

MAKE HISTORY.

Preserve Manitoba's Past.



PART 4: **HERITAGE INFORMATION & RESOURCES**



THE HISTORIC PLACES INITIATIVE

The Historic Places Initiative (HPI) is an initiative led by the federal government, in collaboration with provincial and territorial governments. Its goal is to strengthen the culture of conservation in Canada. The initiative fosters greater appreciation of the diversity and value of heritage sites, buildings and special locations across Canada, including those in your municipality.

Because they are partners in Manitoba's heritage, municipalities play a valuable role in recognizing, preserving and promoting the province's past for the benefit of future generations. The Historic Places Initiative offers two new tools: the Canadian Register of Historic Places and *The Standards and Guidelines for the Conservation of Historic Places in Canada*. These are part of the heritage management toolkit available to municipalities and are referred to in this guide.

The Canadian Register of Historic Places is an online catalogue providing a single source of information about designated sites across the country. It is located at www.historicplaces.ca. The register is a valuable source of easily accessible information on Canada's historic places for teachers, researchers, travellers, heritage professionals and the public. Each entry includes a **statement of significance** describing the cultural value of the designated site and is complemented by a photograph (See the section on Statement of Significance for more information). Designated heritage properties in your municipality are eligible for the register and the Historic Resources Branch is working to have all Manitoba heritage sites added to the Canadian Register of Historic Places.

The Standards and Guidelines for the Conservation of Historic Places in Canada is a comprehensive guide on conservation principles and practices. By providing best practice information for buildings, landscapes, engineering works and archaeological sites, the guidelines offer practical advice on how to manage and conserve heritage resources. Municipalities are encouraged to review the guidelines and use them when planning or reviewing heritage projects. Their adoption across Canada will lead to a new, national level of consistency that will benefit property owners, developers and restoration professionals. They are also a benchmark used by many agencies for the review of grant applications. Copies of the guidelines are available from the online Parks Canada Library at www.pc.gc.ca or by contacting Manitoba Culture, Heritage and Tourism, Historic Resources Branch.

For more information on the Historic Places Initiative in Manitoba, please contact:

Municipal Liaison Officer
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2981
Toll free: 1-800-282-8069, ext. 2981
Fax: 204-948-2384



VALUE-BASED MANAGEMENT

Heritage buildings are rich, sometimes complicated, repositories for anyone interested in our history. They connect us to our forebears, their ideas, their ways of life, their hopes and dreams and disappointments. Some of these buildings also help tell major stories about our past, settlement, economic growth, challenges, successes, growth, decline and rebirth.

All the subjects that can be attributed to a heritage building can be called “values”. For anyone involved in the conservation of a heritage site, it must ensure that the values for their building are clearly stated and understood. In Manitoba, various governments have protected more than 600 sites that have value to a community or the province. Most of these sites have been recognized for their cultural heritage values. These are analyzed under the Historic Places Initiative (HPI) following three broad categories:

Physical Values – Technical issues that typically are associated with the architecture of a building – style/tradition, material, function, craftsmanship

Associative Values – Broad historical issues often connected with a person, group or event associated with a building – historical themes; developments in social/community, cultural, spiritual, scientific, educational spheres

Environmental Values – Contextual issues that help make a building a more significant part of a whole – related to a historic place is site/setting, and how it affects a broader context.

Each designated building in Manitoba has its own distinct values. A clear, concise expression of these is a key goal of the Historic Places Initiative (HPI). A clear expression of a building’s key values will help with the various kinds of attention that are brought to the building – interpretation, money, volunteer labour, conservation, maintenance, etc. HPI in Manitoba has determined that all of its activities and tools will be based on a fundamental understanding of values and on the concept of value-based management.

The first element in the value-based management approach is called the Statement of Significance, the primary document that describes a building’s core values. HPI in Manitoba has contracted with heritage consultants to produce Statements of Significance (SoS) all designated sites in the province. Every designated building owner in Manitoba will receive a copy of their SoS. Affected municipal governments will also receive copies as they become available.

We suggest that CAOs collect their Statements of Significance in this binder, following the section introducing the Statement of Significance (SoSs that already have been completed have been placed there already).



STATEMENT OF SIGNIFICANCE

The Statement of Significance (SoS) has three primary purposes:

- explain the heritage value of a historic place to site owners and visitors viewing the Historic Places Initiative website, historicplaces.ca
- provide guidance about heritage value to property owners, planners, architects, etc.
- help guide the preparation of conservation plans when work is required to a heritage building.

There are three sections of an SoS:

- **Description of historic place** which describes what has been designated
- **Heritage value**, which describes why the historic place is important
- **Character-defining elements**, which describes what key elements directly affect heritage value and must be protected to preserve value

In terms of HPI's value-based management approach, it is the **heritage value** section that assumes key importance. The creation of a useful, heritage value section will address the following issues:

- It will identify and effectively describe where the core heritage values of a historic place.
- It will answer the question: "Why is the historic place important/significant?"
- It will ensure the principal area of heritage value is emphasized (ex: one of either architecture; person, group, event; context).
- It will identify secondary values and place them in a hierarchy after the primary value. Values that are interesting, but not deemed significant, will not be included.
- It will be written in a clear manner.
- It will guide the identification of character-defining elements.

