

# SPECIAL PLACES

Identifying Your Community's  
Best Heritage Sites



**A Guide for Communities and  
Consultants**



## SPECIAL PLACES

### Identifying Your Community's Best Heritage Sites

## Introduction

A COMMUNITY'S HISTORICAL evolution is presented in concrete form by its surviving buildings, structures and sites. These places, which together define the range of community life, from the modest houses and utilitarian commercial operations, to the inspiring and dramatic churches, schools and public buildings, are the final and resolute expression of a community's past and of its character.

The scores of buildings that together define any community, are too numerous and even complex to put into a meaningful and cogent story. For heritage purposes this kind of challenge is usually met by identifying a few key buildings, structures and sites that can be shown to sum up significant aspects of local history. These places are the ones that can most effectively stand in for the others, and define important qualities and themes of the whole community.

Developing this list of notable buildings and sites starts with an inventory, which is then reduced to increasingly smaller numbers through analysis and assessment, until those with major historic significance have been identified.

The Special Places project has been developed to define and refine the concepts and processes required to identify and describe these important places. The following information has been the result of collaborations with the communities of Birtle, Boissevain, Carberry, Gimli, Lac du Bonnet, Gladstone and Virden, and the Historic Resources Branch of Manitoba Culture, Heritage and Tourism is confident that this work will lead any interested community to develop their own meaningful and interesting compilations of significant buildings and sites.

The following handbook presents in detail the information and steps required in the development of the Inventory, as well as the processes that are required through Analysis to hone the list down to the significant few.



## SPECIAL PLACES

### Community Heritage Site Inventories

## Inventory Handbook

A Community Heritage Site Inventory is the first important step in a Special Places project. The creation of a Community Heritage Site Inventory involves the collection of data (via a standardized information form developed by the Historic Resources Branch (HRB) and used for other similar projects), and production of photographs for all sites that appear to have at least some heritage value. Often an inventory will include buildings and sites constructed or developed before a certain date – a common cut-off date is 1930, but there are cases where buildings from the 1950s and 1960s are also included, given that these places are now at least 50 years old.

A typical inventory will include scores of buildings and sites – a small community may have 50 places recorded; larger communities might have more than 100 buildings noted. It is important at this stage of the Special Places project that judgements about significance be suspended – **an inventory should be inclusive and impartial, so that all information is available for analytical purposes at later stages of the project.** Thus it is important that not just those buildings commonly thought of as having potential heritage value—town halls, churches, schools, grand homes—are included, but that typical modest houses, barns, exhibition sites, factories, brickyards, etc., are also featured.

The benefits of conducting an inventory are numerous. Civic identity and pride can be fostered by drawing attention to the history and development of the community. Tourists and visitors can be provided with useful and enjoyable material derived from the inventory's photographs and information. Copies can be used by interested local historians and historical groups, area schools and individual citizens.

An inventory is also an important first step towards identifying a community's significant sites, and choosing those to be researched for possible designation as municipal heritage sites. By first conducting an inventory, a community ensures that the benefits of designation are conferred only on the most deserving structures, and that buildings with important heritage value are not lost before they can be identified as significant. Other important steps in the development of an architectural education program, including research on individual buildings and building evaluations, will greatly benefit from the work done for an inventory.



A Community Heritage Site Inventory involves six discrete stages:

- Interview/Site Visit
- Data Collection
- Photography
- Mapping
- Organization
- Final Presentation

Each of these stages involves its own set of steps, processes, forms, etc., and these aspects are presented in detail on succeeding pages. Following the processes and details closely will result in the production of an excellent Community Heritage Site Inventory.

Before the inventory begins, however, the following two issues should be addressed.

### **Inventory Personnel**

It is imperative that those involved in the production of a Community Heritage Site Inventory have excellent organizational and communication skills, as well as a keen eye for detail. The Historic Resources Branch recommends that communities consider hiring a heritage consultant to undertake this work. A heritage consultant will already be familiar with some or all of the processes and messages required for a successful inventory. A heritage consultant will also bring a wider perspective to the project, a valuable asset when later stages of a Special Places project are contemplated. The Branch has a list of qualified heritage consultants, and the work is often eligible for grant funding through the Department's Heritage Grants program.

### **First Steps**

Local media (newspapers, radio and television) should be informed that the inventory will be taking place (if they have not already been apprised of the project as suggested in the "Introducing a Special Places Project" section of this guide). The resulting publicity will help to prepare the community for the survey. Individuals will be more inclined to be co-operative if they are aware of the reasons for, and goals of, the inventory.

Notification of local police or the R.C.M.P. is essential; this will help avert misunderstandings about the intent and purposes of those conducting the inventory. Sponsors of the inventory, such as the municipal government or local heritage organization, should provide identification and prepare a Letter of Introduction that surveyors will carry during their work (see next page and ready-to-use printable sample in "Samples and Forms").

