadian Register is a collaboration between federal, provincial and territorial governments. Information about the Canadian Register and all federal listings will be available in English and French. Provincial and territorial listings on the Canadian Register will be available in English or French, or in both languages.

The CRHP system permits a Federal, Provincial or Territorial Registrar to enter information in one language only, or to enter information in both languages in some or all of the fields. For fields completed using controlled vocabularies, the CRHP system will duplicate the information in the other language.

5.2 Aboriginal Languages

Aboriginal languages may be used to denote the name of a historic place (see section 6.2.2 'Name of Historic Place') or the alternate name for a historic place (see section 6.2.18 'Other Names'). When an Aboriginal name cannot be represented in the character set of the Canadian Register, the name can be submitted as an image (see section 6.2.21 'Image Type'). Alternately, a phonetic translation of the Aboriginal name can be submitted as the name or alternate name of the historic place (see section 6.2.18 'Other Names').

5.3 Other Languages

Languages other than English or French can be used when providing alternate names of a historic place (see section 6.2.18 'Other Names'), where this is appropriate. Languages other than English or French cannot be used for any other fields of information, except in the case of Aboriginal languages as noted above.



6. THE CANADIAN REGISTER DOCUMENTATION STANDARDS

6.1 Meeting the Canadian Register Documentation Standards

Federal, Provincial and Territorial Registrars are responsible for meeting the Canadian Register Documentation Standards when nominating a historic place. Some information is mandatory; other information is optional. Providing as much information as possible with each historic place nomination will improve the functionality of the Canadian Register for all users.

The Canadian Register Documentation Standards govern both the content and the format of the documentation submitted with a nomination. Federal, Provincial and Territorial Registrars will be required to provide information in one of three formats for each data element:

- free text - the Federal, Provincial or Territorial Registrar creates and submits alphanumeric text
- controlled vocabularies - the Federal, Provincial or Territorial Registrar chooses terms from prescribed lists
- images - the Federal, Provincial or Territorial Registrar submits digital images in JPEG format or as GIFs.

Information may be entered in English or French, or in both languages. Aboriginal languages, or phonetic equivalents, may be used in the 'Name of Historic Place' or 'Other Names' data elements. Other languages may be used only for 'Other Names'.

6.2 Canadian Register Documentation Standards

6.2.1 Unique Federal/Provincial/Territorial Identifier

Mandatory

Format: free text

Maximum characters: 50

The 'Unique Federal/Provincial/Territorial (F/P/T) Identifier' is a reference code, which consists of numerals, letters, words or a combination of these. This reference code must be unique within its federal, provincial or territorial jurisdiction. The 'Unique F/P/T Identifier' is used in combination with the 'Jurisdiction' to create a unique identifier for the historic place record within the (CRHP) system. It is displayed on the listing page and may also be used by the public to identify historic places and associated records held by governments.

Examples of 'Unique F/P/T Identifier':

- HPON05-3 (Ontario)
- 4664-0045 (Alberta)
- NT0005 (Northwest Territories).



6.2.2 Name Of Historic Place

Mandatory

Format: free text

Maximum characters: 255

The 'Name of Historic Place' is the name that appears under the search results on the CRHP system and on the Historic Places web site. This name should be concise and well known to the public to facilitate searchability on the Historic Places web site.

It is up to the Federal, Provincial or Territorial Registrar preparing the nomination to select the most appropriate name for the purposes of the Canadian Register. Possible choices might be based on the address of the historic place; a reference to the location of the historic place, a current or historic use, a historic owner, or an associated event, person or organization, or an archaeological site number.

Examples of 'Name of Historic Place':

- Treaty No. 7 Signing Site
- Margaret Laurence House
- 613 St. George Street

If it is appropriate to provide more than one name for a historic place (for example, to facilitate searches), then additional names can be submitted under the 'Other Names' field.

If an Aboriginal language name is submitted using the English/French character set, it may be submitted as free text. Aboriginal names in other character sets must be submitted as images.

6.2.3 Jurisdiction

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Jurisdiction' identifies the federal, provincial or territorial jurisdiction under whose mandate the historic place recognition falls. This information is collected for administrative and reporting purposes, but may also be used to search for historic places on the Historic Places web site.

The appropriate jurisdiction must be selected from the 'Jurisdiction' controlled vocabulary list.

Examples of 'Jurisdiction':

- Alberta
- Federal
- Nova Scotia



6.2.4 Formal Recognition

Formal Recognition information for a historic place includes 'Formal Recognition Authority', 'Formal Recognition Type', 'Formal Recognition Statute', and 'Formal Recognition Date'.

6.2.4.1 Formal Recognition Authority

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Formal Recognition Authority' identifies the local, provincial, territorial or federal authority that was responsible for formally recognizing the historic place. This information is collected for administrative and reporting purposes, but may also be used to search for historic places on the Canadian Register web site.

The appropriate recognition authority must be selected from the 'Recognition Authority' controlled vocabulary list.

Examples of 'Formal Recognition Authority':

- Province of Nova Scotia
- City of Summerside
- Ministère de la Culture et des Communications

6.2.4.2 Formal Recognition Type

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Formal Recognition Type' identifies the specific form of recognition, as defined under a statute, which has been given to the historic place. This information is collected for administrative and reporting purposes, but may also be used to search for historic places on the Historic Places web site.

The appropriate recognition type must be selected from the 'Recognition Type' controlled vocabulary list.

Examples of 'Formal Recognition Type':

- Heritage Conservation District (Part V) (Ontario)
- Community Heritage Register (British Columbia)
- Municipal Heritage Building, Structure or Land (Newfoundland and Labrador)



6.2.4.3 Formal Recognition Statute

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Formal Recognition Statute' identifies the statute under which the historic place was formally recognized. This information is collected for administrative and reporting purposes, but may also be used to search for historic places on the Historic Places web site.

The 'Formal Recognition Authority' in combination with the 'Formal Recognition Type' allows the CCRHP system to automatically identify the appropriate 'Formal Recognition Statute' from the controlled vocabulary.

Examples of 'Formal Recognition Statute':

- Community Planning Act (New Brunswick)
- Manitoba Historic Resources Act
- Heritage Railway Stations Protection Act (Federal)

6.2.4.4 Formal Recognition Date

Mandatory

Format: date format (yyyy/mm/dd)

Maximum characters: 50

'Formal Recognition Date' identifies the date on which the formal recognition of the historic place was first approved or took effect. This information is collected for administrative purposes only.

The Registrar provides the year, month and day of the formal recognition in the appropriate date format (yyyy/mm/dd).

Example of 'Formal Recognition Date':

- 1975/05/31

6.2.5 Location

The Canadian Register requires location information for the following purposes:

- to identify the location of a historic place on the Historic Places web site
- to allow a place to be visually represented on a map of listed historic places in Canada published on the Historic Places web site

Location information for a historic place includes 'Province/ Territory', 'Additional Location Information (Level 1-5)', 'Street and Street Number', and 'Cartographic Identifiers'



6.2.5.1 Province/Territory

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Province/Territory' identifies the province or territory in which the historic place is located. This information is collected for administrative and reporting purposes, but may also be used to search for historic places on the Register web site.

The appropriate province or territory must be selected from the controlled vocabulary list (see Appendix A).

Examples of 'Province/Territory':

- Saskatchewan
- Northwest Territories

6.2.5.2 Additional Location Information (Level 1-5)

One mandatory field

Four optional fields

Format: Free text

Maximum characters: 255 per field

'Province/ Territory', 'Grid Coordinates' (Latitude/Longitude or UTM) and one further level of location (called Level 2) are mandatory for official listing.

There are five Additional Location Information fields, called Levels 1, 2, 3, 4 and 5. These fields are may be used to include further information related to the location of the place, such as the region, district and/or neighbourhood in which the place is located. Inclusion of Additional Location information will enhance searches on the Canadian Register website.

Because it is recognized that not all places will have five location names that relate to the place, only one of these fields, Level 2, is mandatory. Level 2 is intended to provide the web site user with a smaller geographic unit or area by which to search for and identify historic places. Together with the Street Address and Province/Territory fields, the Level 2 field will appear on the Historic Places web site beneath the name of the historic place. Most often Level 2 is used to include the name of the community in which the place is located, however, the choice of how to populate the field is left to the discretion of the jurisdiction.

It is strongly recommended that the jurisdictions maintain consistency in the information provided for this field. The addition of more specific information is optional and can be added at the discretion of the jurisdiction in any of the four location levels (called levels1,3,4,5) but should be completed wherever possible. This information will appear on the Historic Places web site under the Location heading in order of increasing specificity.



Examples:

- Brighthouse Homestead and Heritage Trees, Richmond, British Columbia
 - Level 5: -
 - Level 4: Greater Vancouver
 - Level 3: -
 - Level 2: Richmond
 - Level 1: Brighthouse

- Log Skyscrapers, Whitehorse, Yukon
 - Level 5: -
 - Level 4: -
 - Level 3: -
 - Level 2: Whitehorse
 - Level 1:

- Maison Roussil, Terrebonne, Québec
 - Level 5: Lanaudière
 - Level 4: -
 - Level 3: Les Moulins
 - Level 2: Terrebonne
 - Level 1:

6.2.5.3 Street and Street Number

Optional

Format: Free text

Maximum characters: 255

'Street and Street Number' enables users of the Historic Places web site to identify the location of the historic place on a road map. 'Street' includes any officially named road, highway, rural route number, alley or thoroughfare used by vehicles and/or pedestrians. The street address does not include the name of the community, locality, province or territory or the postal code.

It is recommended that the street number and the name that identify the precise location of the historic place (e.g. 24 Sussex Drive) be provided. If the historic place occupies more than one number on the street, a range of numbers (e.g. 57-63 St. Louis Street) should be entered. If there is no number associated with the historic place, only the street name may be entered (e.g. Hannon Road). For some historic places there will be no relevant street name or number (e.g. an archaeological site).

Information that is deemed equivalent to 'Street and Street Number' by a province may be included in this field. The address can be a Rural Route (RR) number (as in Saskatchewan) or a section, township and range coordinates (as in Manitoba). It is recommended that the name of the community or province not be included in this field, as these pieces of information will be mentioned in other documentation fields.



Examples of 'Street and Street Number':

- 1116 Government Street
- 326 11th Street East
- RR 2

6.2.5.4 Cartographic Identifiers

Cartographic identifiers provide a simple and accurate method for recording the geographical location of a historic place and, in the case of polygon data, convey a reasonable impression of the site's shape and extent. The Canadian Register of Historic Places accepts the following cartographic identifiers:

- Grid coordinates (Latitude/Longitude and UTM)
- Borden Number
- Geocode
- NTS sheet Number

Grid coordinates (either latitude/longitude or UTM) must be provided to the Canadian Register. Borden number, Geocode and NTS Map Sheet Number are optional.

Grid Coordinates

Mandatory

Format: free text

Maximum characters: 20 digits (13 digits and 7 decimal digits)

Grid coordinates, such as UTM and Latitude/Longitude, allow a place to be visually represented on a map of listed historic places in Canada published on the Historic Places web site. For a historic place to be mapped within the CRHP System one of the following systems may be used to identify the cartographic identifiers:

- Geographic Coordinate System (Latitude/Longitude)
- Universal Transverse Mercator Grid System (UTM)

Additional information is required while including data for Latitude/Longitude and UTM. Depending on which type of data (Latitude/Longitude or UTM) is being provided, the additional information may include coordinate determination type, datum type, and UTM zone type.

Coordinate Determination Type is the means by which the UTM/ Latitude/Longitude values are collected/ derived and may include Global Positioning System (GPS), paper maps, digital maps, Geocoding etc.

Datum Type provides a reference to the North American Datum, 1983 (NAD 83) for all data (Latitude/Longitude and UTM). Data provided in NAD 27 will be projected to NAD 83 using Oracle projection utility within the CRHP System.



UTM Zone Type makes a cross reference to the zone of the UTM grid system in which the historic place is located. The UTM grid system is divided into 60 zones running north to south, each 6 degrees wide. Most of Canada is included within zones 6-23. Within each zone, a point may be referred to by citing the zone number, its distance in meters from the equator (“northing”) and its distance in meters from the north-south reference line called ‘central meridian’ (“easting”).

Latitude/ Longitude

Three pieces of information are required for Latitude and Longitude

- Lat/ Long (in decimal degrees) for the historic place
- Coordinate Determination Type (see Appendix B for the Qualifier Lists)
- Datum Type (see Appendix B for the Qualifier Lists)

In Geographic Coordinate System (Latitude/Longitude) locations have traditionally been expressed in degrees, minutes and seconds. The Decimal Degree System, which is used for the web mapping function of the CRHP System, is now more common and standard. In the Decimal Degree System, portions of degrees are represented as decimals.

To convert from the degrees/minutes/seconds format, use the following formula:

Decimal degrees = number of degrees + (minutes divided by 60) + (seconds divided by 3600)

To maximize accuracy, use of the fourth decimal place is preferred, although the third decimal place is the minimum requirement. This enables an accurate representation of a historic place’s location at the minimum viewable scale on the web map. For Longitude a minus sign is used to denote west. For example: 42.8596° N, -112.4282° W

UTM

For the Canadian Register of Historic Places four pieces of information are required for UTM:

- Northing and Easting (UTM coordinates in meters) for the historic place
- Coordinate Determination Type (see Appendix B for Qualifier Lists)
- Datum Type (see Appendix B for Qualifier Lists)
- UTM Zone Type (see Appendix B for Qualifier Lists)

Most of Canada is included within UTM Zones 6-23 Within each zone, a point is referenced by citing the zone number, its Easting and its Northing. The Easting is the point’s distance in metres east of a north-south reference line called the “central meridian.” The Easting is always composed of 6 digits and measures to the nearest metre. The Northing is the point’s distance in metres north of the equator. The Northing is always composed of 7 digits, and also measures to the nearest metre.

Three values, always in the following order, make up the complete UTM reference for any point:
Zone Number Easting Northing



The mapping function of the CRHP system has a tolerance for a mapped point of approximately ± 100 m/ 328 ft. from its true location on the ground. Since the UTM coordinates are expressed to the nearest metre, no rounding is needed to achieve the desired accuracy, which enables an accurate representation of a historic place's location at the minimum viewable scale on the web map.