The **character-defining elements** identify in point form, the major materials, forms, spatial configurations, uses and cultural associations or meanings that together comprise the heritage value of the historic place, and which must be retained to preserve its value. This section provides guidance to property owners, planners, architects and others involved in the conservation or rehabilitation of a historic place. The preparation of the character-defining elements section takes into account the following questions and issues:

- What are the key elements of the historic place that must be protected to preserve the heritage value of the site?
- Do the elements directly affect the heritage values identified in the previous section (ex: if the place has historical value, which elements apply directly to that value: the materials, forms/style, spatial organization, uses, etc.)



- The section should not be treated as an exhaustive list of building or site features to be protected, but as a guide to where value lies.
- The following questions provide a checklist that help identify character defining elements:
 - Does heritage value lie in the materials?
 - Does heritage value lie in the formal qualities (ex: the form/style) of the historic place?
 - Does heritage value lie in the spatial configurations (ex: layout or sequences of spaces)?
 - Does heritage value lie in the traditional uses associated with the historic place?
 - Does heritage value lie in its cultural associations or meanings (ex: oral histories, traditional rituals)?



COMPLETE A HERITAGE INVENTORY

A municipal heritage building inventory is a photographic and written record of a community's significant buildings and historic places. These can include buildings readily associated with a community's historic fabric: old stores, churches, post offices etc., less obvious sites such as water towers, bridges, dams, exhibition sites, period landscapes and industrial sites (ex: foundries and brickyards).

An inventory fosters civic identity and pride, provides baseline information for tourism products (ex: walking or driving tours), and can be used for teaching. An inventory is also an important first step towards both identifying a community's significant structures and choosing those to be researched for possible designation as municipal heritage sites.

An inventory is a perfect first project for a Municipal Heritage Advisory Committee, because it provides basic information for a wide range of projects.

Building inventories are divided into four stages:

1. **Preparation** involves assembling the equipment and completing the organizational tasks necessary before starting the inventory.
2. **Research** involves gathering information about the community's past. This is done by producing a history of the community and by conducting a brief orientation tour of the community.
3. **Surveys are** the heart of an inventory. They include gathering photographs and written information on each structure in the inventory.
4. **Completion** involves coding, organizing and assembling of information in its final form.

If done by part-time volunteers, a well-executed inventory can take **several weeks to a couple of months**. It depends on the number of sites surveyed and the size of the municipality. The cost of an inventory can also vary considerably. If slide (print) film is used, the cost of film, developing/printing and travel can be **several hundred dollars**. The use of high-quality digital cameras can **cut down on costs**, may affect of the archival quality of data storage devices (CDs).

The intended use of the inventory information may be used for community meetings, ranking candidates for municipal designation and recommendations to council, or creation of an illustrated map for tourists.

The Historic Resources Branch has produced **How-to Series 2: A Guide to Conducting A Municipal Heritage Building Inventory**. It is a detailed, manual for doing an inventory. Contact the Historic Resources Branch for a free copy. Financial assistance for certain types of inventory and research projects may also be available through the Heritage Grants Program.



FUNDRAISING AND GRANTS

Attracting the financial resources needed to complete projects is critical to success in the heritage field. For many municipalities and heritage organizations, grants support heritage projects that may not otherwise be feasible. Generally, grants provide a maximum of 50 per cent of eligible project budgets, so fundraising for the other 50 per cent is still necessary. In some cases, grants may not be available for your type of work or project (ex: ongoing operating costs for some facilities, for example). In these cases, the financial sustainability of a site/project may require ongoing fundraising.

Realistic thinking about budgets and possible sources are important parts of a successful business plan. Think about what you need, who can help you get it and what you might be able to give in exchange. Are there partnerships that can be formed?

For example, if what you need are building materials, is there a local business that might be able to provide them? Would they be more inclined to do so if you acknowledged their support in your brochure? Could you encourage the local media to run a good news story about them helping your project out? You can also offer a framed, formal letter of thanks to display in their business. Building partnerships where there are benefits to all takes time, but can have long-term benefits.

In addition to more traditional methods of fundraising (ex: asking for donations from individuals and businesses), bake and rummage sales, cookbook sales, etc. are creative approaches that can help differentiate your fundraising appeal from the many others out there. Some general examples include:

- corporate sponsorship or adopt-a-building
- philanthropic support
- special events such as house tours, garden tours, museum sleepovers for kids, heritage-themed dances/teas/suppers
- creation and sale of a traditional local product using traditional methods
- heritage art auction

Staff from the Historic Resources Branch can consult on fundraising strategies and provide planning resources that can help you.

Manitoba Heritage Grant List:

To help you find grant resources and determine your eligibility, consult the following Manitoba Heritage Grant List. **Contact program officials before an application because program criteria and deadlines can change.**



