



## HERITAGE ADVISORY COMMITTEE

Wednesday, June 7, 2017 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### A G E N D A

#### Page

#### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

##### **1. Heritage Advisory Committee June 7, 2017**

Recommendation that the Heritage Advisory Committee approve the agenda and receive the agenda items of the June 7, 2017 meeting.

#### **B. ADOPTION OF MINUTES**

1-7

##### **1. Heritage Advisory Committee May 3, 2017**

Recommendation that the Heritage Advisory Committee adopt the Minutes of the May 3, 2017 meeting

#### **C. DELEGATIONS AND PRESENTATIONS**

##### **1. Draft Historic Context Statement and Thematic Framework (Donald Luxton & Associates)**

#### **D. REPORTS**

##### **1. Co-Chairs' Reports**

Co-Chair's Reports & Co-presentation on the 2017 Heritage BC Conference

##### **2. Heritage Planner's Report (E. Horricks)**

##### **3. Museum Manager's Report (J. Chenatte)**

##### **4. Heritage Review Panel (T. Annandale)**

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**D. REPORTS**

- 8           **5.     Douglas Day 2016 Planning Committee Report**  
                    (A. Johnson)
- 6.     Museum Advisory Group Report**  
                    (F. Pepin)

**E. CORRESPONDENCE**

**F. 2017 WORK PROGRAM**

- 1.     Fraser Highway Markers**  
                    (Staff update)

**G. COUNCIL REFERRALS**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

- 9-23       **1.     Heritage Legacy Fund**  
                    Grant Application Deadline – June 30, 2017
- 24-30      **2.     BC Heritage Conservation Fact Sheet and Case Studies 2016**

**N. NEXT MEETING**

**Date:**       Wednesday, September 6, 2017  
**Location:** Salmon River Committee Room  
                    4<sup>th</sup> Floor, 20338 – 65 Avenue  
**Time:**       7:00pm

**O. TERMINATE**



## **HERITAGE ADVISORY COMMITTEE**

Wednesday, May 3, 2017 at 7:02pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### **MINUTES**

#### **Present:**

Councillor Bob Long, Council Co-Chair  
Tom Annandale, Community Co-Chair

Chris Boughen, Adam Cappon, Gloria Doubleday, Alice Johnson, Ted Lightfoot, Fred Pepin,  
and Harold Whittell

#### **Staff:**

Jeff Chenatte, Acting Cultural Services Manager  
Elaine Horricks, Heritage Planner  
Corene Quin, Legislative Services  
Kim Stepto, Recording Secretary

### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

#### **1. Heritage Advisory Committee May 3, 2017**

Moved by G. Doubleday,  
Seconded by H. Whittell,  
That the Heritage Advisory Committee approve the agenda and receive the  
agenda items of the May 3, 2017 meeting.  
**CARRIED**

### **B. ADOPTION OF MINUTES**

#### **1. Heritage Advisory Committee March 1, 2017**

Moved by G. Doubleday,  
Seconded by A. Johnson,  
That the Heritage Advisory Committee adopt the Minutes of the March 1, 2017  
meeting.  
**CARRIED**

### **C. DELEGATIONS AND PRESENTATIONS**

**D. REPORTS**

**1. Co-Chairs' Reports**

Councillor Long reported that the commemoration ceremony for the memorial trees was a great event.

T. Annandale noted that he also enjoyed the memorial tree dedication ceremony and Arbour Day, and added that he will be attending the upcoming Heritage BC Conference in Victoria from May 4 to May 6.

**2. Heritage Planner's Report**

E. Horricks reported the following:

- The next deadline for the Heritage Building Incentive Program is Friday, May 26 at 4:30pm. The ad will be run in the local newspapers starting this weekend.
- For committee members who were unable to attend the memorial tree dedication, a write-up with extensive photos of the event is posted on the Langley Heritage Society's website.

**3. Museum Manager's Report**

J. Chenatte reported the following:

- The HVAC system repairs are now complete.
- The "Sacrifice and Sorrow" exhibit opened on May 3. W. Sommer, who was instrumental in curating the exhibit, was present to sign copies of his new book.
- Development of the first virtual exhibit for the museum is underway and will focus on Langley Reeve and former Royal Engineer, Philip Jackman.
- Over 150 people attended the student banner unveiling reception where local student banner designs were juried and selected to hang in Walnut Grove.
- The Museum has received funding for two Young Canada Works students to support the museums curatorial and education programs this summer.
- One hundred public and school programs were delivered in April. This 2016-2017 school year will surpass the record 500 programs delivered by the museum in the past.
- Over 100 students participated in the Langley Heritage Fair this year, and the museum has been asked to take over hosting the Regional Heritage Fair beginning in 2018.
- Gift Shop sales are up 160% over last April.

**4. Heritage Review Panel**

No report.

**D. REPORTS**

**5. Douglas Day 2017 Planning Committee Report**

A. Johnson reported that the committee will be having their first planning meeting for 2017 in May and will report back at the June meeting.

**6. Museum Advisory Group Report**

F. Pepin commented on the wonderful projects created by the students for the Heritage Fair this year and the positive impact the Fair has on student learning.

**E. CORRESPONDENCE**

**F. 2017 WORK PROGRAM**

**1. Our Shared History Open House Update**

E. Horricks reported that the Open House held on April 5 was well attended. Participants provided positive feedback on the content displayed, as well as additional ideas for further development. She provided a summary of the ten chronological chapters or key themes that define the context statement, and showed how they are expanded upon further in the five-category framework adapted for Langley. Additional sub-themes are still being added and will provide finer detail on the historical facets of Langley's community life and development as the project develops further.

The open house questionnaire asked those who attended whether the context statement and identified themes provided a good overview of Langley's historical development, and asked what was missing or needed greater emphasis. It also explored what themes participants could identify in present day Langley. Many suggestions were offered by participants who reflected on the roots of their present day observations through stories and perspectives about the past. The panels and questionnaire are currently posted on the project's webpage.

A detailed draft document is currently underway that will be reviewed by the task force in the weeks ahead. The HAC will be asked to provide final input on the draft in early June.