Guidelines for Providing Latitude/Longitude and UTM data

General

- Either Latitude/Longitude or UTM data is to be provided
- Maximum 20 characters for each coordinate (maximum 13 digits and 7 decimal digits)
- All horizontal coordinates shall be in decimal degrees

Latitude/Longitude

- The Latitude/Longitude data should be expressed as decimal degrees with minimum 3 decimal digits. For example: 42.860° N, -112.429° W. This will result in an accuracy of ± 364.8 feet (111.2 m) from the actual position on ground.
- For Latitude/Longitude a '-' minus sign is used to denote west (there are no negative numbers for UTM coordinates)

UTM

- The UTM Grid Coordinates of a point location may be expressed to the nearest one decimal point (minimum) as rounding off is not recommended.

Guidelines for Selecting Latitude/Longitude and UTM Data for Historic Places Mapped Using One Point or Polygon Data (more than one point)

Point Data

- When point data is being submitted for large historic places, the coordinates of the point submitted should preferably coincide with any of the following:
 - the point of entry to the historic place such as the entrance gate of Chinatown in Victoria, BC
 - the approximate centre of a site such as a heritage district
 - any other relevant point within the historic place such as the entrance to the information centre
- For buildings, the point data may coincide with the approximate center of the building or the site.

Line Data

- Linear features/sites may be represented as lines or polygons. Where, a series of linear points (line data) are provided for linear features such as roads, trails etc. they must coincide with the centreline of the linear feature. The best practise however, is to provide polygon data (see details below).

Polygon Data

- For sites mapped with more than one point (polygon data), the coordinates may be stated beginning with a point on the perimeter and proceeding along the boundary of the site (either clockwise or counter clockwise). Consistency in recording coordinates will facilitate the computerizing of the data by the CRHP system



- For polygon data, depending on the shape of the site, the level of accuracy would depend on the number of points selected for a site in general.
- Where available the centroid information may be provided for polygon data.
- Minimum Area for Web-Mapping Display: Minimum area for display of polygon feature geometry is as follows:
 - Areas of 100,000 square meters (10 hectares) and larger will be displayed at a map scale of 1: 50,000 and larger.
 - Areas of 1,000,000 square meters (100 hectares) and larger will be displayed at a map scale of 1: 250,000 and larger.
 - Areas of 100,000,000 square meters (10,000 hectares) and larger will be displayed at a map scale of 1: 1,000,000 and larger.

At larger scales (less detailed maps) a polygon is represented as a point, which is the geographic centre of the polygon.

Borden Number

Optional

Format: free text

Maximum characters: 255

Borden Numbers are unique identifiers for Canadian archaeological sites that are assigned by provincial and territorial authorities. The province of British Columbia, uses the Borden Number as the Unique FPT Identifier for nominations to the Canadian Register.

This information is collected for administrative purposes and will not be published on the public web site. The inclusion of such information, wherever available, would facilitate in the identification and location of a historic place.

Examples of 'Borden Number':

- DcRu-4
- GbTo-23
- HaRb-2

Geocode

Optional

Format: free text

Maximum characters: 20 digits (13 digits and 7 decimal digits)

Geocodes are location identifiers that allow the location of a historic place to be identified on a map. It is a geographical code to identify a point or area on the surface of the earth. Geocoding is the process of converting the location (eg. address) of a historic place in geographic space to a computer readable form by assigning the geographic coordinates (e.g. Latitude /Longitude) to points and features. With geographic coordinates, these features can then be mapped and entered into Geographic Information Systems (GIS). GIS allows a user to create digital maps that display information contained in a database.



Geocodes are used by Parks Canada to identify historic places across Canada. Guidelines mentioned in the Cartographic Identifiers section (Latitude/ Longitude) will be applicable to this section. This is optional information and will not be used for reporting purposes.

Examples of 'Geocode':

- Alexander James House, 26 Newcastle Street, Dartmouth, Nova Scotia:
Latitude: 44.6650540 °
Longitude: -63.5561060°
- 100 Garrison Road, Toronto, Ontario:
Latitude: 43.6369730 °
Longitude: -79.4093370°
- 1043, 10 Avenue SW, Calgary, Alberta:
Latitude: 51.043795 °
Longitude: -114.084920°

NTS Sheet Number

Optional

Format: Free Text

Max Characters: 50

'National Topographic System (NTS) Sheet Number' provides the reference to the map sheet of the area in which the historic place is located. The National Topographic System (NTS) provides general-purpose topographic map coverage of Canada. These maps depict ground relief (landforms and terrain), drainage (lakes and rivers), forest cover, administrative areas, populated areas, transportation routes and facilities (including roads and railways), and other man-made features.

It is recommended, wherever available, to include the number of the NTS map sheet on which the historic place is located. This information is collected for administrative purposes and will not be published on the public web site.

Examples of 'NTS Sheet Number':

- NTS 031G05
- NTS 021L14
- NTS 105D11



6.2.6 Cadastral Reference

Optional

Format: free text

Maximum characters: 255

A cadastre is a record of interests in land. It provides a ready means of precise description and identification of particular pieces of land and acts as a continuous record of rights in land. A modern cadastre normally consists of a series of maps or plans and corresponding registers.

Cadastral maps are usually produced at the municipal level and may indicate the precise description and identification of land, cultural features and other details relating to land use and value. Since the maps and the corresponding registers are complementary, some references, either names or numbers, must be given to each separate land parcel (in order to cross-reference information shown in maps) and recorded in registers. These references are known as property identifiers (PID) or unique parcel reference numbers (UPRN).

There are numerous cadastral reference systems in use. It is recommended, that the cadastral reference system currently in use in the applicable jurisdiction be used. This information is collected for administrative purposes may help to provide important information regarding the ownership and extent of a historic place.

Examples of 'Cadastral Reference':

- Anderson House Halifax, NS
Cadastral reference: 40261323
- Annapolis County Court House, Annapolis, NS
Cadastral reference: 05003926
- David Thomas House, Truro, NS
Cadastral reference: 20181350

6.2.7 Description of Boundaries

Mandatory

Format: free text

Maximum characters: 4000

The 'Description of Boundaries' field describes the physical extent of the formally recognized/designated historic place as identified in the policy documents such as the minutes of an evaluation meeting, designation bylaw, formal recognition report, or commemorative integrity statement. It identifies the specific boundaries of the historic place to which the formal recognition or designation applies.

'Description of Boundaries' answers the question: What is the extent of historic place? This is an administrative field and is not published on the Historic Places web site. Information regarding description of historic place boundaries is collected as this information may be needed for accountability purposes in the context of future policies and programs and for financial incentives such as the Commercial Heritage Properties Incentive Fund.



General Guidelines

In the 'Description of Boundaries' field, one of the following may be included:

- A narrative description of the physical boundaries of the historic place
- Specific information such as:
 - legal parcel numbers or legal description (when the legal boundary is the same as the boundary of formally recognized historic place)
 - block and lot number
 - metes and bounds
 - dimensions of a parcel of land
 - polygon data
- A reference to external documents that contain a boundary description of the formally recognized historic place such as policy document(s), deed book etc.
- A reference to an attached image

A narrative boundary description should be brief and clearly describe the limits of the formally recognized/ designated historic place. Where the natural or cultural features define the boundary of the historic place, these features (such as streets, geographical features etc.) may be identified in the narrative description of the historic place. It is recommended to begin at a fixed reference point and continue along the perimeter of the property boundary including dimensions and directions.

The legal boundary may or may not be the same as the formal recognition/ designation boundary. The legal description of the boundaries should be used only when the legal and the designated place boundaries are the same.

Cartographic references, generally used to indicate the location of a property, may be used if three or more Universal Transverse Mercator (UTM) or Latitude/Longitude references that define the vertices of a polygon encompassing the area of the property are included.

When a reference to an attached image is included in the 'Description of Boundaries' field, a jpeg/ bmp image should be included in the Images section of the historic place record. (see section 6.2.21 'Images' for more information.)

The image (of the map) should clearly identify the following:

- Boundaries of the historic place in relationship to existing natural features, buildings or other features
- Reference information such as names of streets, important buildings, natural features etc.
- North direction (desirable)
- Graphical scale (desirable)



Guidelines for Specific Resource Types

Different resource types will present different issues relating to description of boundaries. For example, location information for archaeological sites may be restricted in order to protect such sites.

Boundaries for buildings and/or structures

Buildings and/or structures may have associated contributing resources such as landscapes, remains/archaeological sites, views, etc. The description of boundaries should identify the boundaries of the place as identified in the formal recognition/designation -as identified by the appropriate formal recognition authority. The boundary that encompasses the entire formally recognized historic place must be stated here.

Boundary descriptions for buildings and/or structures may include:

- Depending on what is formally recognized/designated (the building or the building in its associated/surrounding landscape), the description would allude to the footprint of the building(s) or to the perimeter of the property upon which the building is located.
- For buildings in urban and suburban settings, legally recorded parcel numbers may be used.
- For rural properties, narrative descriptions of the surrounding natural and cultural features (streets, fence etc.) that define the boundaries of the formally recognized historic place may be used.

Examples of 'Description of Boundaries':

- Plan 820 L, Block 18, Lot 3 (for Alberta Provincial Police Building, Crowsnest Pass, AB)
- The property identification number is 31328 as per the PEI Taxation and Property Records Division. (for Alberton Courthouse, Alberton, PEI)
- PID No. 005208157 and 005216036 (Lot 3, Section 1, Nanaimo District, Plan 2659 And Lot 1, Block 59, Section 1, Nanaimo District, Plan 584, Except Parts In Plans 2659 And 22402) (for Ashlar Lodge Masonic Temple, Nanaimo, BC)

Districts and/or landscapes

Districts, landscapes and other large historic places may include several contributing resources and describing boundaries for such places may present several challenges.

Boundary descriptions for large historic places may include:

- Narrative description of the natural (river, canal, mountain etc.) and cultural (streets, fence etc.) features that define the historic place
- Reference to studies/documents such as conservation district study, conservation plan etc. that identify the boundaries of a historic district and/or landscape



Map of Collingwood showing legal boundaries of the Heritage Conservation District © Town of Collingwood, 2002.



- Reference to the formal policy documents containing the boundaries of a district and/or landscape
- Reference to an attached map (as a image) clearing showing the district and /or landscape boundaries
- Cartographic references (Polygon data) or a reference to the polygon data may be provided as location information (see section 6.2.5.4 'Cartographic Identifiers' for more information)

Examples of 'Description of Boundaries' for districts and/or landscapes:

- District boundaries as per map provided. (Collingwood Heritage Conservation District, Collingwood, ON.)
- An area of 45.72 square metres, centred at 70°01'54' North, and 124°57'00' West. (for Whalers' Graves, Balaena Bay, Parry Peninsula, NWT)
- The main Heritage Conservation District boundaries of Old Town Lunenburg extend north-south from Creighton Street to Lunenburg Harbour, and east-west from Kempt Street to Kaulbach Street inclusive, in the centre of Lunenburg, N.S. Adjacent buffer zones are Gallows Hill in the northwest; selected properties abutting the north side of Creighton Street; Blockhouse Hill; the eastward extensions of Montague, Pelham, Lincoln, Cumberland, and Townsend Streets, and the Old French Cemetery to the west of the Old Town. (for Lunenburg Old Town Heritage Conservation District, Lunenburg, NS)

Archaeological (including petroglyphs, paleontological, shipwreck sites)

The archaeological site boundaries will depend on the horizontal extent of the significant (and contributing) features. Some location information for archaeological sites may be restricted in order to protect such sites. Location sensitivity will have to be considered in the choice of the type of information included. Although the 'Description of Boundaries' field is not published on the Historic Places web site, the information may have to be provided in case of an Access to Information Request.

Boundary descriptions for archaeological sites may include:

- Narrative description of the natural and cultural features bounding a site
- Reference to documents containing information about the boundaries of a historic place
- Reference to a map identifying the boundaries
- Cartographic references (polygon data) or a reference to the polygon data provided as location information (see section 6.2.5.4 'Cartographic Identifiers' for more information)

Example of 'Description of Boundaries' for archaeological sites:

- Boundaries as described in R.R.O. 1970, Reg. 53, s.1. (for Lawson Site, London, ON)

Smaller landscape feature(s)/ structures:



Smaller landscape features such as sculptures, commemorative monuments, statues, fountains etc., though theoretically, movable may still have associations with a specific setting or environment. Boundaries that encompass the entire formally recognized historic place must be included in this section. Depending on the formal recognition, the boundaries may be limited to the extent (footprint) of the feature or may include the setting within which it is located.

6.2.8 Area of Historic Place

Mandatory

Format: Free Text Field

Maximum characters: 10 digits and three decimal points

'Area of Historic Place' identifies the approximate surface area in square meters of the historic place on the ground. The area of the historic place may or may not be the same as the legal property area and the measurement should be based on the place as defined by the formal recognition. In the case of a building, the formal recognition may be limited to the footprint of the historic place. In other cases, the formally recognized historic place may include the surrounding property.

In determining the area of a historic place, it is recommended to refer to the description of the historic place as set out in the formal recognition. Wherever available, the exact area of the historic place may be included. For historic places where the exact area is not available, an approximate area will be acceptable. 'Area of Historic Place' is collected for administrative purposes such as reports regarding the extent of formal recognition in different jurisdictions. This information will not be published on the Historic Places web site.

Guidelines for calculating approximate area:

- for historic places with a limited area (e.g. buildings), the area may be rounded off to the nearest 10 square meters
- for historic places with an area between 10,000 and 40,000 square meters (e.g. heritage districts), the area may be rounded off to the nearest 100 square meters
- for historic places with an area greater than 40,000 square meters (e.g. cultural landscapes), the area may be rounded off to the nearest 1000 square meters.

Examples of 'Area of Historic Place':

- 1,090 square meters
- 12,200 square meters
- 45,000 square meters



6.2.9 Location of Supporting Documentation

Mandatory

Format: Free Text

Maximum characters: 4000

'Location of Supporting Documentation' identifies the institution and office holding the supporting documents related to the formal recognition of the historic place such as research file or recognition report. Location of supporting documentation is a mandatory field and this information is published on the Historic Places web site.

It is recommended to include sufficient information in this field to assist a visitor (user) to the Historic Places web site to locate the supporting documentation related to the formal recognition of a historic place. This may include the name and address of the recognition authority, the name and address of the holding institution and the file reference number. The format in which this information is presented may differ from jurisdiction to jurisdiction, so long as the core information has been provided. It is also recommended that the information included in this field should follow the format used by the holding institution.