MANITOBA HERITAGE GRANT LIST

Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Manitoba Heritage Grants Program	<ul style="list-style-type: none"> • for not-for-profit sites only • must be open to the public and reflect community interest • funding will not exceed 50% of eligible costs 	\$4,000 to \$6,000	Varies	Heritage Grants Program Manitoba Culture, Heritage and Tourism 330 – 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-2213 Fax: 204-948-2086 E-mail: hgp@gov.mb.ca Web: www.gov.mb.ca/chc/grants/hgp.html	January 31 and June 1
Manitoba Historical Society Centennial Farm, Business, or Organization Awards	<ul style="list-style-type: none"> • farm must have remained in same family • farm must be at least 50 acres in size • site must have been in operation for at least 100 years 	Plaque or certificate	One Plaque or certificate	Manitoba Historical Society 470 - 167 Lombard Ave. Winnipeg MB R3B 0T6 Phone: 204-947-0559 Fax: 204-943-1093 E-mail: info@mhs.mb.ca Web: www.mhs.mb.ca	None
Community Festivals Support Program	<ul style="list-style-type: none"> • must take place in rural or northern community and be the community's signature celebration • festival must be annual, and have taken place for at least two years. • it must not be eligible for ongoing financial assistance through other provincial government programs • only non-profit organizations are eligible 	Varies	Varies	Recreation and Regional Services Manitoba Culture, Heritage and Tourism 6 th Floor – 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-3766 Fax: 204-945 1684 E-mail: rrs@gov.mb.ca Web: www.gov.mb.ca/chc/rrs	April 1 and December 31



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Commercial Heritage Properties Incentive Fund (CHPIF)	<ul style="list-style-type: none"> taxable Canadian corporations that own a designated heritage building 	Varies	\$1,000,000	General Information: www.pc.gc.ca/progs/plp-hpp/plp-hpp2a_E.asp Application Information: David Firman, CHPIF Certification Service Provider Main Floor, 213 Notre Dame Ave. Winnipeg, MB R3B 1N3 Phone: 204-945-5809 Toll free: 1-800-282-8069, ext 5809	No deadlines, program being offered for a limited time only
Community Places Program	<ul style="list-style-type: none"> non-profit community organizations in Manitoba for the upgrade, construction, or acquisition of buildings and other facilities that provide long-term benefits to the community residents 	Varies	\$50,000	Community Places Program Manitoba Culture, Heritage and Tourism 3 rd Floor 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-0502 Fax: 204-948-2086 E-mail: mcpp@gov.mb.ca Web: www.gov.mb.ca/chc/grants/cpp.html	Mid-February
Designated Heritage Building Grants	<ul style="list-style-type: none"> owners of provincially or municipally designated heritage buildings (or holders of a lease of 10 or more years) must be municipally or provincially designated building must meet good conservation standards non-building sites are not eligible 	\$5,000 to \$8,000	\$35,000	Historic Resources Branch Manitoba Culture, Heritage and Tourism Main Floor 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-5809 Fax: 204-948 2384 E-mail: hrb@gov.mb.ca	Mid-March



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Celebrate Canada	<ul style="list-style-type: none"> • funding for events and activities that occur during Celebrate Canada only (June 21 to July 1) 	Varies	Varies	Celebrate Canada Programs Officer, Department of Canadian Heritage 2nd Floor, 275 Portage Ave. Box 2160 Winnipeg MB R3C 3R5 Phone: 204-983-4664 Fax: 204-983-5365 E-mail: culture_canada@pch.gc.ca Web: www.pch.gc.ca/canada/index_e.cfm	March 1
Cultural Spaces Canada	<ul style="list-style-type: none"> • incorporated, non-profit arts and heritage organizations • provincial/territorial governments, municipal or regional governments, and their agencies, and First Nations and Inuit equivalent governments, are also eligible • federal organizations and federal crown corporations are not eligible for funding 	Varies	Varies	Cultural Spaces Canada 2nd Floor, 275 Portage Ave. P.O. Box 2160 Winnipeg MB R3C 3R5 Phone: (204) 984-6624 Fax: (204) 983-5365 Web: www.pch.gc.ca/progs/ecc-csp/index_e.cfm	none
Museums Assistance Program	<ul style="list-style-type: none"> • for Canadian museums and related institutions • institutions that are, or plan to be, non-profit, operate year round and have at least one full-time staff 	Varies	70% of eligible costs	Museum and Heritage Consultant, Department of Canadian Heritage 2nd Floor, 275 Portage Ave. P.O. Box 2160 Winnipeg MB R3C 3R5 Phone: 204-983-2139 Fax: 204-983-5365 Web: www.pch.gc.ca/progs/pam-map/index_e.cfm	November



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Manitoba Prairie Churches Project	<ul style="list-style-type: none"> • must be a designated site. • must match awarded funds (maximum grant is 50% of required funding) 	\$3,000 to \$5,000	\$15,000	Manitoba Prairie Churches Initiative Thomas Sill Foundation 115 Plymouth Street Winnipeg, Manitoba R2X 2T3 Phone: 204-947-3782 Fax: 204-956-4702 Web: www.prairiechurches.com	none
Canadian Council of Archives Grants	<ul style="list-style-type: none"> • any archival institution engaged in the acquisition, care, and preservation of archival materials - a member of the Association for Manitoba Archives 	Varies	Varies	Coordinator, Association for Manitoba Archives Westminster Post Office Box 26005 Winnipeg MB R3C 4K9 Phone: 204-942-3491 Fax: 204-942-3492 E-mail: ama1@mts.net Web: www.mbarchives.mb.ca/grants.htm	Varies, see webpage
Thomas Sill Foundation	<ul style="list-style-type: none"> • for buildings and museums only • must be designated buildings/museums • must be at least level 1 • must wait two years between grants before reapplying 	\$10,000	\$15,000	The Thomas Sill Foundation Inc. 115 Plymouth Street Winnipeg, MB R2X 2T3 Phone: 204-947-3782 Fax: 204-956-4702 Web: www.thomassillfoundation.com	none
Virtual Museum of Canada (VMC) Community Memories Program	<ul style="list-style-type: none"> • must be public, not-for-profit museums • must be basic or contributing members of the Canadian Heritage Information Network (CHIN) • proposals limited to museums with no more than three full-time paid staff, including museums that are entirely volunteer-run 	User-friendly software and a standard investment of \$5,000	User-friendly software and a standard investment of \$5,000	Canadian Heritage Information Network (CHIN) 15 Eddy Street (15-4-A) Gatineau, QC K1A 0M5 Toll Free: 1-800-520 2446 Web: www.chin.gc.ca/English/Members/VMC_Memories/index.html	Varies, see webpage