**2. Fraser Highway Mile Markers**

E. Horricks reported that two interpretive panels are being designed that will provide supplementary information on the Fraser Highway Markers, in addition to the small marker tags for each marker that indicate what they are and when they were erected.

The content for the interpretive panels was presented to the committee, and locations for the two interpretive panels was discussed. It was agreed that

**F. 2017 WORK PROGRAM**

milepost 28 and milepost 35 (in the park) would provide adequate space for them to be easily viewed by pedestrians.

A media release regarding the mile markers will go out in June after the panels are installed, and a photo opportunity will be discussed at the June meeting.

**G. COUNCIL REFERRALS**

1. The following item was referred from the April 24, 2017 Regular Afternoon Council Meeting:

***Pioneer Marker Program Canada's 150<sup>th</sup> Anniversary***

*Moved by Councillor Richter,*

*Seconded by Councillor Arnason,*

*That this matter be referred to the Heritage Advisory Committee to consider recognizing First Nations pioneers as well.*

**CARRIED**

Staff noted that the request made to Council was to consider pioneer markers for the name Larmon on 226 Street south of 64 Avenue, and the name Holding on 224 Street north of Telegraph Trail, and provided the following history on these locations. Historic maps were shared with the committee.

Regarding the proposed name of Holding for the road section of 224 Street north of Telegraph Trail, it was noted that:

- The Richard Henry Holding family were early crown grant holders of owners of lands both north and south of Telegraph Trail west of what is now Glover Road in 1882.
- This area was historically known as Holding's Hill, which overlooked the landscape around present day Fort Langley and Milner.
- The proposed location for the Holding Pioneer Marker runs along the west side of the original Holding lands north of Telegraph Trail where the golf course now exists.
- It is very likely that this short road served as site access for these lands at some point in the past and is therefore an appropriate location for consideration.
- It is important to note that there was a very brief period around 1958 that the road shows as a subdivision road called Adams, prior to the introduction of a series of road numbering systems. There are no historic records available on this name for this location and it is not believed to be connected with the Adams Road in Willoughby that referred to a section of 68 Avenue decades earlier.
- As many of the historic road names changed over time, it may be appropriate to consider the earliest family name associated with this location consistent with the manner in which other historic roads first obtained their names.

## **G. COUNCIL REFERRALS**

Regarding the proposed name Larmon for the section of 226 Street south of 64 Avenue, it was noted that:

- Nathaniel Larmon was the early crown grant holder of the northeast quadrant of Section 7 directly east and butting up to the HBC Farm Lands in Milner in 1885.
- The Larmon Farm, which existed at the west end of this parcel, still remains today and is listed on the Heritage Inventory.
- The original parcel owned by the Larmon family extended from the remaining farm up to what is now 224 Street.
- The parcel of land where 226 Street now exists was owned by a different crown grant holder at this time in history.
- The proposed 226 Street location for a marker does not show up on any maps until 1958. This is also the case for the section of 224 between 61 and 64 Avenue, which was also not opened until later and therefore does not show on any maps as having an early historic name.
- There are historic names for other sections of 224 street both north of the Nicomekl River and south of 56 Avenue, but as many road sections were named for the those who lived in the immediate vicinity of road they were not continuous.
- Based on this information available, a portion of 224 between 64 and 61 Avenue may be a more appropriate choice for the Larmon name (as opposed to 226 Street), as it is in closer proximity and contiguous with the original Larmon lands and follows the historic naming pattern that evolved in Langley over time.

Staff added that in addition to these considerations, there may be other pioneer markers that should be considered at this same time, given that the original pioneer marker program has not been in existence since the early 1990s and no markers have been placed since that time.

Discussion ensued and the Committee made the following recommendations.

### **COUNCIL**

Moved by H. Whittell,

Seconded by C. Boughen,

That the Heritage Advisory Committee recommends that Council approve Pioneer Markers on 224 Street between 64 and 61 Avenue for the name Larmon, and on 224 Street north of Telegraph Trail for the name Holding; and further

That the Pioneer Markers missing from Johnson/Townline Road and Wilson/Townline Road be replaced.

### **CARRIED**

The committee further discussed First Nations recognition and the following comments were provided:

- This topic would require further research, approval and collaboration with local First Nations representatives.
- The opportunities surrounding areas of interest to local First Nations will be elucidated further in the Context Statement and Thematic Framework that currently has First Nations representation advising on such matters.

**G. COUNCIL REFERRALS**

- The Context Statement and Thematic Framework is planned for completion by mid-year.

**DEFERRAL**

Moved by G. Doubleday,

Seconded by A. Johnson,

That discussion regarding recognizing First Nations be deferred until after the Historic Context Statement and Thematic Framework is completed mid-year, which will provide more information on names and places of importance to local First Nations.

**CARRIED**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

**1. Canada's History Awards, Community Programming**

Deadline: June 30, 2017

**2. National Trust for Canada, Herb Stovel Scholarship**

Deadline: June 1, 2017

**3. This Place Matters 2017 Competition Call**

Deadline: May 18, 2017

**4. Heritage BC 2017 Conference: Imagining Futures**

May 4-7, Victoria, BC

**5. National Trust for Canada 2017 Conference: Capitalizing on Heritage**

October 11-14, 2017, Ottawa, Ontario

**N. NEXT MEETING**

**Date:** Wednesday, June 7, 2017

**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue

**Time:** 7:00pm

**O. TERMINATE**

Moved by G. Doubleday,

That the meeting terminate at 8:43pm.

