



APPLICATIONS FOR DESIGNATION

Introduction

The Historic Sites and Monuments Board of Canada (HSMBC) advises the Government of Canada on the designation of places, persons, and events of national historic significance. All submissions are evaluated by the Board within a national context and in keeping with the criteria established for assessing national historic significance (see *Criteria for National Historic Significance*).

Any aspect of Canada's human history may be considered for Ministerial designation of national historic significance. To be considered for designation, a place, a person, or an event will have had a nationally significant impact on Canadian history, or will illustrate a nationally important aspect of Canadian history. The subject must meet one or more of the Board's criteria and be consistent with the enclosed *General Guidelines*.

Review of Applications and Preparation of Submission Reports

The application process is an open, public process in which interested Canadians are invited to suggest topics for consideration by the Board. The process begins by submitting the *Application Form* in Appendix 1 to the Executive Secretary.

The Board Secretariat will confirm receipt of the application in writing and then proceed with verification to ensure conformity with criteria and guidelines. If the application satisfies requirements, the Secretariat will place the subject on the Board's agenda and advise the applicant. The applicant will also be informed of any additional information requirements, or if the application does not meet Board criteria and guidelines.

A Submission Report to the Board is then prepared by professional historians or archaeologists in the Parks Canada Agency. Alternatively, the applicant may elect to prepare the Submission Report with the assistance of the Agency.

The Board convenes biannually, usually in June and November; depending on prior commitments and the complexity of the subject under review, up to two years may elapse between the time of application and the Board's consideration of the subject. Generally, the Board's agenda is completely engaged approximately six months prior to a meeting. The Board Secretariat will keep applicants apprised of the progress of their application in writing.

HSMBC Deliberations and Recommendations

Because of the advisory role of the Board, its meetings are held *in camera* and its recommendations are confidential until the Minister has had an opportunity to review them. The Board's deliberations and recommendations are presented to the Minister in the form of Minutes of Proceedings. Applicants are advised of the outcome of the Board's deliberations only after the Minister has approved the Minutes. Approximately three to four months are required between the Board's consideration of a subject and Ministerial approval.

Implications of Designation

Subjects designated for their national historic significance are usually commemorated by means of a bilingual bronze plaque. In the case of a national historic site, the designation does not impose any legal obligation on the owner of the site.

The Parks Canada Agency offers complementary professional and technical assistance to owners of national historic sites to encourage heritage conservation practices. Owners of these sites may also benefit from professional advice with respect to the design, development and implementation of interpretation programs, and on marketing initiatives to promote the site. National historic sites (with the exception of historic districts) may also be eligible for funding assistance under the *National Cost-Sharing Program*.

Resource Centre

The Canadian Inventory of Historic Building (CIHB), under the direction of the National Historic Sites Directorate in the Parks Canada Agency, is the main repository for Board research papers and records of proceedings. The CIHB is also a major resource centre on Canadian architecture with substantial computerized records on over 200,000 buildings supplemented by an extensive collection of photographs, maps, books, journal articles, floor plans, and periodicals. The CIHB collection is open to the public for consultation at the following address:

Canadian Inventory of Historic Building
Jules Léger Building
Room 525, 25 Eddy Street
Gatineau, Quebec
K1A 0M5
Tel.: (819) 994-2867

Additional Information

If you have any questions, or if you require assistance in completing the *Application Form*, please contact the Executive Secretary of the HSMBC. Applications should be sent to the attention of the Executive Secretary at:

Historic Sites and Monuments Board of Canada
Jules-Léger Building
5th Floor, 25 Eddy Street
Gatineau, Quebec
K1A 0M5

Telephone: (819) 997-4059
FAX: (819) 934-1115
Web site: <http://pc.gc.ca/hsmbc>
E-mail: hsmbc-clmhc@pc.gc.ca

Appendix 1

APPLICATION FORM

(Note: Please complete the application in a typewritten narrative style.)

A. Information Requirements for All Subjects

1. Identification of Applicant

Please provide your full name; address, including postal code; telephone (home and office, if possible); Facsimile and e-mail, if available.

2. Identification of Subject

- C Identify whether you are submitting a place, person or event.
- C What is the name of the place, person or event?
- C Cite the type of site, the individual's field of endeavour or the nature of the event.
- C What are the significant dates (for example, of design, construction, alterations; birth and death; parameters of event)?

Note: If the site is associated with Aboriginal Peoples' History, specific guidelines exist for the preparation of submissions on such sites and these will be made available to applicants.

3. Criteria

Explain briefly the national importance of your submitted place, person or event, in keeping with the relevant HSMBC criterion in the attached *Criteria for National Historic Significance*. For **place**, indicate which criterion (1a, 1b, 1c or 1d) is the most relevant and why.

4. Existing Historical Recognition

If you are aware of any other heritage assessments, reviews or designations, please note. If these have resulted in a commemorative plaque, provide the text(s) of these plaques and the name of the authority responsible for the designation.

5. Documentation

Where claims of historical significance are made, they must be supported by references. Cite the source of your historical information: major historical source, oral tradition, or other. Documentation should also include photographic or other graphic materials that illuminate the place, person or event that the HSMBC is being asked to consider. This is particularly important when submitting a place for consideration (see below).

6. Suggestions for Further Research

These may include: historical sources, photographic collections, documentation, literature references, personal contacts (provide names, addresses and telephone numbers), etc.

7. Proponents/Interested Parties

Indicate the names, addresses, telephone numbers (Facsimile and e-mail, where possible) and affiliations of individuals or organizations who may be affected by or in favour of a potential designation of this place, person or event, in order to facilitate the processing of this submission.

B. Information Requirements for Applications Concerning a Place

1. Address/Location

Provide the full address of the submitted property. If this is not possible, please provide the geographical coordinates.

2. Boundaries of the Site Proposed for Designation

Describe clearly and precisely the boundaries of the historic property being submitted for potential designation. Where there is some question as to what might legitimately constitute the boundaries (eg. historic districts), then justification must be provided.

A sketch map must accompany the submission, and the map must clearly delineate the descriptive boundaries of the historic property. Where possible, provide a legal description, and survey map of the property on which the historic property is located. The boundaries of the historic property submitted for designation may, or may not, conform to the legal boundaries of the property on which it is located, and do not need to do so.

3. Components of the Historic Property

Identify all major built and/or natural components of the property. This is particularly important when submitting an historic district or cultural landscape for consideration by the HSMBC.

4. Documentation of Historic Property

The following photographs and documentation are required: current photographs (four elevations) of the component buildings, structures, or artifacts on the site; interior and/or exterior details, where relevant; building plan(s) and elevation(s), where obtainable; a site plan and/or photograph; and in addition, for cultural landscapes an aerial view, if available. Historical photographs will further aid the Board in evaluating the site.

5. Site Condition

Describe the condition of the site, identifying any existing or potential threats to the integrity of the site.

If the application is in preparation for funding assistance under the *National Cost-Sharing Program*, please provide details, including costs and planned interventions for the conservation/restoration of the site. If applicable, also include any relevant details, including costs, for presentation and interpretation of the site.

6. Federal Riding

In what federal riding is the property located? Identification of the federal riding is requested as national historic sites are mapped in a geographic information system using the *National Atlas Special Map Series* based on federal ridings. This information also helps in ceremony planning should the site be designated of national historic significance.

7. Property Owner(s)

Provide the name, address and telephone number of the owner or owners of the place and note whether the owner or owners is/are aware of and in favour of this application.

The HSMBC will not proceed with the evaluation and/or designation process without the written support of the owner(s), whether public or private.