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Energy Innovators Initiative	<ul style="list-style-type: none"> • must be an Energy Innovators Initiative member • owners or managers of existing commercial, institutional and other eligible organizations eligible for Energy Retrofit Assistance (ERA) funds • must be used for upgrading energy efficiency of building 	Varies	50% of planning cost , to a maximum of \$25,000 25% of project cost , to a maximum of \$250,000	Energy Innovators Initiative Office of Energy Efficiency Natural Resources Canada 615 Booth Street, 4th Floor Ottawa ON K1A 0E9 Toll-Free: 877-360-5500 TTY: 613-996-4397 Fax: 613-947-4121 E-mail: info.services@nrcan.gc.ca Web: www.oeo.nrcan.gc.ca/eii	January 31
Commercial Building Incentive Program	<ul style="list-style-type: none"> • must be a new construction, or a complete interior gut of a reused building, with energy efficiency as the renovation goal • must be a commercial building • must show project site uses 25% less energy than Model National Energy Code for Buildings (MNECD) standards • must meet all other MNECD standards 	Varies	\$60,000	Commercial Building Incentive Program Office of Energy Efficiency Natural Resources Canada 615 Booth Street, 1 st Floor Room 150 Ottawa ON K1A 0E9 Phone: 613-943-9227 Toll Free: 1-877-360-5500 Web: www.oeo.nrcan.gc.ca/commercial/financial-assistance/new-buildings/index.cfm	None
Virtual Museum of Canada (VMC) Investment Program	<ul style="list-style-type: none"> • must be either public, not-for-profit museums contributing or basic members of CHIN or organizations that have an ongoing role in representing museums or managing several institutions and making proposals on behalf of multiple museums • applications done online • funding supports online sites 	\$130,000	\$300,000	Canadian Heritage Information Network (CHIN) 15 Eddy Street (15-4-A) Gatineau, QC K1A 0M5 Toll Free: 1-800-520 2446 Web: www.chin.gc.ca/English/Members/Vmc_Investment_Program/index.html	Varies, see webpage



Grant	Audience/Criteria	Average Award	Max Award	Contact Info	Deadline
Arts Presentation Canada	<ul style="list-style-type: none"> incorporated non-profit organizations that present artistic experiences originating from more than one province or territory or that strengthen networking activities of Canadian performing arts presenters - Presenters that are municipal institutions or First Nation Tribal or Band Council / Inuit Organizations also considered 	Varies	\$25,000 or \$200,000 depending on structure	Canadian Heritage 2nd Floor 275 Portage Avenue P.O. Box 2160 Winnipeg, Manitoba R3C 3R5 Tel.: 204-983-3601 Fax: 204-984-6996 E-mail: pnwt_ptno@pch.gc.ca Web: http://www.pch.gc.ca/progs/pac-apc/index_e.cfm	April 30 and September 30 – check webpage for current dates
Sustainable Development Innovations Fund	<ul style="list-style-type: none"> the SDIF provides funding for the development, implementation and promotion of environmental innovation and sustainable development projects delivered by local governments, industry, community and youth groups, Aboriginal organizations and First Nation communities 	Varies	\$50,000	Sustainable Development Innovations Fund Pollution Prevention Branch Manitoba Conservation 123 Main Street, Suite 160 Winnipeg MB R3C 1A5 Phone: 204-945-0146 or (204) 945-8443 Toll free: 1-800-282-8069, ext. 0146 Fax: 204-945-1211 E-mail: sdif@gov.mb.ca Web: www.gov.mb.ca/conservation/pollutionprevention/sdif/	April 15, June 15, August 15, October 15, December 15
Community Museums Grants	<ul style="list-style-type: none"> non-profit, public community museums in operation for at least one year must not receive other operating grants from Manitoba Government 	\$2,400	Level 1: \$1,350 Level 2: \$3,150	Historic Resources Branch Manitoba Culture, Heritage and Tourism Main Floor, 213 Notre Dame Ave. Winnipeg MB R3B 1N3 Phone: 204-945-0404 Fax: 204-948 2384 Toll free : 1-800-282-8069, ext. 0404 E-mail: hrb@gov.mb.ca Web: www.gov.mb.ca/chc/regional.html	June 1

Note: This is a list of typical funding resources to Manitoba communities and heritage organizations, and is not as an endorsement of these programs.



HOW TO APPLY FOR A HERITAGE PERMIT FOR A PROVINCIALY DESIGNATED HERITAGE SITE

It is important to realize that once a building or a site has been **provincially designated** under *The Heritage Resources Act*, a heritage permit must be granted by the Historic Resources Branch (Manitoba Culture, Heritage and Tourism) before any physical alterations take place. The basic information presented here can help owners get a heritage permit.

Obtaining a heritage permit for a provincially designated site takes about a couple of hours. It normally requires information that is generated as part of the normal project planning process. There is no charge.