**CARRIED**

CERTIFIED CORRECT:

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Community Representative Co-Chair

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Council Representative Co-Chair



## 2017 DOUGLAS DAY PLANNING COMMITTEE

Wednesday, May 10, 2017, 10:00am  
Township Civic Facility – Bertrand Creek Meeting Room

### MINUTES

	<b>PRESENT</b> Albert Anderson, Rosemary Genberg, Alice Johnson, Jim McGregor & Ellen Worrell
	<b>TOWNSHIP STAFF</b> Sarah Morris – Special Events Coordinator
<b><u>A</u> WELCOME</b>	The meeting commenced at 10:05am.
<b><u>B</u></b>	
<b><u>Item B-1</u> Committee Chair Selection</b>	Jim motioned for Alice be the 2017 Committee Chair. Ellen seconded the motion. Alice was appointed as the 2017 Committee Chair.
<b><u>Item B-2</u> 2016 Event Recommendations</b>	<ol style="list-style-type: none"> <li>1. <b>Entertainment:</b> Committee expressed interest in having the Cypress Creek Duo return once again this year. Will discuss in more detail at next committee meeting. Auld Lang Syne will be sung twice through, not three times.</li> <li>2. <b>Welcome Tables:</b> It worked well moving the name tags and corsage tables out to the concourse. To be repeated for 2017, but will change the order of the alphabetical signage and provide better directional signage for the coat check.</li> <li>3. <b>Head Tables:</b> Will have two head tables (on either side of the stage) again this year.</li> <li>4. <b>Program:</b> The event will fall on a Sunday this year. The committee discussed whether or not to delay the start time to 12:00pm, but decided to remain at 11:30am. The Mayor suggested incorporating the Fort's Proclamation re-enactment into the program.</li> <li>5. <b>Menu:</b> Will ask Tiara Foods to provide some different options to consider for this year's menu (i.e. chicken, turkey, or ham).</li> </ol>
<b><u>Item B-3</u> Fort's Proclamation</b>	Sarah will look into the details of the Fort's Proclamation re-enactment and provide information to the committee at the next meeting.
<b><u>Item B-4</u> Catering</b>	Sarah will ask LEC (Tiara Foods) for a sample menu for the next meeting.
<b><u>Item B-5</u> Theme</b>	<b>2017 Theme: Langley celebrates transportation through the years</b> Modes of transportation for consideration: canoe, horse & carriage, bicycle, cars, trucks, taxis, bus, rail, airplanes, paddle wheeler, motorcycle Committee members to begin research for next meeting.
<b><u>Item B-6</u> New &amp; Deceased Pioneers</b>	To date 7 deceased pioneers and 3 new pioneers.
<b><u>C</u></b>	<b>NEXT MEETING</b>
<b><u>Item C-1</u> Next Committee Meeting</b>	Tuesday, June 13, 2017, 10:00am Township Civic Facility – Bertrand Creek Meeting Room
<b><u>D</u></b>	<b>ADJOURNMENT</b> The meeting adjourned at 11:00am.

# Heritage Legacy Fund Program Guidelines & Policies 2017



[www.heritagebc.ca](http://www.heritagebc.ca)



1.855.349.7243  
604.428.7243  
www.heritagebc.ca

Introduction  
The Heritage Legacy Fund of British Columbia Society  
Contact Information

Part 1: General Guidelines  
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Funding Programs  
Application Process  
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## INTRODUCTION

Heritage BC is a charitable non-profit organization and is independent of government. Heritage BC administers and manages the Heritage Legacy Fund (HLF).

The Heritage Legacy Fund was established as an endowment from the Province of British Columbia in 2003 and is held by the Vancouver Foundation. It is a self-sustaining private endowment fund that relies on the donations and bequests of donors. The goals of the Foundation are to:

- Support the conservation of heritage resources in British Columbia
- Promote and increase public awareness, understanding, and appreciation of British Columbia's heritage resources
- Encourage high standards of heritage conservation and the continuing maintenance and protection of heritage resources
- Support community-based heritage projects
- Increase the Heritage Legacy Fund

The Heritage Legacy Fund supports a financial assistance program for Heritage Awareness and Heritage Conservation. Program funds are used for community initiatives that conserve and increase the understanding and appreciation of heritage resources. Heritage resources may include existing heritage buildings, structures, sites, cemeteries, districts, (built) cultural landscapes or large artifacts.

Program staff at Heritage BC are available to answer inquiries and to administer applications:

Laura Saretsky, Heritage Program Manager

lsaretsky@heritagebc.ca

Tollfree: 1.855.349.7243

Vancouver Office: 604.428.7243

[www.heritagebc.ca](http://www.heritagebc.ca)

# Part 1: General Program Guidelines

## Eligible Applicants

Registered non-profit societies, registered federal charities, local governments, self-governing First Nations, and School Boards may apply for funding. Financial contributions are not made to individuals, unregistered organizations, private businesses or BC Government Agencies. Applicants must be an up to date paid member (corporate, government, group, student or individual) of Heritage BC to submit an application.

## Funding Programs

- **Heritage Conservation Program** for the preservation, rehabilitation, and restoration of heritage resources
- **Heritage Awareness Program** for the research, documentation, presentation, and publication of information about specific community heritage resources

Projects that meet program criteria may qualify for up to half the project cost (excluding GST) on a cost-sharing basis. Project costs must be based on a minimum of two quotes. Project costs incurred prior to notification of funding are not eligible.

Projects must be completed within one year of the date of the award.

All funds provided by the Heritage Legacy Fund must be used for the purposes identified in the approved application.

In no case will a project receive funding in excess of half of eligible project expenses, regardless of the original approved funding commitment.

Funding is limited. Some eligible projects may not be supported. The Society reserves the right not to fund any application.

## Application Process

**All applications for 2017 are due on Friday, June 30<sup>th</sup>, 2017 by 5:00 pm PST.**

Potential applicants **MUST** contact the program staff at Heritage BC to verify the eligibility of the applicant and the proposed project at least one week before the application deadline, by Friday, June 23<sup>rd</sup>, 2017 at 5:00 pm, PST.

If you have a question regarding the eligibility of any work, please consult the program staff **BEFORE** submitting the application.

## Contribution Agreement

Successful applicants are required to sign a contribution agreement outlining the respective responsibilities of the Heritage Legacy Fund and the recipient.

Upon signing the contribution agreement, the recipient will be eligible to receive half of the amount of the award at the start of the project.

The balance of funding will be disbursed on completion of the project upon submission of the required documentation, including a letter certifying completion, final report with full statement of project expenses, photographs, etc.

## **Funding Acknowledgement**

Financial support from the Heritage Legacy Fund must be acknowledged, typically by:

- Displaying a supplied banner or sign
- Recognizing Heritage BC and the Heritage Legacy Fund in project signage, media releases, promotional materials, public events, and publicity
- Using the Heritage BC logo where possible or appropriate in signs, visual materials, and publications. Successful applicants will be provided logos and a media release template for promoting their project.