Inventory personnel should have name tags whose design and content suggest a certain formality. An example is provided in the "Samples and Forms" section.



### Sample Letter of Introduction

A Letter of Introduction carried by inventory personnel will ensure that community members are aware of Town support for the project. A printable version is available in “Samples and Forms.”







## Interview/Site Visit

Upon arrival at a site, you should contact and greet the occupant. If no one is present at the site, attempt to contact a neighbour to allay any suspicion of your activities. Return to the site and leave the standard Letter of Introduction, noted above, in a mailbox or other appropriate location. You may then proceed with your regular inventory activities at the site.

If the owner is present, provide a brief explanation of the project, derived from the “Basic Messages” section in “Introducing a Special Places Project.” A typical synopsis will highlight these basic points: “I have been contracted by the town to undertake a survey of the community’s older buildings. Yours is an obvious candidate for the inventory. The creation of a Community Heritage Site Inventory will allow our community to move confidently forward with any number of other heritage initiatives.” If the project has received notice in the local media, be sure to mention that as well.

The HRB also suggests that those sponsoring the project consider each site visit as an opportunity to promote local heritage, and gauge local interest in community heritage activities. To this end, we have developed a one-page poster (next and as template in “Samples and Forms”) that we recommend be given to each site owner during the site visit.

Next, advise the site owner/occupant that you have a standard form, and a set of simple questions to ask. The collection of the typical “tombstone” data on the form’s front page should only take a few minutes to complete. It is hoped that owners will also be able to provide additional information about the building or site that can be recorded on the second page of the

form, a lined sheet that allows for the collection of extensive rough notes. A collection of typical questions that will help with this part of the site visit is provided in the following section, the “Community Heritage Site Field Survey Form.”

Creating a visual record is the next step of the site visit. Permission must be gained from the owner/occupant to photograph the structure. See later sections of this guide for advice on photographs and photo storage.

The final step of the site visit involves the placement of each site location on a working map. The section on maps will provide further information on this subject.

The following list includes some of the helpful items that surveyors should carry with them: pens, pencils and erasers; small whiteboard and dry-erase marker; coloured highlighter; clipboard; water and snacks.



A heritage consultant engages a site owner in a conversation about her building.



## Sample Poster

The HRB suggests that those sponsoring a Special Places project use each site visit as an opportunity to promote local heritage. A one-page poster like this one (supplied as a template in “Samples and Forms”) might be presented to each site owner as part of that introduction.



**MAKE HISTORY.** Preserve Manitoba's Past

### Gladstone's Designated Heritage Sites

**T**HE GLADSTONE AREA BOASTS TWO IMPORTANT HERITAGE SITES. These buildings are significant connections to our past, and vital reflections of our pride. They help us to recall the origins of our towns, and of the opportunities that defined those early years. Through their protection and conservation, we find the way to the future. They remind us that we are a resourceful people, and our energies are focused to honour our past and protect our future.



**Galloway Bros. Department Store**  
Designated as a Provincial Heritage Site October 1998

The Galloway Bros. Department Store is a rare type built outside a major urban centre in the Prairie Provinces. The building's style is by architect George W. Gouninlock, an illustration of an elaborate retail-warehouse. The building features a unique Queen Anne-inspired roofline, a functional features more typical of an early 20th-century building. The large display windows and fine interior design by William and Roper Galloway on a site with a long history. The store has accommodated several commercial uses. The building is an integral part of one of Gladstone's historic sites.



**Smith/Arthur Farm Elevator**  
Designated as a Municipal Heritage Site June 1998

The Smith/Arthur Farm Elevator is a rare grain handling facility constructed on a large site. The building's design is more efficient and less ornate than the earliest prairie elevators. The building's walls of thick boards attached to heavy timbers designed to receive and, with the aid of a system of pulleys, make it accessible from the upper floor bins. The elevator mechanism, continues to be used today. The building is a prairie icon with its narrow rectangular form visible from the nearby highway over some 100 years.

This project is supported by Manitoba Culture and Heritage and is funded through the Historic Places Initiative by the Government of Canada. Gladstone is featured in more detail on the Canadian Heritage website developed through HPI. Visit the site at [www.hpi.ca](http://www.hpi.ca)

**Manitoba** 



## Data Collection

All the data that will be collected on site will initially be rendered in a rough format, via a “Community Heritage Site Field Survey Form,” later to be transcribed into a more presentable version of the form (see the section, “Final Presentation”).

The Community Heritage Site Field Survey Form includes 20 pieces of discrete information, several of which are straight-forward, but a few of which require some clarification, provided below (examples follow in this section, as well as in “Samples and Forms,” where clean versions can be adapted for individual communities and printed out for use in the inventory).