Contact the Historic Resources Branch to discuss the appropriate process, because the process for smaller projects can be simplified.

1. **Early in the development stage**, a preliminary proposal (idea of what should be done to the site/building) should be submitted to the architect at the following address:
David Firman, Architect
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg, Manitoba R3B 1N3
Phone: 204-945-5809
Toll free: 1-800-282-8069, ext. 5809
Fax: 204-948-2384

The architect will review the proposal and give the owners feedback on their ideas. If needed, alternative ways to handle the proposal will be provided. Proposed work will be assessed using the *Standards and Guidelines for the Conservation of Historic Places in Canada* using the site's Statement of Significance (SoS) as a guide.

2. The **basic proposal** or idea is then developed into a set of drawings outlining the form and materials suggested for the project. These drawings should be submitted to the Historic Resources Branch architect for review.
3. At this stage, the basic design will be developed to a **final design** that is acceptable to all parties. The drawings and further details about materials and construction. these may take the form of outline specifications done by a professional.
4. Once a final design has been agreed upon, working drawings and specifications are usually prepared for the project. Before tendering the project, a copy of the **contract documents** must be forwarded to the Historic Resources Branch architect for review. **A heritage permit will be issued at this time.**



4. **During construction**, the branch architect will inspect the work being done to ensure it follows the heritage permit. The branch architect must be notified of all changes to the contract documents that occur during construction. This can be done by forwarding copies of relevant change notices/orders to the branch architect for review.

Notes:

- A heritage permit is not the same as a building permit. Building owners must get all building permits and other licences/permits from local authorities.
- Because of the complex, specialized nature of building conservation design, it is highly recommended that a design/engineering professional be consulted to prepare designs, cost estimates and contract documents.



SEEK PROVINCIAL HERITAGE DESIGNATION FOR A SITE

The Heritage Resources Act provides protection of heritage resources by either the provincial or municipal governments. **Provincially designated sites represent unique, rare, outstanding examples of Manitoba's development, its peoples or natural history.** Municipally designated sites, are of local importance to an area or region. Examples of provincially designated sites include the Inglis Grain Elevators, the last remaining elevator row in Manitoba; and the Beautiful Plains County Court Building in Neepawa, the oldest courthouse (along with Brandon's original court building) in the province.

Some heritage sites are significant at municipal and provincial levels and are designated by both governments. Most heritage sites are of most significance within their locale or region, and there are many more municipally designated sites (more than 500) in Manitoba than provincially designated sites (about 110).

Suggestions for provincial heritage designation can be brought to the attention of the Historic Resources Branch for discussion. Formal requests for provincial designation will be reviewed by the Manitoba Heritage Council. This independent, appointed body reviews and advises the minister of Culture, Heritage and Tourism on the designation of provincial heritage sites. The council has expertise in archaeology, architecture and history, and experience working on community heritage projects.

Thousands of specialized studies on churches, schools, railway stations, early agricultural buildings and popular building types symbolizing local community heritage have been completed by the Historic Resources Branch. Current priorities for consideration include sites related to industry, sites representing post-1940 heritage and sites with an ethnocultural aspect. The best examples are selected by the Manitoba Heritage Council for consideration by the minister of Culture, Heritage and Tourism for provincial heritage designation.

The Manitoba Heritage Council uses standard criteria for its building assessments. These include:

Assessing Architectural Interest

- **Style of the building** – notable, rare, unique or early examples of a particular style, type or convention
- **Method of construction** – notable, rare, unique or early examples of a particular material or method of construction
- **Design** – particularly attractive or unique buildings because of the excellence, artistic merit, or uniqueness of design, composition, craftsmanship or details



- **Interior work** – particularly attractive or unique interior arrangements, finishes, craftsmanship or details,
- **Integrity** – the building occupies its original site, has suffered little alteration, retains most of its original materials and design features, and is in good structural condition
- **Streetscape** – contributions to the historical continuity or character of a street, neighbourhood or area

Assessing Historical Interest

- **Architect or contractor** – design or construction by an architect or contractor who made a significant contribution to the community, province or nation
- **Person/institution** – the use of the building by groups, organizations, or individuals who made significant local, regional and national contributions
- **Event** – association with an event that has made a significant contribution to the community, province or nation
- **Context** – associated with, and effectively illustrates broad patterns of cultural, social, political, military, economic or industrial history
- **Landmark** – a particularly visual and/or historical landmark



HERITAGE VILLAGES AND HERITAGE BUILDINGS AT MUSEUMS

Communities often face situations where a building, such as a school, church, distinctive home, or local business, is no longer suitable for its original purpose, but is still seen as important to the community. When the building is abandoned or threatened with destruction, a local group may try to save it. They either try to preserve it where it is, or move it to a new site with other historic buildings, commonly referred to as a heritage village.

Because of the importance of a building's context, the first option should always be to preserve historic buildings on their original sites. They should be moved only if they are threatened with demolition.

Some things to think about when considering creating a heritage village:

- There are more than 40 heritage villages across Manitoba
- Nearly all have a pioneer settlement/early business theme
- Only one in two receive support from their local governments
- There are no provincial or federal heritage grants to move a building
- Heritage site visitors expect an authentic setting, quality programming and a range of services (wash-rooms, gift shop, food service, good parking, etc.)