Examples of 'Location of Supporting Documentation':

- All Saints Anglican Church, Katepwa Beach, SK
Department of Culture, Youth and Recreation, Heritage Resources Branch,
1919 Saskatchewan Drive, File: MHP 201
- 12-14 Dorchester Street, Charlottetown, PEI
Heritage Office, City of Charlottetown Planning Department
PO Box 98, Charlottetown, PE C1A 7K2. #1388
- Maison Antoine-Vanfelson, Québec, QC
Ministère de la Culture et des Communications
225, Grande Allée Est, Québec, QC G1R 5G5

6.2.10 Statement of Significance

Mandatory

Format: free text

Maximum characters: 4000 per section

The 'Statement of Significance' for a historic place is made up of three sections: 'Description of Historic Place', 'Heritage Value', and 'Character-Defining Elements'.

The three sections which comprise the 'Statement of Significance' explain: to what the formal recognition applies; why the place is important or significant; and which principal features of the place must be retained in order to preserve its heritage value.

The 'Statement of Significance' is intended to explain the heritage value of a historic place to the Canadian Register users. It provides guidance to property owners, planners, architects and others involved in the conservation or rehabilitation of historic places. The 'Statement of Significance' helps identify the character-



defining elements of the place that should be protected when undertaking a project. In conjunction with existing documents, it serves as the key reference document to help guide and evaluate project proposals seeking certification under the Commercial Heritage Properties Incentive Fund. It may also be used by selected provincial, territorial and local governments to assess projects seeking funding under their respective programs.

The 'Statement of Significance' is not intended to replace existing policy documents, statements of significance or heritage character statements (where these exist). Rather, it summarizes, restates or complements the information contained in them.

6.2.10.1 Description of Historic Place

The 'Description of Historic Place' section should paint a picture of the historic place in two or three sentences. It should describe very generally what the formal recognition applies to, and should make clear what elements on the property are included in the historic place and what is not. The description may also situate the place within its broader context, or setting, wherever this is helpful.

'Description of Historic Place' answers the question: "What has been formally recognized?"

6.2.10.2 Heritage Value

Heritage value may be defined as:

the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations

The 'Heritage Value' section describes the core heritage value(s) on which the formal recognition of the place is based. It is intended to explain the significance of the historic place to a broad audience. It is also used to guide the identification of character-defining elements.

'Heritage Value' answers the question: "Why is this place important or significant?"

Historic places may have heritage value because they:

- illustrate achievement in concept and design, technology, and/or planning, or a significant stage in the development of a community, province, territory or the nation
- are associated with events that have contributed to patterns of history at the local, provincial, territorial or national levels
- are associated with the lives of persons of historical importance at the local, provincial, territorial or national level
- illustrate or symbolize in whole or in part a cultural tradition, way of life, or ideas important in the development of a community, province, territory or the nation.

If a historic place has been recognized on the basis of more than one value, it is recommended that each of the values be explained separately, where appropriate. In cases where more than one authority, or jurisdiction has formally recognized a historic place, the heritage values assigned by each may differ.

'Heritage Value' should be written in narrative format. Two or three paragraphs are usually sufficient. 'Heritage Value' should include a reference to the source document(s) in which the heritage value of the place is



officially recorded. A source document may be the formal recognition report, minutes of the evaluation meeting, the designation by-law, or an existing statement of significance or heritage character statement. Every effort should be made to avoid including personal information under the 'Heritage Value' section (for example, the name of a current individual owner or living person). In the event that personal information is submitted, the consent of the individual may be required.

6.2.10.3 Character-Defining Elements

The 'Character-Defining Elements' section identifies the principal features of the historic place that contribute to its heritage value.

'Character-Defining Elements' are:

the materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value

The information included under 'Character-Defining Elements' provides guidance to property owners, planners, architects and others involved in the conservation or rehabilitation of the historic place.

Character-defining elements may be found in:

- the style, massing, scale or composition of the historic place
- features of the historic place related to its function
- the interior spatial configurations, or exterior layout, of the historic place
- the materials and craftsmanship of the historic place
- the relationship between the historic place and its broader setting
- traditional activities that continue to occur at the historic place
- cultural associations or meanings that continue to be associated with the historic place.

Character-defining elements must directly relate to the heritage value(s) of the historic place, and must exist at the time of its nomination to the Canadian Register. Character-defining elements should not simply describe the historic place, but should provide an analysis of where value lies. Their identification is a selective process.

Character-defining elements do not include:

- features that do not contribute to the heritage value for which the place was recognized
- conservation advice on how elements should be retained, protected or replaced
- elements that have been removed or destroyed, or that were planned but never executed.

'Character-Defining Elements' should be written in point-form. Where a place has more than one heritage value, the elements relating to each value may be listed together or separately.



In the case of a historic place with multiple resources, the elements relating to the place as a whole, and the elements relating to each of the principle resources within the place, may be listed separately. Points must be preceded with a dash (-), not a bullet. The Canadian Register system does not recognize special characters such as bullets.

Examples of Statements of Significance:

Exchange District National Historic Site of Canada, Winnipeg, Manitoba

Description of Historic Place

The Exchange District is a densely built, turn-of -the-century warehousing and business centre of some 150 buildings covering 20 city blocks. Most of the district was constructed from about 1880 to 1913, using the most up-to-date construction methods and architectural styles. The intact nature of its densely built grid plan with its many compact, masonry structures of limited height, the intensive occupation of the urban lots, and the use of relatively sophisticated turn-of -the-century architectural styles, gives this district a distinct identity within the surrounding city. The designation refers to the contributive buildings and landscape within the district boundaries.

Heritage Value of Historic Place

The Exchange District NHSC was designated because:

- it illustrates the city's key role as a centre of the grain and wholesale trade, finance and manufacturing in the historically important period in western development - between 1880 and 1913, the period during which Winnipeg grew to become the gateway to Canada's West and the region's metropolis;
- the district, which has clear boundaries and largely excludes post-1913 structures, contains a range of architecturally significant built resources which speak to the city's key economic role in the West and the collective character of these built resources is distinct and relatively intact.

The heritage value, as defined by the above reasons for recognition, resides in the district's illustration of a densely built, turn-of -the-century warehousing and business centre utilizing contemporary construction methods and architectural styles.

Source: Historic Sites and Monuments Board of Canada. Minutes, September 1997; Commemorative Integrity Statement

Character-Defining Elements

Key elements that contribute to the heritage value of this site include:

relatively dense urban form based on the long lot system extending out from the Red River,

- intensive occupation of building lots with buildings constructed up to the sidewalks and corners,
- contiguous nature of buildings,
- the compact massing of most buildings (3 - 7 storeys high except for skyscrapers along main street),
- functional building types associated with warehousing, financing, the grain trade and manufacturing,
- popular turn-of-the-century architectural styles including the Richardsonian Romanesque, Italianate, Beaux-Arts, and the Chicago School style,
- predominance of elaborate cornices capping main facades, original windows and loading bays,
- advanced construction methods including steel frame and early fire-proofing materials,



- masonry construction materials, including local building materials such as buff brick and Tyndall limestone in addition to imported material such as terra cotta, red brick, granite and sandstone,
- lot sizes and configuration often dictating buildings oriented to more than one street.

Birks Building, Winnipeg, MN

Description of Historic Place

The Birks Building, completed in 1901, is prominently located in downtown Winnipeg at the southeast corner of Portage Avenue and Smith Street. The exterior of this four-storey commercial structure is striking, rich in both materials and details. The building, on its footprint, has been designated by the City of Winnipeg as a Grade II Building.

Heritage Value of Historic Place

This building is renowned in Winnipeg for its distinctive Renaissance Revival palace facades, which were designed by Percy Nobbs, the influential director of McGill University's School of Architecture in the early 1900s. Originally built to house Winnipeg's Young Men's Christian Association (Y.M.C.A.) the building was heavily reworked in 1912 to accommodate the Birks operation, which was the first of the Birks Company branches in western Canada. With its exquisite features and details, including large medallions devoted to individual jewels and an elaborate attic-level frieze that focused on pearls in a mythological context, the building was the Winnipeg showpiece for Birks for almost eighty years. This Birks Building also has important locational value, as one of the last remaining retail buildings that recalls the period, between 1905 and 1970, when Portage Avenue was the city's prime commercial destination.

Source: City of Winnipeg Historical Buildings Committee Minute, October 26, 1999.

Character-Defining Elements

Key elements that define the building's Italian Renaissance palace design include:

- simple massing with flat roof and heavy overhanging decorative cornice;
- variety of window shapes, including rectangular on the main floor, arched on the second floor and small rectangular shapes in the attic storey, with all windows outlined with distinct surround treatments
- distinct configuration of towers and chimney on the west side
- variety of decorative features, elements and details, including quoins, niches, attic-level frieze, etc.
- distinct colour scheme for the exterior walls, featuring a terra cotta colour for the stucco areas contrasting with the cream-coloured terra cotta tiles used on the rest of the building

Key elements that define the building's use as a Birks jewellery store include:

- medallions depicting sources of materials used by jewellers on the front (north) and west façades
- company logo carried out in terra cotta and tile on the west façade and painted wall signage on the east elevation

Key elements that define the building's location:

- orientation on a corner lot with multiple entrances and active storefronts on both elevations



Maison Antoine-Vanfelson, Québec**Description of Historic Place**

Maison Antoine-Vanfelson, classified in 1960, is an urban residence of the late 18th century. The designation includes the land and everything on it including a stone stable, a known archaeological site, and a side passage leading to a rear yard. The complex is located in the city of Québec, in the heart of the historic district of Québec.

Heritage Value

The heritage value of Maison Antoine-Vanfelson is based primarily on fact that it is representative of middle-class urban residences of the late 18th century in Québec. This type of dwelling was inspired by the French architectural tradition. It is characterized by the existence of a party wall, as well as by fireproof walls, a two-slope roof, stonework, and two storeys.

The heritage value of Maison Antoine-Vanfelson also lies in its rarity. Its Louis XV-style panelling is an extremely rare example of interior decoration, which has been preserved to this day, and stands as a testament to the social standing of some of the occupants of the house.

The heritage value of Maison Antoine-Vanfelson also lies in the continuity of its use for a variety of functions such as residential, handcrafting and commercial (butcher's shop, tavern, grocery, etc.) The mixed use of the historic place is formally expressed through the location of commercial activities on the ground floor and residential occupancy on the upper levels.

Maison Antoine-Vanfelson also possesses heritage value through its association with its occupants. The historic place was named after Antoine Vanfelson, a butcher and a German immigrant, whose descendants included a lineage of significant lawyers that spanned for about 150 years.

Finally, this house demonstrates the Québécois approach to restoration during the 1970s, an approach that favoured restoring the building to a particular period deemed significant.

Source: Ministère de la Culture et des Communications du Québec, 2004.

Character-Defining Elements

The character-defining elements of Maison Antoine-Vanfelson include elements associated with the historic site as a whole, and elements associated with each of its components.

The key elements of the whole include, among others:

- The location of the building, bordering a public road;
- The existence of a side passage leading to the rear yard, at the back of which the stable is located;
- The expression of urban density: the lot's narrowness and the firewalls.

The key elements of the main building include, in particular:

- The stonework covered with square-edged parging;
- The steep, two-slope roof covered with metal shingle (*tôle à la canadienne*);
- The dormers;
- The four bays;
- The habitable loft;



- The firewalls;
- The chimneys;
- The small-paned, wooden casement windows;
- The symmetry and the regular arrangement of the openings;
- The Louis XV-style wood panelling and the coffered ceilings on the second level.

The key elements of the other components include, in particular:

- A two-level stonework stable covered with square-edged parging and capped by a mansard roof;
- The side passage and the yard paved with irregular stones;
- The archaeological resources testifying to a little over 200 years of Euro-Québécois occupancy.

6.2.11 Cross-Reference to Collection

Optional

Format: free text

Maximum characters: 4000

'Cross-Reference to Collection' identifies the location where the collections of objects removed from the historic place are held. These might include:

- objects removed from an archaeological site and held in a repository
- objects removed from a historic place and displayed at a museum or held in a repository

It is recommended that as much information as possible be provided to enable a visitor (user) to the Historic Places web site to locate the collection. This would generally include the name and location of the repository, the name of the collection, and any collection identifiers (type and contents of the collection). This is an optional field and this information will not be used for reporting purposes.

Cross-referenced collections should include only those objects that were once physically situated at the historic place, and which are directly related to the heritage value(s) of the historic place. Any objects located on-site should not be mentioned in this section but should be referenced under 'Contributing Resources' (Collection) field.

Examples of 'Cross-Reference to Collection':

- Parks Canada Western Canada Service Centre, Winnipeg (location of off-site objects from the Motherwell Homestead National Historic Site of Canada)
- Parks Canada Atlantic Service Centre, Halifax (location of off-site objects from the Halifax Citadel National Historic Site of Canada)



6.2.12 Category of Property

Optional

Format: controlled vocabulary

Maximum characters: n/a

'Category of Property' classifies a historic place according to property type (see list below) at the time of nomination to the Canadian Register. Since this information is optional, it will not be used for reporting purposes. It nonetheless contributes to a better understanding of the types of places that are recognized for their heritage value across Canada and listed on the Canadian Register.

Only one 'Category of Property' type can be selected for each historic place. If there is more than one type, this field should be left blank.

The Property Types used to classify a historic place include the following:

Private – refers to a historic place that is owned by a private entity and is under private control. It may be owned by an individual, group of individuals or company, but not by a government body.

Examples:

- Alton Mill (Ontario)
- Edifice Lampron (Quebec)
- 1901-14th Avenue (Saskatchewan)

Public (federal) – refers to a historic place that is owned by a public (federal) entity and is under federal government control.

Examples:

- Royal Canadian Mint, Ottawa (Classified Federal Heritage Building)
- Canadian Pacific Railway Station, Medicine Hat (Heritage Railway Station)
- Battle of the Châteauguay (National Historic Site of Canada)

Public (provincial) – refers to a historic place that is owned by a public (provincial) entity and is under provincial government control.

Examples:

- B.C. Legislature (British Columbia)
- Hartland Covered Bridge (New Brunswick)
- Brooks Aqueduct (Alberta)

Public (territorial) – refers to a historic place that is owned by a public (territorial) entity and is under territorial government control.



Examples:

- Fort Smith Mission (Northwest Territories)
- Back Bay Cemetery (Northwest Territories)
- Dawson City Telegraph Office (Yukon)

Public (local) – refers to a historic place that is owned by a public (local) entity and is under local or municipal government control.