## Part 2: Heritage Conservation Program

The HLF Heritage Conservation Program provides financial contributions up to \$25,000 for projects involving the preservation, rehabilitation, and/or restoration of a built community heritage resource, as defined by the [\*Standards and Guidelines for the Conservation of Historic Places in Canada\*](#).

**Preservation** – protecting, maintaining, and stabilizing the existing form, material, and integrity of a heritage resource

**Rehabilitation** – the sensitive adaptation of a heritage resource for continuing use, or a compatible new use

**Restoration** – returning a part or all of a heritage resource to its condition or appearance at an earlier period

Work must directly relate to the conservation of the physical fabric of the built heritage resource, which tangibly represents its heritage values.

Preference may be given to projects that are formally recognized or legally protected community heritage resources.

Applications must clearly establish the heritage values of the built resource for the community, preferably related to the character defining elements of the resource, and demonstrate how the proposal will make a significant contribution toward the conservation of those values.

Applications should also outline a plan for continuing maintenance and conservation.

Applications must include an acceptable Statement of Significance for the heritage resource.

Conservation work on heritage resources should meet acceptable conservation standards, as identified in the *Standards and Guidelines*. Applications must demonstrate an understanding of the *Standards and Guidelines* and how the heritage conservation work conforms to these standards.

Applications must include photographs that clearly show the current state of the heritage resource.

### What Work is Eligible?

The Heritage Conservation Program may provide financial contributions to a broad range of heritage conservation work:

- Exterior building conservation work, such as repair of foundations, roofs, parapets, cornices, masonry, original wall claddings, windows, doors, columns, towers, porches, architectural features, etc.
- Conservation of historic structures may be considered, such as outbuildings, garages, sheds, barns, bridges, trestles, railway turntables and platforms, etc.
- Building Code upgrading and fire safety improvements that make a heritage structure safer or more usable, or increase its lifespan, including structural, mechanical, electrical, fire exiting, emergency lighting, sprinklers, accessibility for persons with disabilities, etc., IF directly related to the conservation of the resource
- Seismic upgrading to strengthen a heritage structure, to improve life safety and to help ensure its preservation in a seismic event, IF directly related to the conservation of the resource
- Conservation of some original interior features or materials of a heritage building may be eligible only if they are legally protected or are formally recognized as special or essential character defining features, such as staircases, stained glass, fixed furnishings, historic finishes, special floor designs, etc.
- Conservation work for historic sites, cemeteries, or cultural landscapes is limited to the direct conservation of the existing built historic resource, such as original memorials, grave markers or tombstones, fences, gates, trellises, rock walls, railings, decorative paving, light standards, and large artifacts (e.g. vehicles, boats, locomotives and rolling stock, aircraft, industrial, agricultural and other large machinery) with a clear connection to British Columbia history, etc.

## What Work is Not Eligible?

The Heritage Conservation Program does not financially support:

- Renovations, additions, or new construction
- Inappropriate conservation, repair, replacement, or maintenance of original historic materials or features with new materials or construction, such as replacing original wood windows with metal or vinyl windows
- General interior work or construction, drywall, interior finishing, kitchen and bathroom cabinets, fixtures or equipment, unless proven to be directly related to building code upgrading for conservation purposes
- New construction of decks, patios, site infrastructure, or site improvements such as sidewalks, parking lots, driveways, roads, lighting, fences, gates, trellises, etc.
- Statues
- New monuments, memorials, grave markers, sculptures, public art, murals, etc.
- Public amenities such as benches, picnic tables, bicycle racks, garbage cans, etc.
- Garden beds, plants, trees, seeds, or living organisms

- The management, care, or conservation of museum collections, such as research, archiving, storage, climate control, or adapting buildings for the care of collections
- Project planning activities such as condition assessments, emergency stabilization, feasibility studies, and cost estimates
- Other work deemed to be inappropriate at the discretion of program staff and Board

## Part 3: Heritage Awareness Program

The HLF Heritage Awareness Program provides financial contributions up to \$10,000 for projects involving the research, documentation, presentation, interpretation, and publication of information that will increase public understanding, appreciation, and education of specific existing built community heritage resources, such as a heritage building, structure, site or grouping of sites, route, conservation area or district. Applications will be evaluated on how they demonstrate innovation, sustainability, creativity, and ability to reach a wide audience.

### What Work is Eligible?

Eligible projects must have a tangible product or outcome, with a clear purpose and plan to raise public awareness of the specific built heritage resources. Products can include publications and productions in various media, including websites.

Typical projects could include the research, design, and production of:

- Signs, historic markers or interpretive panels
- Brochures, maps or guides
- Permanent exhibits or displays
- Walking or driving tours
- “How-to” guides

### What Work is Not Eligible?

The Heritage Awareness Program does not financially support:

- Books or the publication of general histories or biographies
- Conferences, workshops, festivals, or other special events
- Education or travel expenses
- Grant programs
- Archaeological research or oral histories
- Archives or museum administration, programs, collections, images, records, or database management
- Erection of statues, monuments, memorials, cairns, sculptures, public art, etc.
- Construction of facilities or other capital projects or programs
- Local government heritage management initiatives, such as creating and updating registers or strategic plans
- Other work deemed to be inappropriate at the discretion of program staff and Board

## Part 4: Application Procedures

### Before You Start...

1. All potential applicants MUST contact the program staff at Heritage BC to confirm the eligibility of the applicant and the proposed project at least one week prior to the application deadline, by Friday, June 23rd, 2017 by 5:00 pm PST.
2. After reviewing the program materials, please contact program staff if you would like further clarification or wish to check that all of your proposed project details are eligible for funding.
3. Please make sure you collect all the necessary information BEFORE submitting an application following the Pre-Application Worksheet (described below) as a guide.
4. Applications must provide a minimum of two current quotes – see Project Budgets.
5. All applications for the Heritage Conservation program must include an acceptable written Statement of Significance (SOS) for the heritage resource – ask program staff for more information.
6. All necessary building permits must be in place before disbursement of any funds.