### Identification Photograph

This line of the form will be discussed in the “Final Presentation” section, which provides basic instructions on transferring the rough notes collected on the Field Survey Form into a final presentation version.

### Building Name

Most public buildings (town halls, schools, churches) have distinct and well known names, but many private buildings (houses, stores, etc.) do not. The HRB names buildings in these instances according to the original owner/occupant. Moreover, for houses, the branch names those buildings according to the family name (i.e., not just the original male owner).

### Building/Site Code Number

The HRB has developed a site-coding scheme to make reference to buildings and sites easier. This will be especially helpful for communities whose inventories are greater than 10 buildings and sites. Alpha-numeric code numbers make information storage (and retrieval) easier,

especially in a computer. Every community and district in Manitoba has been assigned its own distinct introductory code reference, which is available from the HRB. Gladstone, for example, is coded as 185. A further set of numbers and letters is used to provide each building and site with its own unique code number: following the locational number is a letter that identifies the place according to its building or site type:

- A – Government Buildings
- B – Churches or Religious Buildings
- C – Houses or Residential Structures
- D – Commercial Buildings
- E – Schools
- F – Monuments, Cemeteries and Historic Sites
- G – Farm Houses and Buildings
- H – Communications Structures
- J – Halls
- K – Recreational Buildings and Sites
- L – Industrial and Manufacturing Buildings
- M – Engineering Structures

One last code entry—a number—will identify the place with reference to other similar buildings or sites in the community. For example if there are three churches in Gladstone, they will all be coded 185.B to distinguish their place and their similar building type; they will then each be further distinguished according to their placement on the inventory by the numbers 1, 2 and 3; thus the three buildings will be coded as 185.B.1, 185.B.2 and 185.B.3.

### GPS Reading

A Global Positioning System (GPS) reading is an optional piece of data that requires a GPS unit. This reading is an effective new way to identify site locations via satellites, and according to highly accurate co-ordinates that make computer-generated mapping possible.

### Construction Materials

Please refer to the “References and Resources” section available from HRB, and the entry “Historic Construction Materials and Techniques” for introductory information on this topic.

continued . . .





## Community Heritage Site Field Survey Form (cont'd)

### Building Condition

The following questions will help determine a building's condition:

Are there cracks in the foundation?

Yes No

Is paint peeling?

Yes No

Are shingles missing?

Yes No

Is the wooden siding rotten?

Yes No

Are bricks or stones missing?

Yes No

Is mortar falling out from between  
bricks or stones?

Yes No

A building that records none, or just one Yes above will be in Good condition. Buildings that record three or four Yeses above will be in Fair condition. Buildings that have more than four Yeses will be in Poor condition.

### Building Integrity

The following questions will help determine a building's level of historic integrity:

Has an addition been made to the building?

Yes No

Have new windows/doors been installed?

Yes No

Has aluminum/vinyl siding been installed?

Yes No

Have architectural details or hardware been removed?

Yes No

A building that records none, or just one Yes above will have Good integrity. Buildings that record two Yeses above will have Fair integrity. Buildings that have three or four Yeses will have Poor integrity.

Note that the subject of architectural style has not been included on the Community Heritage Site Field Survey Form. Style attribution often requires a careful reading of a building, and it is recommended that that process take place during the Final Presentation stage. It will be at this point when the heritage consultant will be able to review photo collections, and refer to the "Architectural Styles and Building Traditions" section of the Resources part of this guide to produce any necessary texts.

### Additional Information

The content of the Community Heritage Site Field Survey Form involves the collection of a good deal of discrete information for a building (often called tombstone data: name, date, etc.). But there is potentially more narrative information that can be gathered, and space has been made available on an additional sheet of the form for this. The following questions can help focus this part of the site visit interview:

- What did the original owner do for a living?
- Who were later owners?
- Do any of these people have any notable historical claims?
- Are there any interesting stories that are connected to any of these people?
- Have there been changes made to the building?

continued . . .



**Community Heritage Site Field Survey Form  
(cont'd)**

- Why were the changes made? When?
- Is the building like others in the neighbourhood?


It will be very helpful for developing a better appreciation of a community's architectural heritage to collect information about each building's construction. The following questions will help direct the collection of this information, if it is available from the current owner. Survey personnel might also consider interviewing knowledgeable local people who may have more information on this important subject.

- Do you know anything about the construction of the building? Where materials came from?
- Is the building of standard or unusual construction?
- Do you know anything about early construction in the community?  
Brickyard? Lumber mills? Stone quarries? Anyone associated with those activities?
- If known, did the builder work on other local buildings?