Considerations for moving a heritage building to a museum site:

- Is it appropriate for the museum's theme?
- Will it complement other buildings already on the site?
- How will the look and feel of its original site be created at the new site?
- What will it cost to move it and could those funds be better used to maintain the existing site?
- What are the ongoing costs to preserve it and maintain it in the future, and how will these funds be raised?
- How can it be adapted for its new purpose and still respect the original character of the building?
- How big can the site get before it exceeds the community's resources to look after it?

Critical factors in the success of a heritage village:

- A feel of authenticity for the buildings and associated landscapes
- A long-term site plan which balances the museum's vision of success, the needs of its buildings and the expectations of its visitors and funders
- A strong base of support in the community
- A business plan, based on realistic projections of revenues and expenses
- A marketing plan which targets specific audiences (local citizens, students, or heritage tourists) with programs suited to their needs



One of the most neglected questions and the one that most needs to be answered during the planning process is: “What will this cost to operate?” A heritage village that is just able to make ends meet each year is heading for serious financial trouble if it starts a building project without considering the extra costs of maintaining new space. One-time-only project grants for buildings are relatively easy to come by; the hard part is finding the operating money to keep the site running properly.

Without some assurance that there will be increased funds to cover costs, the heritage village will likely fail. More of its limited resources will go to building maintenance, and less will be available for ongoing upkeep. New exhibits and programs which it needs to maintain its credibility with its community and visitors will not be possible.



BUSINESS PLANS FOR HERITAGE PROJECTS

Municipal Heritage Advisory Committees or other community groups may approach local governments for help with a heritage project. Projects have a better chance of success if they are based on a sound business plan that serves as a blueprint for the project. The following elements should be part of a heritage project business plan:

- Start with the finish. What is the project supposed to look like when it is done? Having a clear vision is a critical part of success, whether it is a one-year or a 20-year project.
- Who is it for? Knowing who it is for (citizens, students, tourists) makes it easier to decide what needs to be done. Trying to do something for everyone may spread the resources too thinly to be effective.
- How will it benefit the community? It should explain how it will improve quality of life, increase community skills, create new jobs, increase volunteerism or bring in new resources or revenues.
- What resources are needed? There should be a budget, an explanation of what skills are needed, and what skills are available to complete the project. Time is a resource and a realistic timetable is important. Capital projects should consider the need for ongoing maintenance or operation.
- Who are the supporters? There should be evidence that citizens will give time or money to help the project. If the plan requires outside resources, partners or funders should be identified, along with their requirements and possible levels of support.
- What standards must be met? Outside funding agencies often have standards that a project must meet to receive funding. These may include restoration, operational or public access standards.
- What are the milestones? Identifying key points in the project schedule will tell you if things are going as planned. Minor adjustments along the way are easier than major corrections near the end.
- What is success? Does the plan include some form of evaluation to show when it has been successful? Evaluation could include feedback from the community, the number of participants and the ability to meet revenue projections.

It's a Fact...

- Knowing where you want to be makes it easier to recognize when you get there.
- Organizers of the very successful Festival du Voyageur, say the most important element in success is a good mission statement, from which the plan is built.
- A plan helps individuals and organizations make good decisions, allocate resources for priorities and deal with unexpected developments.
- A plan is a great stress management tool, both for the organization and for the individuals involved.
- A good plan helps convince others to become involved or lend support to a project.
- Planning is an ongoing process. Plans need to be reviewed and regularly.



FOUR STEPS TO DEVELOP COMMUNITY SUPPORT FOR HERITAGE PROJECTS

1. Make Sure You Have Champions for Your Project

- Stand united. Ensure that your champions shares your vision.
- Convince at least three influential community members of the value of your project (vision).
- Get a mix of people from the community to support the project, (ex: member of the chamber of commerce, local councillor, and service group chairperson, etc.)
- Ensure your committee members (volunteers) also speak with one strong voice.

2. Tell Everyone Your Vision

- Get people talking and make your project the hot topic in town.
- Get your message out using the local papers, radio and television stations, the Internet, newsletters, bulletins, and word of mouth. Court the local media with fun events.
- Plan and publicize community events to mark important steps in the project.

3. Develop Unique Partnerships

- Dare to be different! Join forces with different organizations and benefit from fresh ideas.
- Investigate corporate sponsorships and prepare business proposals.
- Create distinctive partnerships, (ex: day camp operated by summer staff in a museum).
- Share training opportunities with other community organizations.

4. Celebrate Your Successes

- Set reachable goals and get on with them.
- Do projects with tangible results and short timelines (six months, maximum) so benefits are seen Celebrate all of your achievements, big or small.
- Recognize and thank your volunteers and champions for their support.

If you follow these steps and are passionate about what you do, you will increase community support for your heritage projects.

Visit www.communityheritagemanitoba.ca for more information.