Examples:

- Maple Leaf School (Manitoba)
- Charlottetown City Hall (Prince Edward Island)
- Prince Albert Arts Centre (Saskatchewan)

Not-for-profit – refers to a historic place that is owned by a not-for-profit entity. Such a corporation is without share capital and normally has no transferable ownership interests. This can include entities such as religious organizations, community groups, fraternal organizations, foundations, etc.

Examples:

- First United Church (Nova Scotia)
- St. Patrick's Convent and School (Newfoundland and Labrador)
- Tynehead Community Hall (British Columbia)

First Nations Reserve – refers to a historic place situated on a band's reserve land as defined by the Indian Act.

Settlement Lands – refers to a historic place that is situated on land over which a body established under a land claim agreement has jurisdiction by virtue of that agreement.

Example:

- Tr'o chëk on Tr'ondëk Hwëch'in Hän Nation settlement land (Yukon).

Aboriginal/Public Lands – refers to a historic place located on lands held in joint interest by a territorial government and an Aboriginal group due to land claims not yet ratified.

6.2.13 Contributing Resources

Mandatory

Format: controlled vocabulary/free text

Max length: 1000 (Number of Contributing Resources)

A 'Contributing Resource' is a major resource located within the boundaries of the historic place that contributes significantly to its heritage value. All contributing resources identified in this field should also be mentioned in the Statement of Significance. The Statement of Significance for a historic place should clearly



explain how all the contributing resources identified in this field contribute to the heritage value of the place. It is important to bear in mind that this field is not an inventory of elements that make up a place and should not include elements that do not contribute to the heritage value of the place.

Information included in the 'Number and Type of Contributing Resources' is collected for statistical purposes only and is not intended to have any implications on the decision-making regarding the historic place. This information is not published on the Historic Places web site.

For the Canadian Register the five Contributing Resource Types are as follows:

Building - a construction with a roof and walls, used to shelter occupants and/or contents, such as a cabin, a museum, a barn etc.

Structure - a human-made construction that is not a building, such as a fence, a well, a tunnel etc. Some structures may be relatively small and/or exist as accessories to other buildings or structures.

Archaeological Site/Remains - a component that includes evidence of past human occupation located below, on or above the ground or underwater, such as remains of a temporary shelter or structure or buildings, traces of trails and other transportation corridors, archaeological resources etc.

Collection - a moveable resource, located within the historic place boundaries that contributes to the heritage value of the place and which is integral to the understanding of the place, such as archaeological artifacts, furnishings within buildings, a collection of paintings etc.

Landscape(s) or Landscape Feature(s) - a component either man-made or natural within a historic place that contributes to its heritage value, such as a park, a garden or trees.

Guidelines for Counting Contributing Resources

There is flexibility in terms of how the different contributing resources are counted and classified under the different 'Contributing Resource' types. Some best practices for classification and counting resources include:

- It is strongly recommended that Federal, Provincial and Territorial Registrars take into account all major buildings, structures, archaeological sites and remains, landscapes or landscape features, and collections that contribute to the heritage value of a place and that lie within its boundaries.
- In the case of districts, it is recommended to include an approximate number of all buildings, structures landscapes/landscape features, and archaeological sites/remains that make up the historic district and contribute to its heritage value. Depending on where value lies, the contributing resources may be counted as follows:
 - one or more 'Landscape(s) or Landscape Feature(s)' since a district may be classified as one landscape or may include one or many landscapes/ landscape features that speak to its heritage value
 - approximate number of 'Building'
 - approximate number of 'Structure'
 - one or more (approximate) 'Archaeological Site/Remains'
- In the case of cultural landscapes, depending on where value lies, the contributing resources should be classified and counted as follows:



- one or more 'Landscape(s) or Landscape Feature(s)' since a cultural landscape may be classified as one landscape and/or may include landscape features that specifically speak to its heritage value
- approximate number of 'Building'
- approximate number of 'Structure'
- one or more (approximate) 'Archaeological Site/Remains'

Building / Structure

- When counting the number of buildings or structures, attached structures should not be counted as separate contributing resources. For example, a house with an adjoining garage should be counted as a single contributing resource (Building) unless the attached structure significantly contributes to the heritage value of the place, in which case it should be counted as a separate resource.
- The interiors of buildings and structures should not be counted as separate contributing resources. However, any artworks or furnishings within the building that contribute to the heritage value of the historic place should be counted as separate contributing resources under the 'Contributing Resources' (Collections).

Archaeological Site / Remains

- In general, it is recommended that archaeological resources and remains within a historic place be counted as a single resource (one Archaeological Site/Remains). When the archaeological sites/resources within a historic place are highly distinct from one another, they should be counted individually.

Collection

- Only those movable resources that are located within a historic place and contribute to its significance should be counted under 'Collection'. Those artifacts, objects and other movable resources that were once part of the historic place and that contribute to the significance of the place but are housed elsewhere should be mentioned in the 'Cross-Reference to Collection' field (see to section 6.2.11.).
- In general, Registrars are encouraged to count all artifacts/objects found in a historic place as one 'Contributing Resource' (Collection). Only in cases where the individual movable resources are of particular importance and contribute significantly to the heritage value of the place, may they be counted separately. When there are different types of collections such as archaeological objects and curatorial collections that contribute to the significance of a historic place, such collections should be counted individually.

Landscape(s) or Landscape Feature(s)

- In general, it is recommended that gardens, parks and open spaces should be included in the count of the contributing resources only if they contribute to the heritage value of the historic place.
- While counting contributing resources, it is recommended to look at the landscape as a whole instead of counting individual landscape features. When the landscape is comprised of a number of related (through design or location) natural and man-made elements that form a whole, they should be classified and counted as one 'Landscape(s) or Landscape Feature(s)'.



- It is strongly recommended that features of a landscape that collectively are integral to the place not be counted separately, unless individual features are of particular importance or are imposing or of sizable dimensions, as for example, a totem pole.
- When the landscape includes elements, such as archaeological resources, ruins and/or remains of buildings and structures, that contribute to the heritage value of the place, it is recommended to count these elements as separate contributing resources, for example the number of 'Landscape or Landscape Feature(s)', the number of 'Building', the number of 'Archaeological Site/Remains'.
- Where possible, it is recommended to classify cemeteries as one 'Landscape(s) or Landscape feature(s)' instead of counting individual graves/tombstones. However, any elements, other than tombstones, should be classified accordingly. For example, an associated chapel should be classified as a 'Building' and the surrounding wall/ fence as a 'Structure'.

6.2.14 Date

Optional

Format: free text and controlled vocabulary, date format (yyyy/mm/dd)

Maximum characters: 50

'Date' refers to either the date of construction of a place or to a significant date in the history of a place that contributes to its heritage value. Since the Date field is optional, the information collected will not be used for reporting purposes although it appears on the Historic Places web site. It can provide researchers and the general public with information of interest regarding the ages and general historical contexts of places that are listed on the Canadian Register.

The dates entered in this field are assumed to be Common Era dates, as the CRHP system cannot distinguish between Common Era (CE) and Before Common Era (BCE) dates. The 'Description of Historic Place' or 'Heritage Value' fields may be used to identify all relevant BCE dates, be they dates of construction, establishment, occupation or other dates of significance. For example, an archaeological site that dates from 2,000 BCE cannot be entered under any of the Date Types (see list below) in the 'Date' field but can be referenced in the Statement of Significance.

There are three possible Date Types: 'Construction Date', 'Construction Date (circa)', and 'Significant Dates'.

Construction Date - indicates the original construction date(s) of a built historic place. The date(s) is expressed as a date range (e.g. from 1921 to 1925) and is used when the exact date of construction is known. It is recommended that only one 'Construction Date' be entered for each historic place, even though the CRHP system will allow multiple 'Construction Dates'.

The following information is required for 'Construction Date':

- A 'From' and 'To' date in years only. If only a 'From' date is provided, it will also appear as the 'To' date
- the Date Type (see Appendix B: Qualifier Lists)



Examples of 'Construction Date':

- Arlington Apartments (Alberta), Construction Date:
From 1909 to 1909
- Colonial Building (Newfoundland and Labrador), Construction Date:
From 1846 To 1850
- Fort Smith Mission (Northwest Territories), Construction Date:
From 1911 To 1954

Construction Date (circa) - indicates the approximate original construction date(s) of a built historic place. It is used when the exact date of construction is unknown. Only one 'Construction Date (circa)' can be entered.

The following information is required for 'Construction Date (circa)':

- a 'From' date and a 'To' date in years only. If only a 'From' date is provided, it will also appear as the 'To' date
- the Date Type (see Appendix B: Qualifier Lists). In order to be validated by the CRHP system, and to avoid manual validation, the field must be typed out as "Construction Date (circa)"

Examples of 'Construction Date (circa)':

- Maison Côté, Saint-Anaclet-de-Lessard, Québec
From: 1790/01/01; To: 1800/12/31
- Grant's Stage, Trinity, Newfoundland and Labrador
From: 1830/01/01; To: 1850/01/01
- The Lilacs, Rexton, New Brunswick
From 1880; To 1880

Significant Dates - are dates, other than built construction dates, which are associated with the heritage value of a historic place. This can include:

- the date a building or structure was altered or an addition was made, if the alteration or addition significantly affected the heritage value of the historic place
- the dates of significant events that took place at that historic place
- the dates of ownership or residency of a significant person or organization
- for an archaeological site, an occupation period (if the period was during the Common Era)

There is no limit on the number of values that may be entered under 'Significant Dates'.



The following information is required for 'Significant Dates':

- a 'From' date and a 'To' date in years only. If only a 'From' date is provided, it will also appear as the 'To' date
- the Date Type (see Appendix B: Qualifier Lists)
- a reference to the significance of the dates under the 'Heritage Value' section

Examples of 'Significant Dates':

- Pascal Emerson Building (New Brunswick), Significant Dates:
From 1877 To 1881
- Parkdale Fire Station (Ontario), Significant Dates:
From 1986 To 1986
- Taylor House (Yukon), Significant Dates:
From 1937 To 1969

6.2.15 Architect/Builder

Optional

Format: free text

Maximum characters: 255

The 'Architect / Builder' field is optional. The information collected will not be used for reporting purposes but may be of interest to researchers and the general public.

Any architect or builder associated with the place may be listed in these fields, even if it is determined that they do not contribute to the heritage value of the place. If the architect or builder has contributed in some way to the heritage value of a historic place, then this should also be explained in the Statement of Significance.

There are two possible values for this field: 'Architect' and 'Builder'.

Architect / Designer - may be an architect, architectural firm, engineer or designer. The architect/designer is the person or firm that is responsible for the design and/or production of plans for a building, building elements (such as glass, metal or wood work), structure or landscape and/or for supervising its construction. 'Architect/Designer' may also refer to the architect(s), engineer(s) and/or designer(s) who designed later additions or alterations to the place.

If the original architect(s), architectural firm(s) or designer(s) is known, the name(s) should be entered.

Each architect, architectural firm, engineer or designer must be named separately but there is no limit on the number of values that may be entered under 'Architect/Designer'.



Examples of 'Architect/Designer':

- Percy Nobbs (Birks Building, Winnipeg)
- Thomas Mawson (Saskatchewan Legislature landscape plan)
- Philips B. Motley (High Level Bridge, Edmonton)

Builder - refers to the individual(s) or firm(s) that contributed to the construction of a building, building element, structure or landscape. This includes craftspeople or artisans who were responsible for exterior or interior built or landscape elements, including landscaping, woodwork, painting or stained glass work. 'Builder' may also refer to builders of later additions, or alterations.

Each builder must be named separately but there is no limit on the number of values that may be entered under 'Builder'.

Example of 'Builder':

- Henry Bloomfield & Sons (Holy Trinity Cathedral art glass windows, New Westminster)
- J.P. Desrochers (Old Court House, Red Deer)
- Lowe Brothers (Apothecaries Hall, Charlottetown)

6.2.16 Theme

Optional

Format: controlled vocabulary

Maximum characters: n/a

'Theme – category and type' classifies places by associated subjects and themes according to general categories and specific types. The thematic framework that serves as the controlled vocabulary for this field is based on the National Historic Sites of Canada System Plan. Created by Parks Canada, with the assistance of subject experts, the thematic framework organizes Canadian history into five broad, inter-related thematic categories: 'Peopling the Land', 'Developing Economies', 'Governing Canada', 'Building Social and Community Life', and 'Expressing Intellectual and Cultural Life'. Each thematic category contains between four and six thematic types.

Since the 'Theme' field is optional, the information collected will not be used for reporting purposes. Nonetheless, it allows researchers and the general public to search listings on the Canadian Register by theme.

More than one thematic category and type may be selected for each historic place. The selected theme type(s) should, however, directly relate to the heritage value of the historic place.



Two pieces of information are required for 'Theme – category and type':

- a thematic category chosen from the controlled vocabulary Theme – Category and Type (see Appendix A: Controlled Vocabulary);
- a corresponding thematic type chosen from the controlled vocabulary Theme – Category and Type (see Appendix A: Controlled Vocabulary).

More detailed information about this thematic framework, and what might be included in each category and type, may be found by consulting the National Historic Sites of Canada System Plan at <http://www.pc.gc.ca>.

Examples of 'Theme – category and type':

- Expressing Intellectual and Cultural Life – Architecture and Design
- Governing Canada – Military and Defence
- Building Social and Community Life – Religious Institutions

6.2.17 Function

Information collected under 'Function' consists of 'Function (Historic)' and 'Function (Current)'.

6.2.17.1 Function (Historic)

Mandatory

Format: Controlled Vocabulary

Maximum characters: n/a

'Function (Historic) – category and type' identifies the historic function or purpose of a historic place. The use(s) the historic place served in the past are identified through the application of a broad category (e.g. 'Leisure') and a specific type ('Cinema'). The information collected from this field is used for reporting purposes and aids in the understanding of the types of historic places that have been recognized in Canada. The collection of 'Function (Historic)' also allows for cross-jurisdictional searches of the Canadian Register by resource type and can thus prove useful to researchers.

More than one historic functional category and type may be assigned to a historic place. It is recommended to include only those historic function(s) with which the general public most readily identifies. For example, a historic place may have originally been built as a one-room school but was later turned into a residence and occupied for years by a well-known local. The public, possibly unaware that it was originally a schoolhouse, may still refer to the place as that person's residence even though the building has since been converted into a restaurant. There could thus be two historic functions listed: 'Education – One-Room School' and 'Residence – Single Dwelling'.

Two pieces of information are required for 'Function (Historic) – Category and Type':

- the functional category chosen from the controlled vocabulary Function Category and Type (see Appendix A: Controlled Vocabulary);
- the functional type chosen from the controlled vocabulary Function Category and Type (see Appendix A: Controlled Vocabulary).