## Sample Community Heritage Site Field Survey Form

The rough-note quality of data collection is apparent on this sample of the first page of a Community Heritage Site Field Survey Form (an editable and printable template of which is available in "Samples and Forms").

	Construction Date: <u>1907 (owner estimate)</u>
<b>Town of Birtle Community Heritage Site Field Survey Form</b>	Original Owner Name: <u>John Smith (wife Jean?)</u>
Identification Photograph: [Delete this text and place digital photo here.]	Original Builder/Architect: <u>/</u>
Building Name: <u>SMITH HOUSE (now Brown)</u>	Original Building Function: <u>House</u>
Building Address: <u>555 St. Clare St.</u>	Present Building Function: <u>House</u>
GPS Reading: <u>14 U 230527</u>	Construction/Materials: <u>- Wood frame</u> <u>- Wood siding</u>
Owner's Name and Mailing Address: <u>Maggie Smith (Mrs.)</u> <u>Box 111 / Birtle / RGA 1A.</u>	Building Features of Interest: <u>- Nice Bungalow</u> <u>- nice details / well</u> <u>kept</u>
Owner's Phone Number and Email Address: <u>555-2122</u>	
	Building Condition: <input checked="" type="radio"/> Good   Fair   Poor
	Building Integrity: <input checked="" type="radio"/> Good   Fair   Poor
	Owner Interest in Heritage: Very <input checked="" type="radio"/> Somewhat   Not Interested
	Date of Survey and Personnel Involved: <u>June 1 / 07</u>



## Sample Community Heritage Site Field Survey Form

The back page of a sample Community Heritage Site Field Survey Form contains very rough and abbreviated notes, which will need to be reworked for clarity in a final presentation version of the form.

A photograph of a handwritten field survey form. At the top left is a small version of the 'MAKE HISTORY.' logo. Below it, the text 'Additional Information (Historical and Architectural)' is printed. The rest of the page is filled with handwritten notes in black ink. The notes are organized into a list with bullet points. The handwriting is somewhat cursive and appears to be a rough draft. The notes mention 'Barnston style', 'check style guide for', 'good brackets, porch, etc.', '2 bros. early owners - Tom & John', 'Orphan's Home (1 of 1st)', 'John was land agent (went to U.S. & ran - left house)', 'Tom was furniture store & bridge - 182', 'They started P. number 6 Council', and 'also w/ Dr. Edwards ~ 1930'. There are several blank lines at the bottom of the form.





## Photography

The photographic collection produced for a Community Heritage Site Inventory is a prized part of the project. The photographs will allow for analysis and discussion of each building (especially regarding its architectural qualities), but can also be used for any number of other community heritage projects – walking tours, websites, articles, etc.

There are two basic and key messages to remember about this aspect of the inventory: Take as many photographs as you can; and be sure to file them so that retrieval and review is as easy as possible (this latter aspect is dealt with in a following section, “Organization”).

Digital cameras and computers have revolutionized photography, and allow for great opportunities in a Community Heritage Site Inventory project. The digital storage cards employed in digital camera technology allow for nearly endless photo production, and computers allow for storage of these images in easy-to-access folders and files (storage and filing issues are discussed in more detail in a following section, “Filing Photographs”).

It is beyond the scope of this guide to address the myriad issues associated with digital photography, which include file formats and sizes, image resolution, and of course the many technical terms associated with the subject. It is recommended that inventory personnel become acquainted with the subject in some detail, either via a digital camera course or through the manuals that come with a camera. And of course it also will be necessary for inventory personnel to be proficient with the digital camera software that will be required for processing images in a computer (sometimes this software comes with a

camera, but reasonably priced photo software is also available).

As a general guide to picture-taking, use a 35mm lens and get as far away from the building as possible. This will allow you to get a good unobstructed view of the building. If it is impossible to get far enough back, or if there are obstructions between you and the building, it may be necessary to use a 28mm lens. Distortion of the image is a greater problem with this lens, however, so be sure not to tilt the camera too much. You may want to photograph the site by orienting a camera armed with a 35mm lens sideways – this vertical orientation also limits distortion (but in digital format, and transferred to a computer, will also require that the image be re-oriented).

A site should be photographed in as much detail as possible. A minimum of 10 images is suggested, and 20 photographs would not be excessive for most buildings. Besides the building’s main elevations, other photographic subjects should include interesting or representative details and views that clearly show construction methods and materials. Photographs also should be taken of any additions or alterations to the structure. It is a good idea to take photographs of the building or site from a distance, so as to put it into its context.

Interior photographs are generally unnecessary for inventory purposes. An occupant may consider interior shots intrusive, particularly if the structure is a private residence. Simply inquiring about the present condition of the interior is sufficient for the inventory. However, owners may invite photographs if they have meticulously maintained the interior’s original state, or are aware of some feature that is interesting or unique. If the opportunity to photograph the interior is offered, take advantage of it. Interior photographs will show the nature of the décor and may depict exceptional examples of preservation or reveal construction materials. A 28mm camera lens and a flash are very useful for interior photography.