### How to Submit an Application

It is critical to the potential success of your application that you follow instructions carefully.

The Application Form is designed to provide Heritage BC with the exact information in a consistent format that is needed to facilitate an efficient and streamlined review process.

Your cooperation will help to minimize wasted effort and incomplete applications.

#### 1. Program Guidelines & Policies

Please review the *Program Guidelines & Policies*, including what work is eligible under the Heritage Conservation and Heritage Awareness Programs, before beginning the application process.

#### 2. Pre-Application Worksheet

Please download the Worksheet for a step-by-step overview of the online Application Form. The Worksheet describes and explains the scope of information required, including the maximum word count. It also acts as a Checklist for all the types of support materials that are required (Statement of Significance, quotes, financial statements, current and historic images, etc.). It includes important instructions about uploading documents and photographs, accepted file formats and sizes, etc.

It is strongly suggested that the applicant write and edit their submission, and organize all support materials BEFORE attempting to fill in the form online.

### 3. Online Application Form

Applicants must log in to the online application using a password provided by the Program Manager. This will allow the applicant to re-enter the form to edit and revise their information.

Please complete ALL sections of the online application form. Do not skip over questions even if you feel they are already answered. Answers should be concise yet sufficiently complete to facilitate effective review and adjudication.

## Submission Requirements

All support materials including documentation and images must be uploaded in accepted formats.

Using the Online Application, you will be prompted to CHOOSE A FILE from your computer to upload. Preferred file format is .PDF for all documents, letters, scans and quotes. Preferred file format for all photographic images is .JPG. File size is limited to 5MB for each upload.

Please label all files clearly and consistently with the Project Number provided by the Program Manager and a brief description.

Examples:

HC123\_Site\_SOS.pdf

HC123\_Exterior\_west.jpg

## Costing & Budget Policies

### Eligible Heritage Costs

Provide an itemized list of specific eligible heritage costs for which funding is requested, excluding GST. Project costs should be summarized in the format provided – refer to the Worksheet.

### Minimum of Two Contractor Quotes

Project costs must be based on a minimum of two independent contractor quotes for every portion of eligible heritage work. Independent quotes are required to help ensure competitive and reasonable pricing and to provide a standard of comparison.

Quotes must be:

- Actual prices solicited from an independent contractor, company, firm, or person(s) doing business

- Prepared on business letterhead or other means to identify the business' name, address, and contact information
- Recent and valid, dated no more than six months prior to the application

### Project Financial Budget

Applicants must provide a Project Budget showing expenditures and revenues, including a breakdown of any administrative expenses.

If the proposed heritage work is part of a larger project, clearly separate the costs for the proposed heritage work from the overall project costs.

Provide a statement of revenues, showing which funding is secured and which is requested.

Clearly show the applicant's contributions, which must cover at least half the budgeted costs.

These contributions may be in-kind (ie. donated materials, services, labour, facilities):

- General in-kind labour may be rated at \$12 per hour
- Skilled in-kind labour, such as licensed trades, professionals, contractors, or consultants, may be rated at \$30 per hour

Provide the total project costs, excluding GST costs.

### Relevant Terms and Definitions

#### British Columbia Register of Historic Places (BCRHP):

Official provincial list of historic places in British Columbia that have been formally recognized for their heritage value by local governments, regional governments, and/or the Province.

#### Canadian Register of Historic Places (CRHP):

A listing of all historic resources formally recognized by local, provincial and national governments. Sites are documented through a Statement of Significance. The program is administered by the Government of Canada and available as a searchable database at [www.historicplaces.ca](http://www.historicplaces.ca)

#### Character-defining Elements:

List of the major physical characteristics of the place which must be retained in order to conserve the heritage values of the place. CDEs fall within the following categories: style, scale, massing and composition; interior layout or exterior spatial configuration; functional features; materials and craftsmanship; the relationship between the historic place and its broader setting; the ways in which people use the historic place; customs and traditions that were or continue to be associated with a historic place.

#### Conservation:

All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve “Preservation,” “Rehabilitation,” “Restoration,” or a combination of these actions or processes.

#### Preservation:

The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

#### Restoration:

The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

#### Rehabilitation:

The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

#### Cultural Landscape:

Distinct geographical areas that represent the combined work of humans and nature, encompassing those landscapes deliberately shaped by people, those that have evolved organically and those that have taken on significance by cultural association. Examples of cultural landscapes include canals, planted groves of trees, gardens, agricultural landscapes, and ‘abandoned sites’ where structures once stood but are now being reclaimed by nature. An example of a cultural landscape in British Columbia is Rogers Pass National Historic Site, a historic travel corridor through the Selkirk Mountains. Rogers Pass is considered a cultural landscape because of its role in the construction and development of the main line of the Canadian Pacific Railway, and the interrelationship between the natural features of the mountain pass and the surviving evidence of the former rail line.

#### Heritage Conservation Area:

Intended to provide long-term protection for a distinctive area that contains resources with special heritage value and/or heritage character, and provide protection to all or some of the properties in the area. Properties that are to be protected must be specifically identified in the bylaw. In the HCA a property owner may not do any of the following without a Heritage Alteration Permit: subdivision of property; addition of a structure; addition to an existing structure; construction of a new building; alterations to a building, land or feature. The HCA provides overall control, including design control, which is similar in intent to development permit controls but with the specific intent of conserving heritage character.

### Heritage Designation:

A form of local government land use regulation that protects private heritage property that has been determined to have heritage value, and is intended to provide long-term protection. It is the only form of regulation that can prohibit demolition. Heritage designation is an official listing established under Section 954 of the Local Government Act and is created through a bylaw passed by the municipality. Changes to a designated heritage property can only be done through a heritage alteration permit issued by the local government. The local government can create a list of activities that can occur without a heritage alteration permit as a schedule in the designation bylaw. Designation on title is permanent until removed by bylaw. A local government may designate private property without the owner's permission, but is usually done with mutual agreement.

### Heritage Register:

A list of sites that have been recognized for their heritage value by Council Resolution of local government.