The controlled vocabulary 'Function Category and Type' lists categories and types in alphabetical order. It provides a definition for each category and type, and a list of place types commonly associated with the historic function. For example, the function type 'Tourist Facility' is defined as "A building, site or complex frequented for holidays or a specific purpose. Forms include: fishing lodge, health resort, seaside resort, spa."

Examples of 'Function (Historic) –Category and Type':

- Commerce - Market
- Defence – Armoury or Drill Hall
- Religion, Ritual or Funeral – Aboriginal Sacred Site

The historic function of the place is generally, but not necessarily, the original function for which the place was constructed. However, the historic function may be different from its original function, or from subsequent or current functions and will depend on the heritage values ascribed to the historic place. For example, an inn constructed as a private dwelling and currently being used as a museum would be placed in the category 'Commerce' and the type 'Hotel, Motel or Inn' for historic function in case the heritage value is associated with the place being an inn.

6.2.17.2 Function (Current)

Optional

Format: Controlled Vocabulary

Maximum characters: n/a

'Function (Current) – category and type' identifies the current function or purpose of a historic place. The use(s) the historic place presently serves are identified through the application of a broad category (e.g. 'Government') and a specific type (e.g. 'Police Station'). Since this field is optional, the information collected will not be used for reporting purposes but will help in the understanding of the types of places that have been recognized across Canada and how those places may have been re-used. The information collected can also prove useful for travel and tourism purposes. For example, end users may search the public web site for places with particular functions, such as 'Hotel, Motel or Inn' or 'Historic or Interpretive Site', when planning a trip.

More than one current functional category and type may be assigned to a historic place.

Two pieces of information are required for 'Function (Current) –Category and Type':

- the functional category chosen from the controlled vocabulary Functional Category and Type (see Appendix A: Controlled Vocabulary);
- the functional type chosen from the controlled vocabulary Functional Category and Type (see Appendix A: Controlled Vocabulary).

This 'Function (Current)' field uses the same controlled vocabulary, Functional Category and Type, as 'Function (Historic)'.



Examples of 'Function (Current) –Category and Type':

- Commerce – Office Building
- Health and Research – Clinic
- Leisure – Museum

The current function of a historic place may be different from its historic function. For instance, a historic place built as a private dwelling and currently being used as a museum would be placed in the category 'Leisure' and the type 'Museum'. It should be noted that for some historic places, the current function of a historic place might change over the course of time and this information will have to be updated to reflect the change.

6.2.18 Other Names

Optional

Format: Free Text

Maximum characters: 255

'Other Names' can include one or more alternate names by which the historic place is known, or has been known. This information is collected in order to facilitate searches of listings on the Register. i.e. If the 'Name of Historic Place' is not generally known or recognized, it is hoped that using the 'Other Names' will increase the searchability of the Canadian Register and the Historic Places web site.

Possible choices for other names include the address of the historic place; or a name referring to the location of the historic place, a current or historic use, a historic owner or an associated event, person or organization.

'Other Names' can be listed in any language, or in a phonetic equivalent. 'Other Names' is not a bilingual equivalent of 'Name of Historic Place'. Names in other character sets, such as Aboriginal names, must be submitted as images under the 'Word' image type.

One piece of information is required for 'Other Names':

- the other name(s) of the historic place

Examples of 'Other Names':

- Archaeological Site DhNo-1
- Fasfern Farm
- Frederick and Edna Cunningham House

Every effort should be made to avoid including personal information under 'Other Names' (for example, the name of a current individual owner or living person). In the event that personal information is included, the consent of the individual may be required.



6.2.19 Web Site Links

Optional

Format: free text

Maximum characters: 255

Three pieces of information are required for each web site link:

- the URL
- a short description of the web site content
- the appropriate 'Link Type'

The URL is the address of the link that is to be mentioned. It is strongly recommended that a stable URL be cited to avoid inactive links.

Web sites should contain information that is directly related to the historic place's history, restoration, rehabilitation, etc. Links to purely commercial establishments located in historic places should be avoided when their websites contain no information about the historic place itself.

The 'Link Type' is the qualifier that describes the URL.

The description of the link must allow visitors to form a clear opinion about the relevance of this link. A brief description will give an idea of the information that can be related directly to the formally recognised historic site.

Examples of 'Web Site Links' descriptions:

- This site provides a history of the historic place, as well as historic photographs
- Web site about the renovation of the historic place 25 years ago
- Government web site including information about the formal recognition of the historic place

6.2.20 Related Listings

Responsibility of the Canadian Registrar

Format: controlled vocabulary

Maximum Characters: n/a

The 'Related Listings' field identifies and links those formally recognized historic places listed on the Canadian Register that share specific associations. These include: historic places that have been formally recognized by more than one authority or jurisdiction; historic places that encompass other places; and historic places that are included within the boundaries of other listed places.

The field improves the searchability of the Canadian Register and provides a broader context of the place. For example, where different formal recognitions may assign different heritage values to the same historic place, this field can provide users with a variety of information and provide clarity on why the historic place is significant at local, provincial/territorial and/or federal levels.



This field does not link historic places that do not fall within the three Relationship Types listed below. For example, buildings constructed at the same time, or buildings constructed by the same builder do not qualify as 'Related Listings'. It is recommended that the Statement of Significance be used to identify these types of relationships.

Although Provincial and Territorial Registrars are only responsible for providing information about formal recognitions that fall under their respective mandates, they are requested to identify related listings to the Canadian Registrar. This is done in the "Related Listings" space on the Management Page.

Two pieces of information are required for 'Related Listings':

- the name(s) of the Related Record(s);
- the Relationship Type chosen from the controlled vocabulary (see Appendix A: Controlled Vocabulary).

There is no maximum number of 'Related Listings' that can be attached to a record. It should be noted, however, that only those related listings linked to published records will appear on the public web site.

There are three available Relationship Types used to classify a Related Record:

- Related
- District/Complex Contains
- Within District/Complex

'Related' refers to those historic places that have more than one level of formal recognition, i.e., local, provincial/territorial and/or federal level(s). Because the Canadian Register requires an individual nomination for every formal recognition, each is listed separately on the Canadian Register. Each formal recognition is nominated by the Registrar under whose mandate it falls.

Examples:

- Emily Carr House, Victoria, BC (recognized at municipal, provincial and federal levels)
- Fort York, Toronto, ON (recognized at municipal and federal levels)
- Prince County Courthouse, Summerside, PEI (recognized at municipal and provincial levels)

'District/Complex Contains' refers to a formally recognized historic place classified as a district or complex, which has individually designated historic places contained within it.

Examples:

- Harbour Grace Registered Heritage District, NL (contains St. Paul's Anglican Church, Ridley Office, Cathedral of Immaculate Conception, Rothesay House, Munn/Godden Residence)
- Heritage Conservation District I, Truro, NS (contains W.H. Faltenhine House, McMullen-Snook House, 21 Muir Street, 11 Faulkner Street, Catherine Ryan House)



- Tilting Registered Heritage District, NL (contains Lane House, Martin Greene House and Outbuildings, Pearce Foley House, Dwyer House)

'Within District/Complex' refers to a formally recognized historic place that is located within a formally recognized district or complex. This Relationship Type can also refer to those formal recognitions which are individually recognized but which are related and on the same property. For example, a formally recognized military base may contain a number of individual formally recognized historic places that make up the entire site. Places that are located on the same property but that are not otherwise related should not be linked.

Examples:

- Zwicker House (within Lunenburg Old Town Heritage Conservation District, NS)
- St. Paul's Anglican Church (within Harbour Grace Registered Heritage District, NL)
- Wolverine Cabin Classified Federal Heritage Building (forming part of the Skoki Ski Lodge, where there is a total of 6 Classified Federal Heritage Buildings)

6.2.21 Image

Images provide a visual reference for the historic place and may aptly illustrate elements mentioned in the Statement of Significance, facilitating the understanding of the place and its surroundings. Through Image is an optional field; Federal, Provincial and Territorial Registrars are strongly urged to include image(s) and their accompanying information in the historic place record. If an image is included all the fields related to the image such as 'Image type', 'Image Description', 'Image Caption', and 'Copyright' become mandatory, with the exception of 'Miscellaneous Information'.

The images used can include photography, drawings, cross sections, paintings, maps or any other visual representations. The ideal would be to send an exterior view of the place in its environment in order to understand the setting in which it is located. Two additional images of the place can be included in the CRHP. These can focus on specific features cited in the Statement of Significance. These elements may be interior or exterior.

In all cases, it is recommended that images be supplied which illustrate the 'Description of Historic Place' in the Statement of Significance.

Images must be submitted in digital format. Photographs should be submitted in JPEG format. Maps, plans, drawings and Aboriginal names should be submitted as GIFs. The longest edge of each image cannot exceed 500 pixels. A resolution of 72 dpi is preferred.

A maximum of three photographs is permitted per historic place.



6.2.21.1 Image Type

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

The Image Types include the following values:

Contemporary Photograph - includes images that reflect the historic place around the time of nomination to CHRP.

Historic Image - includes all historic representations of a place including photographs, post cards, archival documents, etc.

Map/Plan - includes all contemporary maps and geographic representations.

Word - includes all text not recognized by the CRHP system and thus uploaded as images, such as Aboriginal names.

Other - includes all other visual documents representing the historic place which do not fall into one of the above-mentioned types.

6.2.21.2 Image Description

Mandatory

Format: free text

Maximum characters: 255

'Image Description' provides a full description of the content of the image. 'Image Description' will be displayed as the associated ALT tag for the image when it is displayed on the Canadian Register web site. The 'Image Description' is intended to facilitate understanding of the key elements of the image. Vague descriptions that do not clearly describe the central interest of the image should be avoided. In this field, the date of the image should be included whenever possible. This information is required for each image submitted to the Canadian Register.

Examples of 'Image Description':

- Corner view of house X, showing both the western and southern facade of the "Regency" building, where the long, covered gallery characteristic of this style can be seen, 1998
- Winchester Hotel, showing south wing (right) and Winchester Hall (left)
- View of the main entrance to the Trappist Monastery Guest House, Winnipeg, 2005



6.2.21.3 Image Caption

Mandatory

Format: free text

Maximum characters: 255

'Image Caption' is used to distinguish the central interest of one image from the central interest of another. This information is required for each image submitted to the Canadian Register.

'Image Caption' differs from 'Image Description', which provides a full description of the image.

Examples of 'Image Caption':

- Facade
- Front elevation
- General view of the place

6.2.21.4 Copyright

Mandatory

Format: free text

Maximum characters: 255

In order to submit an image to the Canadian Register, the submitting authority must hold the copyright for the image or have permission to use it for the purposes of the CRHP. The owner of the copyright may or may not be the same as the holder of the image.

The copyright wording must correspond to the format requested by the copyright holder. If the copyright holder has not requested a specific format, use: the name of the copyright holder or the name of the owning institution, the name of the photographer (if known), the year the original image was created (if known) and/or the item number assigned by the holding institution.

Examples of 'Copyright':

- Historic Resources Branch, Manitoba Culture & Tourism 2005
- Government of Saskatchewan, Jay Kasperski, 2003.
- Ministère de la Culture et des Communications du Québec, Jean-François Rodrigue, 2004

6.2.21.5 Miscellaneous Information

Optional

Format: free text

Maximum characters: 1000

The 'Miscellaneous information' field allows for the provision of additional information about the image. Such information is not posted on the CRHP web site, but it can be used for administrative purposes. This data element is **optional** and should only be used where appropriate.



6.2.21.6 Image Link

Mandatory

Format: free text

Maximum characters: 1000

'Image Link' includes the URL that identifies the location of the image to be displayed in the CRHP system and on the Historic Places web site. A URL (Uniform Resource Locator) contains the web site link or web address of the site where the image is stored. See CRHP Administrator's User Guide for more information.

Examples of 'Image Link':

- White Pass & Yukon Route Railway Depot, Yukon
<https://www.crhp-rclp.ca/UploadedImages/12097.jpg>
- Armstrong Block, Edmonton, Alberta
<https://www.crhp-rclp.ca/UploadedImages/2838.jpg>
- 150 St. George Street, Annapolis Royal, Nova Scotia
<https://www.crhp-rclp.ca/UploadedImages/5767.JPG>

6.2.22 Administration

The information collected under 'Administration' includes 'Individual Owner Notification', 'Individual Owner Response', 'Name of F/P/T Registrar', 'Date of Authorization', 'List', and 'Publish'.

6.2.22.1 Individual Owner Notification and Individual Owner Response

Mandatory

Format: check relevant boxes

Maximum characters: n/a

In some jurisdictions, listing certain historic places on the Canadian Register may breach privacy laws. Therefore, it may be necessary to notify individual owners of historic places that their properties are eligible for listing on the Canadian Register and to obtain their consent to collect, use and disclose personal information prior to listing. Owner Notification is not required if the place is under public, corporate or not-for-profit ownership; or if all of the information in the Canadian Register listing is already publicly available within the jurisdiction. It should be noted that the name(s) of individual owners is not given to the Canadian Registrar by the listing jurisdiction, nor is it listed on the Canadian Register. However, the location of the historic place, including street address, is posted for the public to see. (Special exemption may be made for those historic places with sensitive location information).

Whether individual owner notification has been undertaken or not must be indicated by selecting a Notification Type ('Yes', 'No' or 'Not Applicable'). The type of Individual Owner Response ('Consent' or 'Not Applicable') must also be indicated.

'Consent' is selected if the individual owner consents to the listing on the Canadian Register.

'Not applicable' is selected if the historic place is exempt from the individual owner notification and consent requirement.



If the owner does not consent and the historic place is not exempt from individual owner notification and consent, the historic place cannot be listed and the nomination would be withheld.

6.2.22.2 Name of F/P/T Registrar

Mandatory

Format: controlled vocabulary

Maximum characters: n/a

'Name of F/P/T Registrar' identifies the name of the Federal, Provincial or Territorial Registrar or person responsible for nominating the historic place to the Canadian Register.

The Federal, Provincial or Territorial Registrar or person must select his/her name from the controlled vocabulary 'Name of F/P/T Registrar'.

6.2.22.3 Date of Authorization

Mandatory (automatically populated by CRHP system when a historic place record is closed by Federal, Provincial or Territorial Registrar)

Format: free text/CRHP system generated

Maximum characters: date format (yyyy/mm/dd)

'Date of Authorization' identifies the date on which the Federal, Provincial or Territorial Registrar nominated the historic place to the Canadian Register by submitting the nomination to the Canadian Registrar for quality assurance review.