Occupants should be asked if they have early photographs of the structure or any other documents, such as blueprints or construction plans. Photographs depicting the structure without additions or alterations would be of particular interest. Pictures of the structure under construction would be a significant bonus. Permission must be granted before photographs are borrowed and copied. Afterwards, promptly return them to their owners.. It may be possible to copy old photographs, blueprints, construction plans or other related documents on site. However, you will need a special camera lens for this activity. A 50mm macro lens (a special lens used for taking close-ups) should be used. If you have access to such equipment the copy procedure is straightforward. Place the document at an angle against a brightly lit wall and ensure that the camera is positioned at the same angle before you take the picture. Although they may not be perfect photographs, these images will provide an interim record of the existence of these materials. Better quality photographs can be obtained later, if it is decided that such material is required.

A digital camera will create and store photographs in sequence, and occasionally this can lead to confusion when you are dealing with dozens of buildings, some of which may look very similar. It is helpful to create a break between one collection of images for one building and the next by pointing the camera to the sky and taking a photo – that image then defines the break between the first site and the second. Another good idea for this activity is to carry a small whiteboard and dry-erase marker and to write the address of the building on the board and photograph that before you begin each site visit.



### Digital Camera Photograph Arrays

The following images (including on the next page) suggest how a digital camera will establish and name each image. Note in the following collection that no particular order has been established. The photographer has simply taken pictures as she walked around the building – it will be possible to reorganize the collection to create a more coherent presentation once the images have been downloaded into a computer. Also note that some of the vertically oriented images originally appear in a horizontal format (a camera convention) – these can be re-oriented once in the computer.



MG.244.JPG



MG.245.JPG



MG.246.JPG



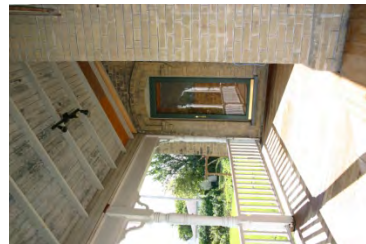
MG.247.JPG



MG.248.JPG



MG.249.JPG



MG.250.JPG



MG.244.JPG



**Digital Camera Photograph Arrays  
(Continued)**



MG.251.JPG



MG.252.JPG



MG.253.JPG



MG.254.JPG



MG.255.JPG



MG.256.JPG



MG.257.JPG



MG.258.JPG



MG.259.JPG





## Mapping

A map is a vital part of a Community Heritage Site Inventory, first as a working version and then as a final presentation version. Working maps (those that inventory personnel will use during site visits) will ensure that a key piece of data (the address) is accurately co-ordinated with the inventory form. The final presentation version of the map will enable those not familiar with all the sites on the inventory, and especially those not familiar with the community, to better understand where certain buildings are, and how they might relate to other buildings and parts of the community.

All municipalities will have digital and paper versions of their community maps (see sample, next page), and these will form the basis for the working maps as well as the final presentation maps. It is also possible that a municipality will provide inventory personnel with one of the very large municipal land ownership maps that a community will have on hand, and which can easily accommodate the typical map references generated in a Special Places project.

### Working Map

It is suggested that a few copies of the municipal map be printed, so that the number of sites that may need to be recorded for the inventory can be comfortably plotted – that is, so that there is sufficient space on the maps to be able to clearly understand locational dots and reference numbers or words.

After each site has been visited, it will be necessary to mark its location on the working map with a large dot and an accompanying text reference. At this point in the project, it is suggested that this reference be the site address. A sample of a working map is featured on a following page. As has been noted earlier in this

guide, buildings and sites should ultimately have simple alphanumeric code numbers to make reference to information easier, and quicker. But this is an exercise that should be undertaken once the inventory has been completed. The code numbers not only allow for easier location of specific materials (inventory sheet, photographs), they also encourage a more systematic “reading” of the community. For example, it will be easier for anyone reviewing the collection of houses to refer to the map and see those buildings arrayed from C.1 (C being the letter code for a house), to C.2, to C.3, and so on, if they are presented in a familiar north to south or west to east orientation. It can be frustrating when references are scattered all over the map, with C.1 in the top right corner, C.2 in the bottom left, C.3 back up in the top right, C.4 in the middle, etc.

For large communities, it is helpful to have one map devoted exclusively to recording the progress of the inventory. This map, typically letter-size, will allow surveyors to mark off (with coloured markers) those thoroughfares that have already been attended to, ensuring that no street is missed over the course of the project.