### Heritage Value:

The historic, aesthetic, scientific, social/cultural, or spiritual value of a place to 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. They must be lasting and maintain ongoing appreciation, teach us about the past and the cultures that came before, help create community identity, and provide connections between the past, present, and future. Individual categories of heritage values are further defined as:

#### Aesthetic Values:

Refers to the sensory qualities of a historic place in the context of broader categories of design and tradition. A place may have aesthetic value because of its architectural style, materials, how it reflects a particular style or period of construction or craftsmanship.

#### Historic Values:

Refers to the association that a place has with past events and historic themes, as well as its capacity to evoke a way of life or a memory of the past. Historic value may lie in the association of the historic place with important events, the age of a place, activities, people or traditions, its role in the development of a community, region, province, territory or nation, or its patterns of use.

#### Scientific Values:

Refers to the capacity of a historic place to provide knowledge, information and evidence that can advance our understanding and appreciation of a culture. Scientific value can derive from many factors such as age, quality, completeness, complexity or rarity.

**Cultural/Social Values:**

Considers the meanings attached to a place by a community in the present time and how people feel about a place. Cultural/Social value may be ascribed to places that perform a key role within communities, support community activities or traditions, or bring the community together and create a sense of shared identity or belonging.

**Spiritual Values:**

Ascribed to places with religious or spiritual meanings for a community, or a group of people. Sacred and spiritual places could include places of mythological significance, landscape features associated with myth and legends, burial sites, fasting/vision quest sites, places representing particular belief systems or places associated with sacred traditions, ceremonial practices or rituals of a community or groups of people.

**Historic Place:**

A structure, building, group of buildings, district, landscape, or other place in Canada that has been formally recognized for its heritage value.

**Standards and Guidelines:**

*Standards and Guidelines for the Conservation of Historic Places in Canada* provide sound, practical guidance to achieve good conservation practice. They establish a consistent, pan-Canadian set of conservation principles and guidelines that will be useful to anyone with an interest in conserving Canada's historic places. *Standards and Guidelines* offer results-oriented guidance for sound decision-making when planning for, intervening on, and using historic places.

**Statement of Significance:**

A statement that identifies the description, heritage value, and character-defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Provincial and Canadian Registers of Historic Places. The document is used at the local level as a planning tool for future conservation interventions.

If you have any questions, please contact Heritage BC:

Laura Saretsky, Heritage Program Manager

lsaretsky@heritagebc.ca

1.855.349.7243

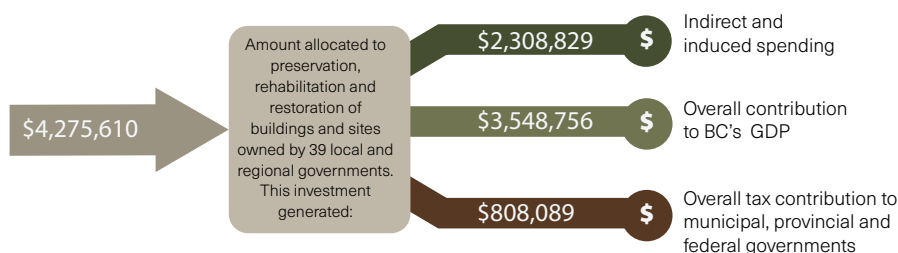
## The Impact of Heritage Conservation

The Heritage Branch enables public and private investment, conservation and rehabilitation, heritage promotion and interpretation, and increased tourism spending.

Public and private expenditures on historic place promotion and rehabilitation create economic activity within B.C., which in turn generates GDP, employment, and tax revenues for all levels of government. In addition, tourists from outside the province are drawn to B.C. for the purpose of visiting heritage sites, thereby further stimulating the economy.

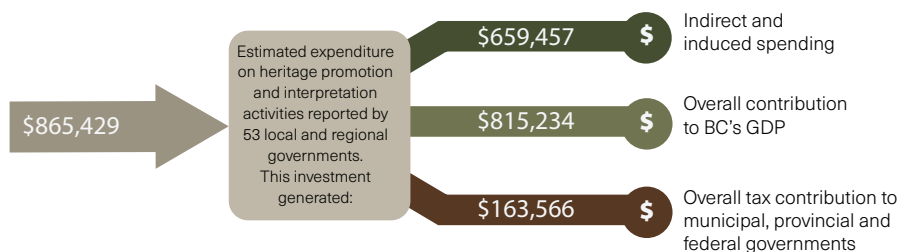
This report illustrates the economic impacts of the initial investments for heritage conservation made by local and regional governments and highlights six case studies that reflect these impacts.

### Conservation Activities<sup>1</sup>



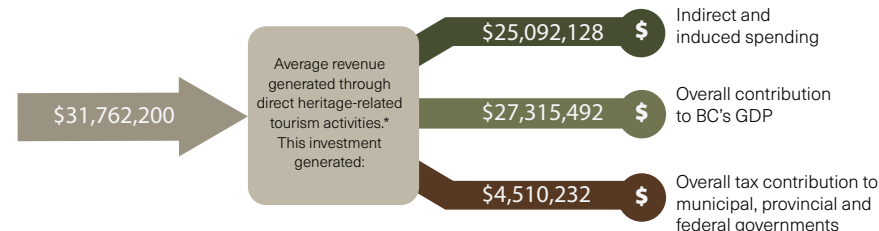
Multipliers provided by BC Stats. Overall totals include direct, indirect and induced figures.

### Promotional Activities<sup>1</sup>



Multipliers provided by BC Stats. Overall totals include direct, indirect and induced figures.

### Heritage-related Tourism Activities<sup>1</sup>



\* Based on 2,117,480 domestic and international tourists with an average spend of \$15/person.

Multipliers provided by BC Stats. Overall totals include direct, indirect and induced figures.