The year, month and day of the authorization are provided in that order, and in numerical format.

Example:

- 2005/09/21

In the event of multiple versions of a record, the 'Date of Authorization' will remain that of the first version.

6.2.22.4 List and Publish

Mandatory

Format: check relevant boxes

Maximum characters: n/a

'List' determines whether the status of a historic place record is 'Listed' or 'De-Listed'. Whereas, 'Publish' determines whether a historic place record will be published on the Historic Places web site or not.

Federal, Provincial and Territorial Registrars should select 'List' for all records that are to be listed on the Canadian Register. When 'List' is not selected, the status of the historic place record will appear as 'De-Listed' on the Historic Places web site.



Federal, Provincial and Territorial Registrars should select 'Publish' for all records that are to be published on the Historic Places web site. In case 'Publish' is not selected, the historic place record will not be published on the Historic Places web site.

6.2.23 Contacts

Mandatory

Format: Free text and controlled vocabulary

Maximum characters: 50

'Contacts' permits the Federal, Provincial and Territorial Registrars to include their name and contact information in the historic place nomination from their jurisdiction. This information may be required during the QA Review process or after a historic place has been listed. In order to avoid the holding of personal information in the Canadian Register, it is recommended that this field not contain contact information for other persons.

The Federal, Provincial and Territorial Registrar should select 'FPTR' from the 'Contact Type' list and include first name, last name and some contact information such as telephone number, email, mailing address, province/territory, and preferred language. Federal Provincial and Territorial Registrars are encouraged to include, at the minimum, their first and last name and their email address in this field.

'Contacts' is an administrative field and is not published on the public web site.



Appendix A: Controlled Vocabulary

Controlled Vocabulary – Jurisdiction Type

Jurisdiction Type	Alberta
	British Columbia
	Manitoba
	New Brunswick
	Newfoundland and Labrador
	Northwest Territories
	Nova Scotia
	Nunavut
	Prince Edward Island
	Ontario
	Québec
	Saskatchewan
	Yukon
Federal	

Controlled Vocabulary – Recognition Authority, Type, and Statute

Recognition Authority	Recognition Type	Statute
Jurisdiction : Alberta		
Province of Alberta	Provincial Historic Resource	Historical Resources Act
Province of Alberta	Registered Historic Resource	Historical Resources Act
Province of Alberta	Provincial Historic Area	Historical Resources Act
Province of Alberta	Condition or Covenant on Land	Historical Resources Act
Local Governments (AB)	Condition or Covenant on Land	Historical Resources Act
Local Governments (AB)	Municipal Historic Area	Historical Resources Act
Local Governments (AB)	Municipal Historic Resource	Historical Resources Act
Alberta Historical Resources Foundation	Condition or Covenant on Land	Historical Resources Act
Provincially Approved Historical Organization	Condition or Covenant on Land	Historical Resources Act



Recognition Authority	Recognition Type	Statute
Jurisdiction : British Columbia		
Province of British Columbia	Provincial Heritage Site (Designated)	Heritage Conservation Act, s.9, s.13(1)(a)
Province of British Columbia	Provincial Heritage Site (Designated)	Heritage Conservation Act, s.9, s.13(1)(a)
Province of British Columbia	Provincial Heritage Property (Designated)	Heritage Conservation Act, s.23, s.13(1)(a)
Province of British Columbia	Protected Heritage Site	Heritage Conservation Act, s.13(1)(b)-(f)
Province of British Columbia	Scheduled Heritage Site	Heritage Conservation Act, s.4(4)(a)
Province of British Columbia	Other Prescribed Heritage Property	Heritage Conservation Act, s.3(1)(f)
Province of British Columbia	Conservation Covenant	Land Titles Act, s.219
Local Governments (BC)	Conservation Covenant	Land Titles Act, s.219
Local Governments (BC)	Community Heritage Register	Local Government Act, s.954
Local Governments (BC)	Heritage Designation	Local Government Act, s.967
Local Governments (BC)	Heritage Revitalization Agreement	Local Government Act, s.966
Local Governments (BC)	Heritage Conservation Area	Local Government Act, s.970.1
Local Governments (BC)	Heritage Tax Exemption	Local Government Act, s.342, s.810
Local Governments (BC)	Reservation and Dedication of Real Property	Local Government Act, s.302-305
City of Vancouver	Conservation Covenant	Land Titles Act, s.219
City of Vancouver	Community Heritage Register	Vancouver Charter, s.582
City of Vancouver	Heritage Designation	Vancouver Charter, s.593
City of Vancouver	Heritage Revitalization Agreement	Vancouver Charter, s.592
City of Vancouver	Heritage Conservation Area	Vancouver Charter, s.596A
City of Vancouver	Heritage Tax Exemption	Vancouver Charter, s.396A(2)

Recognition Authority	Recognition Type	Statute
Jurisdiction : Federal		
Government of Canada	National Historic Site of Canada	Historic Sites and Monuments Act
Government of Canada	Recognized Federal Heritage Building	Treasury Board Heritage Buildings Policy
Government of Canada	Classified Federal Heritage Building	Treasury Board Heritage Buildings Policy
Government of Canada	Heritage Railway Station	Heritage Railway Stations Protection Act



Recognition Authority	Recognition Type	Statute
Jurisdiction : Manitoba		
Province of Manitoba	Provincial Heritage Site	Manitoba Historic Resources Act
Province of Manitoba	Heritage Park	Parklands Act
Province of Manitoba	Heritage Land Use Zone	Parklands Act
Local Governments (MB)	Municipal Heritage Site	Manitoba Historic Resources Act
Local Governments (MB)	Heritage Conservation Zone	Planning Act
City of Winnipeg	Winnipeg Landmark Heritage Structure	City of Winnipeg Act
City of Winnipeg	Heritage District	City of Winnipeg Act

Recognition Authority	Recognition Type	Statute
Jurisdiction : New Brunswick		
Province of New Brunswick	Historic Sites Protection Act Designation	Historic Sites Protection Act, s. 2(1)
Province of New Brunswick	Historic Sites Protection Act Protection	Historic Sites Protection Act, s. 2(2)
Local Governments (NB)	Municipal Preservation Act	Municipal Heritage Preservation Act, s.5(1)
Local Governments (NB)	Municipal Register of Historic Places	Municipalities Act
Local Governments (NB)	Local Register	Community Planning Act

Recognition Authority	Recognition Type	Statute
Jurisdiction : Newfoundland and Labrador		
Province of Newfoundland and Labrador	Provincial Historic Site	Historic Resources Act
Province of Newfoundland and Labrador	Registered Historic Site	Historic Resources Act
NL Municipality	Municipal Heritage Building, Structure or Land	Municipalities Act
Heritage Foundation of Newfoundland and Labrador	Registered Heritage Structure	Historic Resources Act
Heritage Foundation of Newfoundland and Labrador	Registered Heritage District	Historic Resources Act
City of St. John's	City of St. John's Heritage Building, Structure, Land or Area	City of St. John's Act
City of St. John's	City of St. John's Heritage Building	Newfoundland and Labrador Urban and Rural Planning Act
City of Corner Brook	City of Corner Brook Heritage Building, Structure or Land	City of Corner Brook Act



Recognition Authority	Recognition Type	Statute
City of Mount Pearl	City of Mount Pearl Heritage Building, Structure or Land	City of Mount Pearl Act
Nunatsiavut Government	Historically Significant Building	Labrador Inuit Land Claims Agreement
Nunatsiavut Government	Site of Religious or Spiritual Significance	Labrador Inuit Land Claims Agreement
NL Municipality	Municipal Heritage Building, Structure, Land or Zone	Municipal Development Regulations
City of St. John's	City of St. John's Heritage Building	City of St. John's Development Regulations
City of Mount Pearl	City of Mount Pearl Heritage Building, Structure or Land	City of Mount Pearl Development Regulations

Recognition Authority	Recognition Type	Statute
Jurisdiction : Northwest Territories		
Government of the Northwest Territories	Territorial Historic Site	Historical Resources Act
Government of the Northwest Territories	Territorial Heritage Park	Territorial Parks Act
Government of the Northwest Territories	NWT Cultural Conservation Area	Territorial Parks Act
City of Yellowknife	Municipal Historic Site	City of Yellowknife Heritage By-Law

Recognition Authority	Recognition Type	Statute
Jurisdiction : Nova Scotia		
Province of Nova Scotia	Provincially Registered Property	Heritage Property Act
Province of Nova Scotia	Special Place	Special Places Protection Act
Province of Nova Scotia	Provincial Historic Site	Museum Act
Province of Nova Scotia	Heritage Site	Sherbrooke Restoration Act
Province of Nova Scotia	Heritage Site	Peggy's Cove Commission Act
Local Governments (NS)	Municipally Registered Property	Heritage Property Act
Local Governments (NS)	Heritage Conservation District	Heritage Property Act



Recognition Authority	Recognition Type	Statute
Jurisdiction : Nunavut		
Government of Nunavut Department of Culture, Language, Elders and Youth	Territorial Historic Site	Nunavut Historical Resources Act
Hamlet of Arctic Bay	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Arviat	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Baker Lake	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Cambridge Bay	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Cape Dorset	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Chesterfield Inlet	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Clyde River	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Coral Harbour	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Gjoa Haven	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Grise Fiord	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Hall Beach	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Igloodik	Municipal Heritage Resource	Nunavut Hamlets Act
City of Iqaluit	Municipal Heritage Resource	Nunavut Cities, Towns and Villages Act
Hamlet of Kimmirut	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Kugaaruk	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Kugluktuk	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Pangnirtung	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Pond Inlet	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Qikiqtarjuaq	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Rankin Inlet	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Repulse Bay	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Resolute	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Sanikiluaq	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Taloyoak	Municipal Heritage Resource	Nunavut Hamlets Act
Hamlet of Whale Cove	Municipal Heritage Resource	Nunavut Hamlets Act

Recognition Authority	Recognition Type	Statute
Jurisdiction : Ontario		
Ontario Heritage Trust	Ontario Heritage Trust Property	Ontario Heritage Act
Ontario Heritage Trust	Ontario Heritage Trust Easement	Ontario Heritage Act
Local Governments (ON)	Heritage Conservation Easement	Ontario Heritage Act
Local Governments (ON)	Municipal Heritage Designation (Part IV)	Ontario Heritage Act
Local Governments (ON)	Heritage Conservation District (Part V)	Ontario Heritage Act
Province of Ontario	Designated Archaeological Site (Part VI)	Ontario Heritage Act



Recognition Authority	Recognition Type	Statute
Province of Ontario	Provincially Significant Heritage Sites Part III.1	Ontario Heritage Act

Recognition Authority	Recognition Type	Statute
Jurisdiction : Prince Edward Island		
Province of Prince Edward Island	Designated Heritage Place	Heritage Places Protection Act
Province of Prince Edward Island	Registered Heritage Place	Heritage Places Protection Act
Province of Prince Edward Island	Designated Archaeological Site	Archaeological Sites Protection Act
City of Charlottetown	Heritage Resource	City of Charlottetown Zoning and Development Bylaw
City of Summerside	Designated Heritage Property	Heritage Conservation Bylaw SS-20

Recognition Authority	Recognition Type	Statute
Jurisdiction : Québec		
Government of Québec	Arrondissement historique décrété	Loi sur les biens culturels
Government of Québec	Arrondissement naturel décrété	Loi sur les biens culturels
Government of Québec	Site historique national	Loi sur les biens culturels
Municipalité (QC)	Monument historique cité	Loi sur les biens culturels
Municipalité (QC)	Site du patrimoine constitué	Loi sur les biens culturels
Municipalité (QC)	Plan d'implantation et d'intégration architecturale (PIIA)	Loi sur l'aménagement et l'urbanisme
Ministère de la Culture et des Communications	Bien archéologique classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Bien archéologique reconnu	Loi sur les biens culturels
Ministère de la Culture et des Communications	Bien historique classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument historique classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument historique reconnu	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument et lieu historiques classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument et lieu historiques reconnu	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument et site historiques classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Monument et site historiques reconnu	Loi sur les biens culturels



Recognition Authority	Recognition Type	Statute
Ministère de la Culture et des Communications	Site archéologique classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Site archéologique reconnu	Loi sur les biens culturels
Ministère de la Culture et des Communications	Site historique classé	Loi sur les biens culturels
Ministère de la Culture et des Communications	Site historique reconnu	Loi sur les biens culturels
Ministère de la Culture et des Communications	Aire de protection décrétée	Loi sur les biens culturels
Ministère de l'Environnement	Paysage humanisé décrété	Loi sur la conservation du patrimoine naturel

Recognition Authority	Recognition Type	Statute
Jurisdiction : Saskatchewan		
Government of Saskatchewan	Provincial Heritage Property	Heritage Property Act, s. 39(1)
Government of Saskatchewan	Preservation Agreement	Heritage Property Act, s. 3(2)
Government of Saskatchewan	Provincial Park	Parks Act, s. 4
Government of Saskatchewan	Protected Area	Parks Act, s. 5
Government of Saskatchewan	Historic Site	Parks Act, s. 7
Local Governments (SK)	Municipal Heritage Property	Heritage Property Act, s. 11(1)(a)
Local Governments (SK)	Municipal Heritage Conservation District	Heritage Property Act, s. 11(1)(b)
Local Governments (SK)	Preservation Agreement	Heritage Property Act, s. 28 (d)

Recognition Authority	Recognition Type	Statute
Jurisdiction : Yukon		
Government of Yukon	Territorial Historic Site	Historic Resources Act
Government of Yukon	Territorial Park	Parks and Land Certainty Act
Government of Yukon /First Nation	Territorial Historic Site	Yukon First Nations Final Agreement/Historic Resources Act
Government of Yukon /First Nation	Special Management Area	Yukon First Nations Final Agreement/Historic Resources Act
City of Whitehorse	Historic Site	City of Whitehorse By-law
Local Governments (YT)	Historic Control Zone	Municipal Act



Controlled Vocabulary – Province/Territory

Province/Territory	Alberta
	British Columbia
	Manitoba
	New Brunswick
	Newfoundland and Labrador
	Northwest Territories
	Nova Scotia
	Nunavut
	Prince Edward Island
	Ontario
	Québec
	Saskatchewan
	Yukon