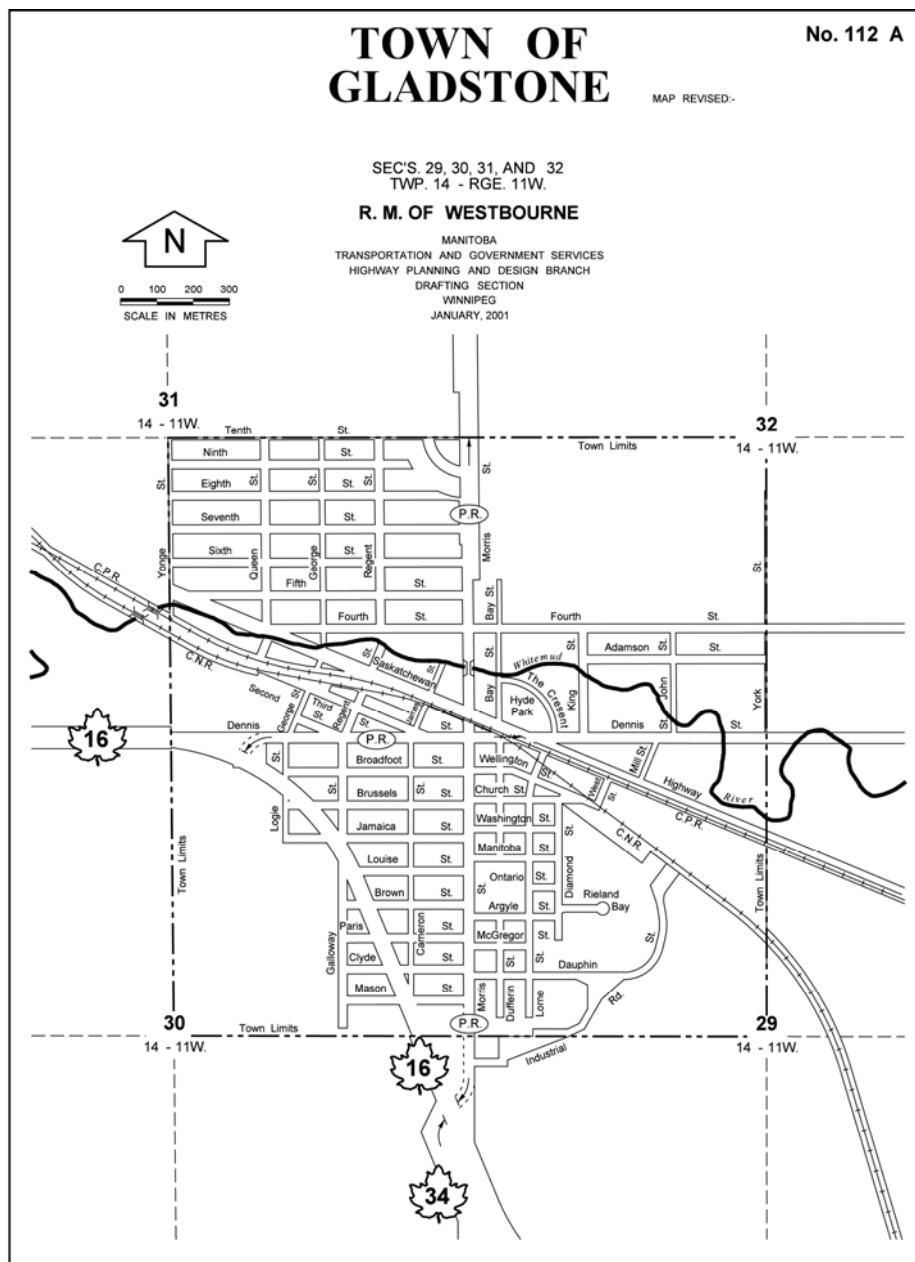
### Final Presentation Maps

Once the final code references for each building have been determined, it will be possible to create the presentation version of the map for inclusion in the final Special Places report (sample provided). It is beyond the capacity of this guide to suggest how these maps might be created, but there are many computer graphic programs that will ensure that a clear and attractive map (or maps) are part of the final product. This kind of exercise might be an excellent opportunity to involve local high school students in the whole Special Places endeavour – they are highly literate in computer software, and can be counted on to produce high quality maps.



## Map Sample

This is a typical municipal map, available as a paper (letter size) or digital version. In a digital version the map can be cropped and resized for various purposes.