Tourism statistics provided by Destination BC (Statistics Canada-2014-2015, Pooled Travel Survey of Residents of Canada)

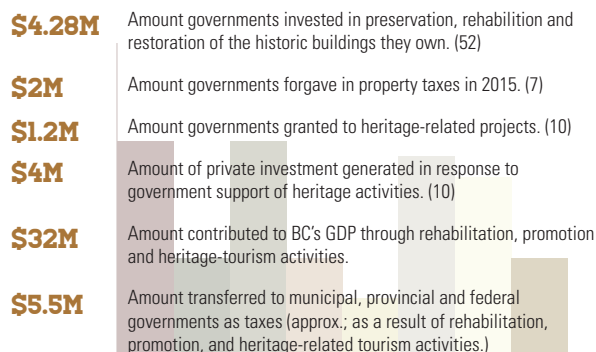
### Historic Places in 2015

(B.C. Register of Historic Places as of Dec 31, 2015)



### Investments in 2015

(Number of reporting organizations)



Heritage BC is a not-for-profit, charitable organization supporting heritage conservation across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund. Heritage BC is engaged by the Heritage Branch to collect and analyze data on economic contributions of historic place conservation, and to produce and distribute the Heritage Conservation Fact Sheet.

HeritageBC



Image credit: Robyn Hanson



## North Pacific Cannery National Historic Site

*Historic Sites provide jobs in remote communities.*

The North Pacific Cannery National Historic Site in Port Edward, a heritage site commemorating the history of the salmon fishing industry in B.C., is a ‘must-see’ destination welcoming thousands of visitors from around the world each year. When a major conservation project at the site became necessary, it was seen as an opportunity to create jobs and develop skills in a remote community.

The conservation project, made possible by Job Creation Partnerships between the Province of B.C. and North Pacific Cannery, saved more than 30 culturally-significant buildings and provid-

ed much-needed skilled jobs training for underemployed workers in the North Coast region. Over 60 participants received training and hands-on experience in construction trades, preparing them for further work on infrastructure projects in the region.

As the region’s premier tourist destination, the Cannery is an asset to the local economy that creates jobs, not only at the site itself, but in nearby restaurants, hotels, and other businesses. “Many visitors to the site are travelling on cruise ships or BC Ferries on their way to Haida Gwaii or Alaska. The cannery keeps visitors in the region longer who

would otherwise just be passing through,” says Steve Milum, Manager Conservation & Operations, North Pacific Cannery.

As a result of this conservation project, the North Pacific Cannery has developed into a destination heritage site celebrating the history of the fishing industry in B.C. while promoting economic growth for the region. Together, these conserved buildings form a significant part of the local cultural landscape and economy.

“The cannery keeps visitors in the region longer who would otherwise just be passing through.” –

STEVE MILUM, MANAGER

CONSERVATION &  
OPERATIONS, NORTH PACIFIC  
CANNERY

## Rocheleau Cottage

*Heritage Conservation promotes suburban revitalization.*

The rehabilitation of Rocheleau Cottage demonstrates how municipal heritage conservation policies can result in broader community benefits such as increased housing density and neighbourhood revitalization.

“The rehabilitation of Rocheleau Cottage not only restored the heritage house and preserved an original Francophone family story but -- as the site was infilled with respectfully-designed townhouses -- much needed new family housing was created to further revitalize the historic neighbourhood.” Eric Pattison, Architect AIBC, CAHP.

Maillardville was established in the early 1900s and is home to the City of Coquitlam’s highest concentration of heritage and character buildings including Rocheleau Cottage, which was built in 1929. In recognition of Maillardville’s significance to Coquitlam, Council adopted the Maillardville Neighbourhood Plan to guide development consistent with the character of the area.

Under the Maillardville Neighbourhood Plan, the proposed redevelopment of the Rocheleau property had to explore options to conserve the house, which local firm, Haraman Development, saw

as an opportunity to contribute to revitalizing the neighbourhood.

Consolidating the property with an adjacent vacant lot, the original cottage was rehabilitated and retained as a single-family residence, while nine townhouses in three new buildings were constructed on the expanded lot. The project was an immediate success, with units selling quickly and the community pleased with the retention of a valued building and an aesthetically-pleasing streetscape.

“The rehabilitation of Rocheleau Cottage not only restored the heritage house and preserved an original Francophone family story but... much needed new family housing was created to further revitalize the historic neighbourhood.” -ERIC

PATTISON, ARCHITECT AIBC,  
CAHP

Image credit: Haraman Development



“Sometimes you gotta take a chance. You know it’s good. You know it’s important. There’re some things, if you turn your back they’re gone.”

– HEATHER ZAHN, CURATOR  
(ROCKY MOUNTAIN GOAT, 2015)



Northern Development Initiative Trust

## Dunster Museum

*Heritage sites are a hub of activity.*

Dunster’s Type E Station, built in 1913, was historically central to the community, as the Grand Trunk Pacific Railway Station was the only place where people and news could arrive and exit the town. When highway access came to Dunster, B.C., located east of McBride, the train station was no longer the centre of life for the small farming town, yet it remained significant to the community. Recently, to commemorate the town’s centennial, the Community Association

set out to rehabilitate the station to once again become the hub of activity it had historically been.

Not wanting to see their station suffer the same fate as other stations that were destroyed in the 1980s, the Dunster Community Association bought the building, moved it away from the train tracks, and maintained it to save it from deterioration. Once a common building type in Western Canada, the Dunster Station is now believed to be one of only three

remaining Type E Stations.

With a two-man construction crew and a team of local volunteers, the station was rehabilitated into a museum celebrating the history of the area. When the station initially reopened, this little museum, in a town off the main highway with a population of 400 people, greeted over 1,000 visitors in two months.

Due to its uniqueness, the Dunster Station has seen visitors from throughout B.C., who have come specifically to

see the station. The gift shop at the museum provides a place for local artists and artisans to offer their wares and, as a spin-off effect, business has increased at the local general store. Curator, Heather Zahn, says that “the goal [of the project] was to improve the economy” and is happy to see increased traffic in the neighbourhood. The rehabilitation of this historic site has boosted tourism and brought financial gain to this small community.