Controlled Vocabulary – Category of Property

Category of Property	Private
	Public (federal)
	Public (provincial)
	Public (territorial)
	Public (local)
	Not-for-profit
	First Nations Reserve
	Settlement Lands
	Aboriginal / Public Lands

Controlled Vocabulary – Themes

Theme Category	Theme Type
Peopling the Land	Canada's Earliest Inhabitants
	Migration and Immigration
	Settlement
	People and the Environment
Developing Economies	Hunting and Gathering
	Extraction and Production
	Trade and Commerce
	Technology and Engineering
	Labour
Governing Canada	Communications and Transportation
	Politics and Political Processes
	Government and Institutions
	Security and Law



	Military and Defence
	Canada and the World
Building Social and Community Life	Community Organizations
	Religious Institutions
	Education and Social Well-Being
	Social Movements
Expressing Intellectual and Cultural Life	Learning and the Arts
	Architecture and Design
	Science
	Sports and Leisure
	Philosophy and Spirituality

Controlled Vocabulary – Function - Category and Type

Function Category: Commerce / Commercial Services - Places associated with financial transactions, including the buying, selling and trading of goods and services. See also the Industry category.	
CRHP Function Type	CRHP Definition
Bank or Stock Exchange	An institution in which customers receive banking services or where stocks and shares are traded.
Eating or Drinking Establishment	A building which provides meals and/or drinks. Forms include: bar, canteen, lounge, tavern, pub, restaurant, saloon.
Hotel, Motel or Inn	A building that provides lodging for paying guests. Forms include: motel, bed and breakfast, lodge, roadhouse, hostel.
Market	An open space, structure or covered building in which goods are displayed and sold by more than one merchant. Forms include: arcade, shopping centre, shopping mall.
Office or Office Building	A building housing professional, commercial or organizational offices. Forms include: lawyer's office, business office.
Service Station	A building or complex that provides maintenance, repair and/or refueling to road vehicles. Forms include: bodyshop, car wash, garage, repair shop.
Shop or Wholesale Establishment	A building in which goods are displayed and sold by a merchant. Forms include: department store, emporium, general store, grocery store, retail store, specialty store, supermarket.
Studio	A place used for the production and sale of artistic works. Forms include: artist studio, dance studio, film studio, photography studio.
Trading Post	A building, complex or site used for purposes of trading goods.
Warehouse	A building or part of a building used for the storage of goods or merchandise as part of a retail operation.



Function Category: Community - Places associated with a group of people living in one area, district, or country. See also the Environment category.	
CRHP Function Type	CRHP Definition
Civic Space	An exterior space within a community that is used for public activities. Forms include: civic plaza, courtyard, public grounds, square.
Commemorative Monument	A structure or artwork located in a public space that marks the remembrance of an event, theme or person. Forms include: cairn, fountain, plaque, sculpture.
Public Art or Furnishings	An artwork or structure in an urban space or in the countryside for public use and/or enjoyment. Forms include: bench, clock, comfort station, fountain, sign, public washroom, street lamp, work of art.
Settlement	A place that accommodates some form of organized human occupation. Forms include: cultural group settlement, seasonal settlement.
Social, Benevolent or Fraternal Club	A building, complex or site used by an association of persons for social purposes. Forms include: Legion Hall, Lions' Club, Loyal Orange Lodge, Masonic Hall, Masonic Lodge, Masonic Temple, Oddfellows Hall, Orange Hall.
Suburb	An area designed primarily for residential habitation. Forms include: company subdivision, mill housing, subdivision.
Town	A formally administered place or a part of a formally administered place, containing dwellings, civic amenities and places of work. Forms include: village, hamlet.

Function Category: Defence - Places associated with military activities. See also the Education, Government, Health and Research, Residence and Transport categories.	
CRHP Function Type	CRHP Definition
Armoury or Drill Hall	A building used for the storage of arms, ammunition, and equipment; or for the exercise and training of military personnel. Forms include: armoury, drill hall, magazine.
Battle Site	The site at which a battle or skirmish was fought.
Civil Defence Site	A building, complex, site or structure used for the defence and/or shelter of military units and civilians. Forms include: air raid shelter, bunker, fall-out shelter.
Military Defence Installation	A building, complex, site or structure associated with the monitoring and defence of coastline or inland locations from attack by sea, land or air. Forms include: bastion, blockhouse, casemate, citadel, fort, martello tower.
Military Office	A building used for the administration of a military base or unit.



Military Support	Specialized sites and structures, other than those used as quarters, used to support military activities, especially training. Forms include: artillery ground, bombing range, firing range, guardhouse, parade ground, radar dome, shooting range.
Military Base	A group of buildings and associated lands used for training and other purposes by members of an armed force.
Residential Facility	A building used to house and/or feed military personnel. Forms include: barracks, mess, officers' quarters, PMQs.

Function Category: Environment - A natural element or place recognized as important for its natural value. See also the Community and Religion, Ritual and Funerary categories.

CRHP Function Type	CRHP Definition
Nature Element	A natural feature recognized by name and/or mapping to which some significance has been attached. Forms include: landslide, lookout, mountain, point of land, rock, tree.

Function Category: Education - Places associated with systematic instruction. See also the Defence, Leisure and Government categories.

CRHP Function Type	CRHP Definition
Composite School	A building, complex or site containing facilities for elementary and secondary grade levels.
One-Room School	A building designed to educate a range of grade levels in a single room. Forms include: schoolhouse.
Primary or Secondary School	A building, complex or site designed to accommodate the education of students. Forms include: elementary school, high school.
Post-Secondary Institution	A building or complex associated with post-secondary education. Forms include: college, seminary, university.
Special or Training School	A building, complex or site designed to educate a distinct group of students, or where specialist skills training or practical education are provided. Forms include: art school, ballet school, bible school, learning institute, music school, school for the blind, school for the deaf, technical school.



Function Category: Food Supply - Places associated with supplying food on land or in water. See also the Industry and Residence categories.	
CRHP Function Type	CRHP Definition
Barn, Stable or Other Animal Housing	A building used for the storage of hay, grain and agricultural equipment, and/or as shelter for animals. Forms include: cow shed, piggery, poultry shed, stable or other farm buildings.
Equipment Shed	A building used for the storage and maintenance of agricultural equipment, implements, tools or other equipment.
Farm Element	A building, space or structure located on a farm or ranch to support farm households and agricultural productions. Forms include: dug-out, fence, well or other farm buildings.
Farm or Ranch	A tract of land, including a farmhouse and/or ancillary buildings, used for cultivation and/or the rearing of animals. Forms include: experimental farm, farmstead, fur farm, model farm, tobacco farm.
Fisheries Site	A building, complex, site or structure associated with the gathering, fishing and/or small-scale processing of aquatic plants and animals such as fish, shellfish, and seals. Forms include: aquaculture site, fish farms, fish flakes, fish plants, fish weirs, fishing site, net loft, shell midden, smoke house.
Food Storage Facility	A building or structure used for the storage and/or aging of products, other than grains, for human consumption. Forms include: root cellar.
Grain Elevator	A building in which grain is sorted and stored before shipment.
Granary or Silo	A building used for the storage and aging of grains, cereals or other agricultural products.
Horticultural Facility or Site	A building, structure, complex or tract of land associated with the cultivation of plants, fruit and/or vegetables. Forms include: field, household garden, greenhouse, orchard, shelterbelt, vineyard.
Hunting or Resource Harvesting Site	A place used as hunting grounds place or associated with the harvesting of wild fruit or vegetables. Forms includes: berry patch, buffalo jump, butchering site, drive lanes, hunting ground, sugar bush, wild rice field.
Rural District or Area	Agricultural land and traces of human activity which support rural work and life. Forms include: rural historic district.



Function Category: Government - Places associated with the operation of federal, provincial, territorial or municipal government. See also the Education, Health and Research, Industry, Defence and Transport categories.	
CRHP Function Type	CRHP Definition
Correctional Facility	A building or complex in which offenders are confined. Forms include: jail, penitentiary, prison, reformatory.
Courthouse and/or Registry Office	A public building in which laws are administered and enforced and/or registry functions are carried out.
Customs Building	A building generally located at a coastal or border point, at which customs are collected.
Diplomatic Building	A building that provides administrative facilities for foreign diplomats. Forms include: consulate, embassy, high commission.
Fire Station	A building that houses fire engines, fire-fighting equipment and/or a fire-fighting force.
Office or Office Building	A general-purpose building or complex owned and operated by a governing body to accommodate public officials, records and public services. Forms include: immigration bureau, government building, municipal office.
Legislative Building	A building in which a federal/provincial/territorial parliament meets and conducts the business of government.
Police Station	A building used as the local office or headquarters of a police force.
Post Office	A building, complex or structure associated with the collection, distribution, sending and receipt of mail. Forms include: mailbox, post office, sorting station.
Residence	A building that provides residential accommodation for government employees, diplomats or politicians. Forms include: diplomatic residence, government residence, official residence, Palais de l'intendant.
Town or City Hall	A building in which a municipal government body meets and conducts its business. Forms include: municipal hall.
Treaty-Making Site	A place where aboriginal groups, federal/provincial/territorial government representatives or representatives from other countries gather to discuss, negotiate and sign treaties.



Function Category: Health and Research - Places associated with the care and treatment of humans and animals and/or with systematic investigation and study. See also the Government and Defence categories.

CRHP Function Type	CRHP Definition
Animal Care Facility	A building, complex, or site that provides care and treatment for animals. Forms include: animal sanctuary, bird sanctuary, kennel, veterinary hospital.
Clinic	A building or complex that provides medical treatment or medical examinations. Forms include: doctor's office.
Hospital or Other Health Care Institution	A building or complex which provides medical treatment or longterm care for the ill, elderly or disabled. Forms include: asylum, convalescent home, hospice, general hospital, military hospital, nursing home, nursing station, rest home, sanitarium, specialty hospital.
Research Facility	A building or complex associated with human or animal medical research.

Function Category: Undetermined (Archaeological Site)

CRHP Function Type	CRHP Definition
Buried Site	A site largely below ground, containing remains, of a yet-undetermined function.
Exposed Site	A site largely above ground, containing remains, of a yet-undetermined function.
Underwater Site	An underwater site, containing remains, of a yet-undetermined function.

Function Category: Industry - Places associated with the production of goods or utility services. This includes proto-industry and aboriginal sites. See also the Commerce Food Supply, and Government categories.

CRHP Function Type	CRHP Definition
Animal Products Processing Facility	A building, structure, site or complex associated with the production of items, not used for human consumption, derived from the parts of animals. Forms include: whaling station.
Armament Manufacturing Facility	A building, structure, site or complex used for the manufacture, assembly and testing of weapons, explosives and associated military hardware.



Chemical Products Manufacturing Facility	A building, structure, site or complex associated with manufacturing chemicals and chemical preparations from organic and inorganic raw materials, such as synthetic rubber and fibres, pesticides, fertilizers, pharmaceuticals and medicines, paint, soap, and cleaning compounds.
Communications Facility	A building, structure, site or complex associated with modern communications industries and services (printing, publishing, radio, satellite, telecommunications, telegraph and telephone). Forms include: radio station, telephone exchange, television station, telegraph station.
Crafts Production Facility	A building, structure, site or complex associated with small-scale industrial production, often involving hand work and craft skills.
Engineering Facility	A building, structure, site or complex associated with the engineering industry. Forms include: erecting shop, machine shop, pattern shop, turning shop.
Food and Beverage Manufacturing Facility	A building, structure, site or complex associated with producing, processing and preserving food and/or beverages. Forms include: abattoir, bakery, beverage plant, brewery, cannery, dairy, distillery, factory, fish building, food grist mill, meat processing and packing plant, winery.
Furniture Manufacturing Facility	A building, structure, site or complex associated with manufacturing household, office or institutional furniture.
Machinery or Other Equipment Manufacturing Facility	A building, structure, site or complex associated with manufacturing industrial and commercial machinery.
Metal Products Manufacturing Facility	A building, structure, site or complex associated with the manufacture, smelting, refining, forging, stamping, forming or turning of ferrous and non-ferrous metals. Forms include: foundry, smelter, smithy.
Natural Resource Extraction Facility or Site	A building, structure, site or complex associated with the extraction of materials from the earth. Forms include: dredge, mine, quarry.
Mineral Products Manufacturing Facility	A building, structure, site or complex associated with manufacturing non-metallic minerals products, such as bricks, cement, glass and ceramics. Forms include: kiln.
Petroleum and Coal Products Facility	A building, structure, site or complex associated with transforming/refining crude petroleum and coal into intermediate and end products. Forms include: refinery.
Power Generation Facility	A building, complex, site or structure associated with the production, generation and transmission of power (animal, coal, electric, gas, hydraulic, steam, water and wind). Forms include: dam, engine house, generator house, power house, refinery, transmission rod, windmill.



Textile or Leather Manufacturing Facility	A building, structure, site or complex associated with all stages of production and processing of textiles or leather. Forms include: leather and hide tannery, weaving factory, shoe/footwear factory, clothing factory, fibre, yarn and thread mills, fabric mills, textile finishing mills.
Water or Sewage Facility	A building, complex, site or structure associated with the transportation, supply, storage or disposal of water and/or waterborne waste. Forms include: aqueduct, ditch, drainage system, filtration plant, irrigation system, pump house, reservoir, trough, water tank, water tower, well.
Tobacco Manufacturing Facility	A building, structure, site or complex used in the curing, processing and manufacturing of tobacco and tobacco products. Forms include: tobacco drying shed.
Wood and/or Paper Manufacturing Facility	A building, structure, site or complex associated with the processing and manufacturing of all forms of pulp, paper and wood. Forms include: lumbering building, pulp and paper plant; sawmill, wood product factory.

Function Category: Leisure - Places associated with the enjoyment of free time. See also the Education category.	
CRHP Function Type	CRHP Definition
Aquarium, Planetarium or Zoo	An observation facility in which living animal species, or stars, planets and constellations, are presented.
Auditorium, Cinema or Nightclub	A building used for music, speech, dance and theatre performances, or for the screening of films. Forms include: concert hall, dance hall, movie theatre, music hall, nightclub, playhouse.
Exhibition Centre	A building used for public displays. Forms include: exhibition hall, visitor centre.
Exhibition or Amusement Park	A site where fairs are held.
Historic or Interpretive Site	A building, complex or site associated with the history of a community, province, territory or country; or with the interpretation of history.
Library	A building or room where books or other materials are classified and stored for use by the public.
Museum	A building or complex, in which objects or animals of value are studied, housed and displayed.
Park	A defined piece of land with amenities designed for public enjoyment, recreation or contemplation. Forms include: formal garden, heritage park, public garden, playground.