HOW TO RECRUIT VOLUNTEERS FOR MHACS AND HERITAGE PROJECTS

1. Be Clear about Your Objectives and write them down. Detail your Municipal Heritage Advisory Committee's (MHAC's) goals and objectives to ensure potential volunteers understand what is needed and have a challenging, constructive role in your organization.
 - Have a clear, long range plan that guides your activities.
 - Do an annual update of your current volunteers, their skills, needs and expectations.
 - Identify the tasks to be accomplished and the skills required to do them.
 - establish a nominating committee to find volunteers for tasks.
2. Polish Your Image, perception is important. The more positive and professional the image of your MHAC, the more likely people will volunteer and become advocates for the organization and its work. MHAC members should consider these two questions:
 - How is your organization currently perceived in your community? Write down key words that come to mind.
 - What improvements (if any) could be made to your organization's image? Prioritize three areas which require improvement and agree on a method to make the changes.
3. Look for People in All the Right Places, capable people live in your area. Potential volunteers exist throughout the entire community and the surrounding area. Broaden volunteer base, but keep your contacts to a manageable size. Think in terms of two general categories – people and places – to generate a creative search for new volunteers.
 - Resources include: past volunteers, family, friends, business owners, business professionals, trades people, students, specific groups with leisure time and new residents in your community.
 - Places include: local businesses that encourage volunteerism, service clubs, schools, seniors' homes and related associations, commercial, recreation and fitness organizations, religious institutions and other community groups.
4. Tempt Your Volunteers, Show Enthusiasm. The initial contact with a potential volunteer (first impressions and how contact is made) is crucial to recruiting new people. Share your enthusiasm and commitment for the work and why it requires volunteers:
 - In person: one-to-one discussions, speeches to potential groups, word-of-mouth
 - Advertisements: media, audio-visual presentations (ex: addresses to local governments and service groups), displays (ex: malls, conferences and community events) and literature (ex: flyers, brochures, pamphlets, and posters)

Check Out the Internet. There are many useful websites with links and resources that can help your municipality or MHAC design volunteer recruitment programs. Three excellent sites devoted to volunteerism are:

- Volunteer Canada – www.volunteercanada.ca
- Volunteer Centre of Winnipeg – www.volunteerwinnipeg.mb.ca
- Charity Village – www.charityvillage.com

Visit www.communityheritagemanitoba.ca for more information.



GENEALOGY AND FAMILY TREE RESEARCH

Many families have deep roots in Manitoba communities and sometimes relatives want to learn more about the people who settled, lived in and are buried in these communities.

The Manitoba Genealogical Society (MSG) offers a resource centre and library, research support, and a newsletter which includes information on research methods. If you receive enquiries about genealogical research, or if your Municipal Heritage Advisory Committee (MHAC) is interested in completing a genealogy or cemetery project, contact **the MSG at:**

Manitoba Genealogical Society Inc.
Unit E - 1045 St. James Street
Winnipeg, Manitoba
Canada R3H 1B1
Phone: 204-783-9139
Fax: 204-783-0190
E-mail: mgsi@mts.net
Web: www.mts.net/~mgsi/



CENTURY FARM PROGRAM

Voluntary recognition programs for family farms in continuous operation for more than 100 years are offered jointly by Manitoba Agriculture, Food and Rural Initiatives, which MAFRI provides farm gate signs and certificates and the Manitoba Historical Society, provides Centennial Farm Plaques. For program information, visit your local MAFRI or Manitoba Culture, Heritage and Tourism regional office, or contact:

Manitoba Agriculture, Food and Rural Initiatives
809-401 York Avenue
Winnipeg, MB
R3C 0P8

Phone: 204-945-6492

OR

Manitoba Historical Society
304-250 McDermot Avenue
Winnipeg, Manitoba
R3B 0S5

Phone: 204-947-0559
E-mail: info@mhs.mb.ca



MANITOBA HISTORY RESEARCH SOURCES

Municipalities, Municipal Heritage Advisory Committees (MHACs) or other community heritage organizations doing history research can contact the Historic Resources Branch for advice on research methods and sources.

The branch has pamphlets, brochures and reports on individuals, events, buildings and other sites on Manitoba's history, which may be of help. It also has some unpublished and out-of-print Historic Resources Branch research reports, which can be viewed by appointment at the branch office. Before contacting the Historic Resources Branch to help identify source materials and plan your project, we suggest that you first consult:

- The Canadian Encyclopedia (also available on CD ROM)
- The Dictionary of Canadian Biography
- Pioneers and Early Citizens of Manitoba: A Dictionary of Manitoba Biography
- Manitoba: A History by W.L. Morton
- The Centennial History of Manitoba by James Jackson
- Manitoba 125: A History (in three volumes, Volume 1 Rupert's Land to Riel, Volume 2 Gateway to the West, and Volume 3 Decades of Diversity) by Greg Shilliday, editor

Most of these sources are available at your local public or school library, university libraries and the Legislative Library of Manitoba in the Provincial Archives Building in Winnipeg.

Other suggestions include:

- The catalogues, data bases, vertical files, scrapbooks and newspapers at your local library or the Legislative Library of Manitoba
- Your local historical society and museum, local civic, institutional, organizational and ethno-cultural archives
- The Archives of Manitoba and/or the Hudson's Bay Company Archives (also located in the Archives of Manitoba Building)

Useful Contacts:

Manitoba Legislative Library
Main Floor, 200 Vaughan Street,
Winnipeg MB R3C 1T5.
Phone: 204-945-4330
Toll free: 1-800-282-8069
Fax: 204-948-2008,
E-mail: library@gov.mb.ca
Web: www.gov.mb.ca/chc/leg-lib/index.html

Archives of Manitoba,
200 Vaughan Street,
Winnipeg MB R3C 1T5.
Phone: 945-3971
Toll free: 1-800-282-8069
Fax: 204-948-2008
E-mail: pam@gov.mb.ca
Web: www.gov.mb.ca/chc/archives/



CAIRNS, PLAQUES AND COMMEMORATIVE MARKERS

Historic plaques and markers are a popular form of site interpretation. They prominently identify historically significant buildings and other sites, individuals and events and provide essential information in capsule form.