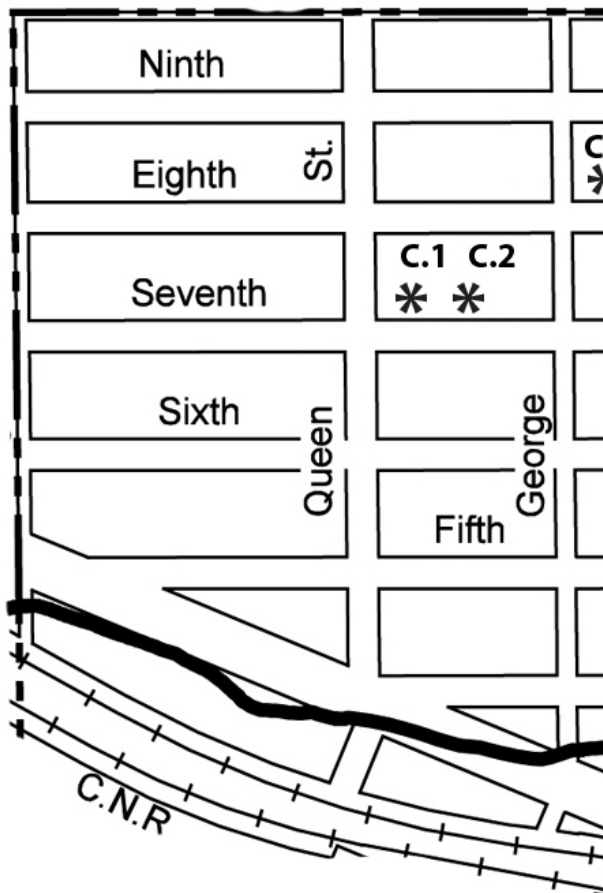






## Final Map Sample

This version of the northwest quarter of the Gladstone map on an earlier page suggests the nature of the locational references required in the final version of the map – sites are now noted with asterisks and the appropriate code numbers. Note also that code numbers run consecutively from east to west, to ensure easier “reading” of the map.







## Organization

By the end of the field survey stage a great deal of information will have been gathered – scores of rough Field Survey Forms, a battered map marked with site locations and notes, and a camera (or computer) full of photographic images. The next stage of a Community Heritage Site Inventory project involves the organization of all this data into a simple, effective and efficient record.

Computers have become ubiquitous in contemporary life, and are proving invaluable for projects like Community Heritage Site Inventories, which involve the collection and co-ordination of so much information. Computers allow for easy placement, storage and retrieval of information, as well as for updates and presentations.

In a Community Heritage Site Inventory project, there are three collections of information that need to be dealt with through various computer programs: the translation of the rough Field Survey Forms into final text versions; the scanning of a final version of a map (or maps) into a computerized image; and the transfer (or downloading) of all images into appropriate computer folders.

The transfer and organization of the survey form information and the photographs will require the greatest amount of work and the greatest level of attention to detail. The following section of the guide has been organized so that the steps and processes that attend this work are discussed in detail first, and then, in a following graphic section, illustrated with appropriate images and captions. (Note that templates and specifications for all aspects of the reworking of the forms, and inputting of the photographs, are provided in “Samples and Forms.”)

## Computer Folder and File Organization

It is advisable, in a computer system, to set up a primary folder that will contain all information and projects related to the work carried out over the course of a Special Places project. Within that main folder you can create subfolders identifying the various main parts of the project as suggested in this guide: Introduction, Analysis; Evaluation, Heritage Value Statements, Short List of Significant Sites; Inventory; etc.

In a computer system (the Province uses Microsoft Word, and it is recommended that, for the sake of consistency and transferability of information, those producing Community Heritage Site Inventories likewise use that software), it is the Inventory folder that will contain the main collection of data produced over the course of the project. Within that folder you should create further sub-folders based on another level of categorization – building type is most commonly used (i.e., Government Buildings, Churches, Schools, Houses, Commercial Buildings, etc.; please see the previous section, “Community Heritage Site Field Survey Form” and the entry for “Building/Site Code Number” for a full list). In the co-ordinated illustrations that are included in the graphic part of this section, sample computer screens show the typical folder and file conventions suggested by the branch.

Anyone who has worked with computers knows that each file within a folder must have its own unique name. Thus, each Inventory Form will have to be uniquely named. Each photograph will have to be uniquely named. This can be time-consuming work, but it is essential for the final production of a truly useful Community Heritage Site Inventory.



## **Community Heritage Site Inventory Form**

The collection of rough Field Survey Forms needs to be converted into readable, informative and attractive documents (renamed Community Heritage Site Inventory Forms) that can be reviewed by the community. In this stage in the Community Heritage Site Inventory project, the work required will involve transcribing handwritten notes into a clean Word version of the form and also adding an image into that new form. At the same time, inventory personnel should consider this stage as the time when other data, information and observations gathered since the time of the site visits can be added to the final document (in the “Additional Information” section).