Park Fixture	A decorative or ornamental structure purposefully situated in a garden or park. Forms include: bench, bridge, fountain, gate, gazebo, lake, lighting fixture, music structure, pagoda, pathway, pavilion, pergola, pond, sculpture, sundial.
Pool or Beach	A pool or beach, with amenities, used for swimming or bathing. Forms include: community pool, mineral bath, public bath, spring, swimming pool, wading pool.
Recreation Centre	A building available to the public for the pursuit of leisure activities.
Tourist Facility	A building, site or complex frequented for holidays or for a specified purpose. Forms include: fishing lodge, health resort, seaside resort, spa.
Sports Facility or Site	A building, complex, site or structure used for sporting events and activities. Forms include: arena, bowling green, curling rink, golf course, grandstand, gymnasium, pool hall, racetrack, skating rink, ski hill, stadium.

Function Category: Religion, Ritual and Funeral - Places associated with belief in a supernatural being, power or holy entity, or in a prescribed ceremony. See also the Environment category.	
CRHP Function Type	CRHP Definition
Aboriginal Ritual Site	A building or site associated with cultural group bonding or for the promotion of some common objective. Forms include: Sundance site.
Aboriginal Sacred Site	A natural place perceived as holy/spiritual by a community. Forms include: pictograph.
Legend Site	A place associated with a legend or story.
Mission	A building, complex or site established by a religious community to propagate its faith.
Mortuary Site, Cemetery or Enclosure	A structure or site, below or above the surface of the earth, where individual human remains were intentionally deposited, treated, or viewed and/or a death was marked. Forms include: cairn, cemetery, charnel-house, crematorium, funeral home, headstone, mausoleum, mortuary, pyre, tomb, vault.
Religious Institution	A building or complex used by a religious group in support of the activities of the group. Forms include: convent, manse, monastery.
Religious Facility or Place of Worship	A building, complex, site or structure at which acts, rites and ceremonies are performed to honour or revere a supernatural being, power or holy entity. Forms include: cathedral, chapel, church, meeting house, mosque, oratory, parish hall, pilgrimage route, roadside cross, sanctuary, shrine, synagogue, temple.



Function Category: Residence - Places where people live on a temporary or permanent basis. See also the Food Supply and Defence categories.

CRHP Function Type	CRHP Definition
Estate	An urban or rural site consisting of a house, outbuildings, gardens and associated landscape elements. Forms include: manor, seigneurie, villa.
Group Residence	A building designed to accommodate large numbers of persons on a temporary basis. Forms include: dormitory, farmhand quarters, orphanage, school residence, YMCA / YWCA.
Multiple Dwelling	A building containing more than one dwelling unit. Forms include: apartment building, longhouse, duplex, row house, townhouse.
Outbuilding	A small building ancillary to a dwelling or residential building. Forms include: garage, gatehouse, outhouse.
Single Dwelling	A self-contained dwelling designed to accommodate person(s). Forms include: cabin, chalet, cottage, farmhouse, house, mill house.

Function Category: Transport-Air - Places and objects associated with a system of conveying goods and/or people by air. See also the Government and Defence categories.

CRHP Function Type	CRHP Definition
Air Transport Facility	A building, complex, site or structure associated with the control, accommodation, administration, servicing, movement and testing of aircraft. Forms include: airport, air terminal, airfield, apron, control tower, floatplane base, hangar, runway.
Aircraft	A once moveable piece of transportation equipment. Forms include: displayed aircraft, wrecked aircraft.

Function Category: Transport-Land - Places and objects associated with a system of conveying goods and/or people by road. See also the Government and Defence categories.

CRHP Function Type	CRHP Definition
Bridge, Tunnel or Other Engineering Work	A structure which allows road vehicles to pass underground or overhead.
Pedestrian Way	A site or structure associated with pedestrian transport. Forms include: footbridge, gangway, pedestrian crossing, pedestrian tunnel, sidewalk, stepping stones, steps, stile, underpass.
Portage	A route used to carry a boat or goods overland from one body of water to another, or around an obstacle such as rapids.



Road or Public Way	A constructed or regularly traveled route used for transport over land. Forms include: dog team trail, driveway, highway, street, wagon or cart trail.
Road Facility	A building, complex, site or structure associated with the control, accommodation, servicing, movement and testing of road transport equipment and vehicles. Forms include: bus garage, parking garage, parking lot, post house, service station, terminus, weigh station.
Traditional Trail or Trading Route	An unconstructed trail or trading route that generally follows natural landforms.

Function Category: Transport-Rail - Places and objects associated with a system of conveying goods and/or people by rail. See also the Government and Defence categories.

CRHP Function Type	CRHP Definition
Rolling Stock	A once-movable piece of transportation equipment used on a railway. Forms include: carriage, locomotive.
Station or Other Rail Facility	A building, complex, site or structure associated with rail transport. Forms include: subway station, coaling plant, garage, pump house, rail track, railway station, repair shop, roundhouse, sand tower, signal house, storage building, railway tracks, trestle.

Function Category: Transport-Water - Places and objects associated with a system of conveying goods and/or people across bodies of water. See also the Government and Defence categories.

CRHP Function Type	CRHP Definition
Canal or Canal Works	A partially or completely artificial watercourse and its associated engineering works designed for the movement of watercraft between larger bodies of water. Forms include: canal, lock, lift-bridge, marine railway.
Dock or Dry Dock	A designated area for the repair and docking of marine vehicles.
Landing Point	An unmodified but known place where vessels can land passengers and goods.
Navigational Aid or Lighthouse	A building, complex or structure used for marine navigation. Forms include: fog alarm, light station, light tower, lighthouse.
Harbour Facility	An area that combines a harbour and terminal facilities at the interface between land and water transport systems; or a building, complex, site or structure associated with water transport. Forms include: boathouse, sail loft, storage building, terminal building, warehouse.
Route	A regular course traveled by humans or animals across water. Forms include: canoe route.
Vessel	A once-functioning vehicle that carried people or goods on water. Forms include: boat, ferry, paddle wheeler, ship, shipwreck.



Controlled Vocabulary - Owner Response Type

Owner Response Type	Consent
	Objection
	Not applicable



Appendix B: Qualifier Lists

Qualifier List – Coordinate Determination Type

Coordinate Determination Type	GPS
	Paper Maps
	Digital Maps
	Geocoding
	Unknown

Qualifier List - UTM Zone Type

UTM Zone Type	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22
	23
	Unknown

Qualifier List - Datum Type

Datum Type	NAD27	North American DATUM 1927
	NAD83	North American DATUM 1983

Qualifier List - Contributing Resource Type

Contributing Resource Type	Building
	Structure
	Archaeological Site / Remains
	Landscape(s) or Landscape Feature(s)
	Collection



Qualifier List – Date Type

Date Type	Construction
	Construction (circa)
	Significant

Qualifier List – Architect/Builder

Architect / Builder	Architect / Designer
	Builder

Qualifier List – Function Type

Historic / Current Function Type	Current
	Historic

Qualifier List – Other Name Type

Other Name Type	Other Name
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Qualifier List – Relationship Type

Relationship Type	District / Complex Contains
	Related
	Within District / Complex

Qualifier List – Link Type

Link Type	Historic place web site
	Local government web site
	Federal/Provincial/Territorial web site
	Other

Qualifier List – Image Type

Image Type	Contemporary Photograph
	Historic Image
	Map / Plan
	Word
	Other



Appendix C: Glossary

Area of Historic Place: The extent of the historic place, as defined by the formal recognition, in square metres.

Archaeological Site/Remains: refers to physical evidence of past human activity of historical, cultural or scientific interest located below, on or above the ground or underwater.

Associated Architect/ Designer: The architect(s), designer(s) or the architectural firm, which developed the original design of the historic place or was involved in the design of later additions or alterations that contribute to the heritage value of the historic place.

Associated Builder: Person(s) or firm(s), which constructed the historic place or were involved in later additions or alterations that contribute to the heritage value of the historic place.

Building: A construction with roof and walls used to shelter occupants and/ or contents.

Cadastral Reference: Cross-reference to the land unit corresponding to the historic place.

Canadian Register of Historic Places Documentation Standards: Required information for each *nomination* of a historic place to the Canadian Register of Historic Places. For more information, please contact the appropriate Federal, Provincial, or Territorial Registrar or consult the Canadian Register of Historic Places Documentation Standards Handbook.

Canadian Register of Historic Places Eligibility Criteria: A place is eligible for listing on the Canadian Register of Historic Places if it meets the definition of “historic place” and if the Canadian Register Documentation Standards have been met

Canadian Register of Historic Places: The pan-Canadian list of historic places of local, provincial, territorial and national significance. The Canadian Register of Historic Places is administered by the Government of Canada, in collaboration with provincial and territorial governments.

Canadian Registrar: The Canadian Registrar is responsible for managing and maintaining the Canadian Register of Historic Places.

Cartographic Identifiers: Identify the specific location of the historic place, and allows a historic place to be visually represented on a map of Canada on the CRHP system and the Historic Places web site.

Category of Property: Classifies the current owner of the historic place according to type- private, public (federal), public (provincial), public (territorial), public (local), not-for-profit, first nations reserve, settlement lands, and aboriginal/ public lands.



Character-Defining Elements: The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value.

Collections: Those movable resources that are located within a historic place and contribute to its significance.

Commercial Heritage Properties Incentive Fund: The Government of Canada's financial incentives to engage a broad range of taxable Canadian corporations in preserving Canada's heritage properties, to the benefit of Canadians and communities throughout Canada. For more information visit the Parks Canada web site.

Construction Date: The date of construction of the historic place (may be approximate).

Contributing Resources: The major resources within the boundaries of the historic place that significantly contribute to its heritage value. These resources are classified as buildings, structures, remains, and landscapes or landscape features.

Copyright: Copyright and credit information associated with an image.

Cross-Reference To A Collection: The location where collections of objects removed from the historic place are held.

De-listing: A listed historic place may be de-listed from the Canadian Register if it no longer meets the eligibility criteria for listing. For more information, please contact the appropriate Federal, Provincial, or Territorial Registrar.

Description of Boundaries: Description of the physical limits of the historic place, as defined by the formal recognition.

Description of Historic Place: Briefly describes the historic place and identifies to what the designation or formal recognition applies.

Federal, Provincial or Territorial Unique Identifier: An alpha-numeric reference code assigned to a historic place by a federal, provincial, or territorial jurisdiction.

Federal/Provincial/Territorial Registrar: The Federal, Provincial or Territorial Registrar under whose mandate the historic place falls, and who is responsible for nominating the historic place to the Canadian Register of Historic Places. For more information about the Federal, Provincial and Territorial Registrars, see the Roles and Responsibilities section.

Formal Recognition Authority: The name of the local, provincial, territorial or federal authority that recognized the historic place.

Formal Recognition Date: The date on which the formal recognition of the historic place was approved or took effect.



Formal Recognition Statute: The legislation, policy or by-law under which the historic place is formally recognized.

Formal Recognition Type: The type of formal recognition as defined in the legislation, policy or by-law that applies to the historic place.

Formal Recognition: The designation or other recognition by or under federal, provincial or territorial law or a municipal by-law or ordinance.

Function – Category (historic): The broad category that applies to the historic function of the historic place.

Function – Type (historic): The specific historic function of the historic place.

Function- Category (current): The broad category that applies to the current function of the historic place.

Function- Type (current): The specific current function of the historic place.

Heritage Value: The aesthetic, historic, scientific, cultural, social, or spiritual importance or significance of a historic place from the past, present, or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Historic Place Record: The electronic record containing information relating to a historic place listed on the Canadian Register of Historic Places.

Historic Place: A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction.

Image Caption: A short text identifier for a thumbnail image of the historic place on the historic places web site.

Image Description: A description of the content of an image.

Image Type: The technical or presentation format of an image.

Image(s): Visual information about the historic place, or a visual representation of the place's name in an Aboriginal language.

Jurisdiction: The federal, provincial, or territorial jurisdiction under whose mandate the historic place falls.

Landscape(s) or Landscape Feature(s): A human-made or naturally occurring element/site that is not a building or structure but can be identified within a historic place.



List: If the Canadian Register Documentation Standards have been met for a historic place nomination, the Canadian Registrar lists the historic place record on the Canadian Register.

Location of Supporting Documentation: The institution and office holding the supporting documents related to the formal recognition of the historic place.

Location: Information that assists in locating a historic place on a street map or a map of Canada.

Mandatory Documentation: Mandatory documentation must be provided in order for a place to be officially listed on the Canadian Register of Historic Places.

Misc. Info (Image): Provides additional information about an image.

Name of Historic Place: A single, common name in current usage that serves as an identifier for a historic place.

Optional Documentation: Optional documentation is not required but may be included wherever appropriate, in order to increase the usefulness and the functionality of the Canadian Register of Historic Places.

Other Name: An alternate name by which a historic place is known, or has been known.

Owner Notification and Response: Indicates whether an individual owner has given his/her consent to collect, use and disclose personal information for the purposes of Canadian Register.

Province/Territory: Identifies the province or territory where a historic place is located.

Publish: Once a historic place record is listed on the Canadian Register, it is also published on the Historic Places web site.

Related Listing: Some historic places are recognized by more than one authority and/or more than one jurisdiction. Related listing(s) identifies the other listing or listings within the Canadian Register of Historic Places associated with a historic place.

Removal of Listing: The owner of a listed historic place may submit a request to the Canadian Registrar to have their historic place removed from the Canadian Register. If this occurs, a review will be undertaken by the relevant Federal, Provincial or Territorial Registrar and the Canadian Registrar will temporarily suppress the listing from the public web site. If the concerns of the owner cannot be resolved, the Canadian Registrar will officially remove the historic place record from the Canadian Register.

Significant Date: Date other than the construction date, associated with the heritage value of the historic place.

Statement of Significance: A statement that identifies the description, heritage value, and character-defining elements of a historic place. A Statement of Significance is required in order for a historic place to be listed on the Canadian Register of Historic Places.



Status: Indicates the current status of a historic place on the Canadian Register of Historic Places, i.e.: Listed, or de-listed.

Street and Street Number: The street and street number of the historic place.

Structure: A human-made construction that is not a building.

Theme - Category: Identifies broad thematic category related to the heritage value of the historic place.

Theme - Type: Identifies the specific thematic type that best applies to a historic place.

Web Site Link: A web site that links to additional information about the historic place.