Plaques and cairns are not difficult to develop, but achieving the best results can be a challenge (ex.: sometimes, when a plaque is cast in bronze, you only get one chance to do your best). The Historic Resources Branch offers advice on commemorative marker and writing a plaque inscriptions. It also has two publications that deal specifically with commemorative markers:

- How-to Series 1: A Guide to the Design and Installation of Commemorative Markers
- How-to Series 8: Using Signs to Interpret Community History

Funding for many commemorative markers is available through the Heritage Grants Program. It is always advisable to supply draft plaque/marker text to the Historic Resources Branch for review before applying for a grant. Advice from the branch may significantly strengthen your chances of a successful grant application.

Tips for developing commemorative markers:

- Planning – Allow time in your project for careful site selection, inscription writing and choosing design options. Making the right decisions at this stage is critical to overall success.
- Materials – Along with cost, the purpose and location of your marker may help determine appropriate material options. Certain materials are more suitable for indoor or outdoor use, some are better if a plaque is being put on to a building, while others may allow inclusion of drawings or maps. Material options are discussed in detail in How-to Series 1: A Guide to the Design and Installation of Commemorative Markers.
- Inscriptions – These need to be accurate, informative and concise (usually less than 160 words). Complete information, suitable for readers unfamiliar with the subject, should be provided. Multi-lingual (ex: English/French, English Ukrainian, English/French/Cree) inscriptions should be used where appropriate. Suggestions about writing inscriptions are provided in the How-to Series 1 or specific issues can be discussed with Historic Resources Branch staff.

A list of provincial heritage plaques, including inscriptions, is available on the Manitoba Historic Resources Branch webpage at www.gov.mb.ca/chc/hrb/plaques/index.html.



WHAT TO DO WHEN AN ARCHAEOLOGICAL SITE OR ARTIFACT IS FOUND

It is always best to be able to examine sites as they were found, with as little disturbance as possible. Studying artifacts at the site where they are found provides much more information than if they are moved to another place.

When sites or artifacts are found, have a qualified archaeologist examine it. In addition to archaeologists on staff, the Historic Resources Branch maintains volunteer archaeological regional advisors throughout the province; these avocational archaeologists also examine sites and identify artifacts. Advisors know their local areas and are familiar with what sites and artifacts have been found previously. Contacting the Historic Resources Branch will put you in touch with a network of archaeologists who can help.

The locations where heritage objects have been found should be accurately recorded, using a global positioning system (GPS) unit or the legal section, township, range, or parish and river lot number, so that these locations can be examined and entered into the Historic Resources Branch's inventory of heritage resource sites. If a site is in danger of being destroyed by either man-made or natural agents, the branch should be notified immediately so adequate steps can be taken to obtain as much information from the site as possible.

Finding an archaeological site or artifact will not stop development on a project. In all but the most sensitive cases, the Historic Resources Branch can work with communities and land owners to deal appropriately with archaeological finds. In several notable cases, the sites or artifacts found during development have had positive benefits on the community for teaching, tourism and economic development.

For artifacts that have already been moved, the Historic Resources Branch routinely examines sites and artifacts to determine their age, uniqueness and significance. The public can make appointments to bring artifacts to the branch's office at 213 Notre Dame Avenue in Winnipeg for identification. In addition, branch archaeologists examine private collections and/or sites throughout the province and offer advice on the care and treatment of artifacts and preserving archaeological sites.

For more information:

General Information
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2118
Toll free: 1-800-282-8069
Fax: 204-948-2384



PERMITS TO SEARCH FOR ARTIFACTS OR EXCAVATE A SITE

A **heritage permit**, issued by the Historic Resources Branch, is required to search for and collect heritage objects from any archaeological site on private or Crown land. A permit is obtained by filling out an application outlining where and when the applicant will search for heritage objects, the methods to be used and the reasons for the activity. A heritage permit may restrict activities that can be conducted at a site, such as the areas to be investigated and how they will be examined.

Appropriate record forms are issued with a permit to simplify the preparation of the report that is required as a condition of each permit.

A heritage permit is also required for metal detecting at known or potential archaeological sites. The branch has a list of the types of archaeological sites where metal detecting is acceptable. Recording forms for metal detecting studies are issued with a heritage permit and, when completed, satisfy the basic report requirements.

Only professional or qualified avocational archaeologists are issued permits to excavate sites.

Who owns artifacts?:

Any artifacts found after proclamation of *The Heritage Resources Act* in 1986 are the property of the Province of Manitoba. However, the province provides for custodianship of heritage objects. Artifacts collected on private land remain in the custody of the property owner, although landowners may transfer their rights to others, including those who collected the artifacts. Heritage objects recovered on Crown land may remain in the custody of those who found them.

The Act also requires that the finder report the find to the Historic Resources Branch.

A heritage permit is required to remove heritage objects from Manitoba. The permit is issued by the Historic Resources Branch, on completion of the appropriate application.

The branch has two publications on artifacts: *Heritage Objects* and *The Treatment, Care and Preservation of an Archaeological Collection*.

For more information:

General Information
Historic Resources Branch
Main Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3

Phone: 204-945-2118
Toll free: 1-800-282-8069
Fax: 204-948-2384