## Yale Historic Site QuestUpon App

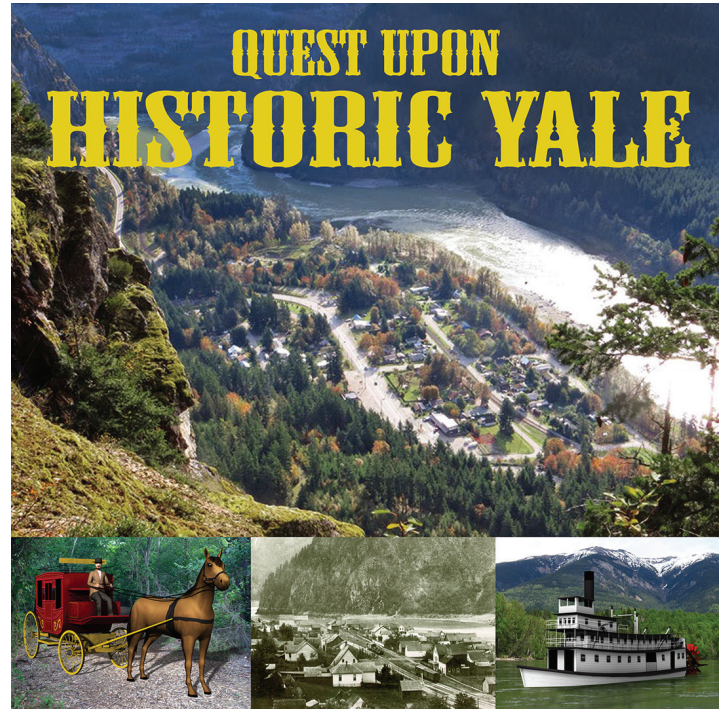
*Augmented reality technology breathes new life into historic sites.*

A new augmented reality app offered by Yale and District Historical Society turns cell phones into storytelling tools that bring history to life at Yale Historic Site, a Hudson's Bay Company trading post established in 1848 during the Cariboo Gold Rush. Yale and District Historical Society, which manages the site, partnered with B.C.-based app developers, QuestUpon, to develop augmented reality technology to attract new visitors, increase engagement at the site, and breathe new life into walking tours. The app responds to the challenge confronting many museums today of how to remain a dynamic part of the public experience as the digital world drives consumer culture.


The app, available for iOS and Android, enables users to see historic buildings that are no longer standing, participate in

scavenger hunts and historic trivia, and collect gold rush items in augmented reality as they explore the grounds. The technological and interactive features offer a new way to see the site in its historic context. It appeals to a wider demographic, diversifying the visitor base for the Yale Historic Site. "Schools often tour the site, and the augmented reality makes it more enticing for children," says Deb Zervini, General Manager, Yale Historic Site. The site has seen a positive response from new and returning visitors. "Our visitors enjoy the augmented reality tour and find it entertaining."

"It's a compelling experience to see the historic buildings that are no longer standing, in the exact place that they stood during the gold rush days," says Deb Zervini, Yale Historic Site.



An interactive adventure combining geocaching, augmented reality, trivia, scavenger hunts and more!



QuestUpon

Available on the App Store GET IT ON Google Play

"When you combine history with our technology, it appeals to a wide demographic, which is great for families or couples to experience together. Think 'Pokemon Go', for historic storytelling."

-TAMMY MEYERS, CO-FOUNDER AND COO OF QUESTUPON.

## Trapp+Holbrook

*Rehabilitating heritage buildings reinvigorates historic downtown streets.*

The Trapp+Holbrook rehabilitation project brought a new vibrancy to New Westminster's historic downtown which had experienced economic decline since the 1990s. "The project has had an overall positive economic impact in our neighbourhood... the new Trapp+Holbrook brings life to the street and a terrific group of new merchants doing business," says Kendra Johnson, Executive Director of the Downtown New West Business Improvement Association.

Having worked on many successful projects in Vancouver's historic core, Salient Group President Robert Fung saw potential for the Trapp and Holbrook blocks to once again become a lively neighbourhood with people living, working, and playing.

The exterior features of the Edwardian-era Trapp and Holbrook blocks were restored with a 196-unit residential high-rise constructed adjacent. The heritage façades, with commercial use on the ground floor, provide historical context and a pedestrian scale to the streetscape.

"The feeling of walking down this historic stretch of Columbia Street is well benefitted by the cleaned up original façades of Trapp and Holbrook blocks," adds Johnson.

The heritage rehabilitation project, with its significant new supply of residential and commercial units, has brought new local residents and shoppers to the area, reinvigorating the local economy.

"The new Trapp+Holbrook brings life to the street and a terrific group of new merchants doing business." – KENDRA JOHNSON,  
EXECUTIVE DIRECTOR, DOWNTOWN NEW WEST BUSINESS  
IMPROVEMENT ASSOCIATION



“The Balfour locals’ efforts to conserve and commemorate the heritage of the ferries have successfully safeguarded local business through creating a tourist draw and a reason to visit the community.” –

TRUUS ZELONKA, SECRETARY  
OF THE BALFOUR AND  
DISTRICT BUSINESS AND  
HISTORIC ASSOCIATION



Image Credit: Truus Zelonka

## The Anscomb Wheelhouse Rehabilitation

*Heritage conservation draws tourists to small communities.*

The conservation of the Anscomb Wheelhouse in Balfour, B.C. is drawing tourists to this small town and connecting the community to its ferry service history. In 2013, Balfour’s local business owners came together to rehabilitate the wheelhouse of a sternwheeler, the MV Anscomb, built in 1946, with a plan to create an attraction in the community, to increase tourism, and to boost the local economy.

The wheelhouse had been removed from the vessel, used as a tool shed, playhouse, and chicken coop over several decades, and was in need of repair. The Columbia Basin Trust, a local bank, and the Osprey Community Foundation provided funding for the project, while local residents supported through fundraising initiatives and in-kind donations.

“Balfour needed an identity beyond the ferry terminal,” says Truus Zelonka, Secretary of the Balfour and District Business and Historic Association. The wheelhouse was rehabilitated into a museum to showcase the history of the Kootenay Lake Ferries and develop a sense of identity for the community.

“The Balfour locals’ efforts to conserve and commemorate the heritage of the ferries have successfully safeguarded local business through creating a tourist draw and a reason to visit the community,” noted Zelonka. The Anscomb Wheelhouse Rehabilitation shows how even small heritage conservation projects can have big impacts on communities.