The co-ordinating illustration pages provide an example of a finalized Community Heritage Site Inventory Form (updated from the sample provided in the section “Community Heritage Site Field Survey Form”). Data and information collected from the site visit are now presented in a simple, easy-to-read format. Rough notes have been transcribed into more coherent phrases and sentences. And as suggested in the section of the handbook dealing with the Field Survey Form, it will at this point be possible to include information on the building’s architectural style.

The Community Heritage Site Inventory Form also contains on its front page an identifying photograph while a section after the text contains an edited selection of photographs produced during the site visit. While it has been recommended that survey personnel take numerous photos of each site, it will only be necessary to include the most informative images for the form – usually about four or five that can be used to discuss the building’s architectural character in more detail. It also

should be considered that this collection be limited to one page.

For the purposes of this digital form, it is best to place a horizontal image of the site in the prescribed data place, and to use the GIF or JPEG format in order to save computer space. The photograph should feature the common public face of the building/site.

The rest of the photographic collection should be placed in the document in a logical “read” of the site; captions for each photo will also need to be added.

## **Filing Photographs**

As noted above, digital cameras have revolutionized photography. It is now possible to take scores of pictures and download them onto a computer. You can then edit your collection, deleting those that did not work out, cropping others for better effect, etc. In a Community Heritage Site Inventory project there are a few computer-filing issues that will be particular for photographs.

Because photographic images are very large in terms of a digital camera’s memory, they should be frequently downloaded to a computer. Once the images have been downloaded, it is advisable immediately to create folders to contain the photographic collection for each site – at this point it is not necessary to have a code number or even building name to identify the folder; it often suffices to use an address as the naming device. Of course it will be necessary to give each folder its own unique name. Once the inventory is complete, you can revisit the photo collection and rename folders according to the preferred naming protocol. The Historic Resources Branch recommends using a code number with a building name (ex. 532.C.7 Roy House).

Once the images are in the computer, you can delete them from your camera and turn your attention to a very important consideration in photo storage: file size and resolution. As noted above, photographic images can take up a great deal of computer space, and so it is necessary to



review each building collection to determine how best to reduce the overall file size. One simple first step is to delete those shots that did not turn out – that are too dark or light or out of focus. Then select those very few photographs (not more than three) that are the finest images of the building, showing it to best effect, with good colour and appealing composition. These will be kept at a higher resolution than all the rest.

A high resolution image will typically feature the following technical readings (available for view in the photo software being used, typically in a toolbar called “Image Size”): 180 dpi (dots per inch), measurements on one side of the image of at least 3000 pixels, and total file size of about 18.0 megabytes (18.0M). A low resolution image (the colloquial term is low-res, versus hi-res) will measure 72 dpi, with measurements of 500 pixels on one side of the image, and with a total file size of about 450 kilobytes (450K).

It is recommended at this point that the inventory team divide the collection for each building into two folders, one for the small collection of high resolution images, and the other for the larger collection of lower resolution images. Suggested folder names to distinguish these two collections are provided in the “Illustrations of Computer Folder and File Organization, Screen 5,” where the folder names are: All Views and Best Views. The Best Views will be of a higher resolution than the All Views images.

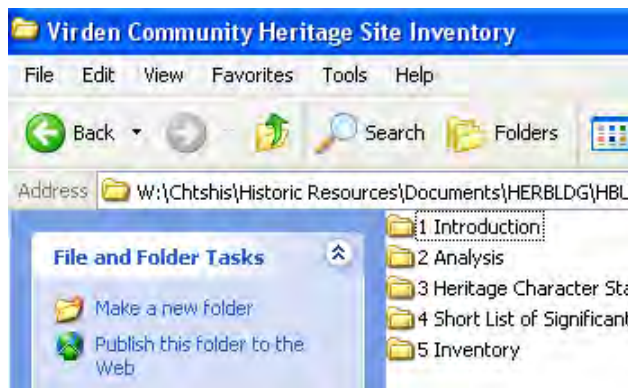
It is also a good idea at this stage, while information is still fresh in the mind, to label all images with a helpful file name. As noted earlier, in the “Photography” section, digital cameras automatically label images with an internal code reference, and it will be necessary to change those for more descriptive names. These file names should at least identify the character of the image: ex. Main Elevation; West Side; Window Detail; View From North; etc. Once the naming conventions have been established, you can go back and add that information to the file name: ex. 532.C.7 Main Elevation; 532.C.7 West Side; 532.C.7 Window Detail; 532.C.7 View From North; etc. Because the images will be contained within a folder with the site name, it will not usually be necessary to include the site name on each photo file.

The illustrated pages that follow provide direction on organizing photographs. Derived from the one presented earlier in “Photographs” this collection of images suggests a few additional issues to keep in mind: reordering images to make a more coherent presentation (from overall views, moving in a logical direction around the building, to details), and re-orienting vertical images for ease of viewing.

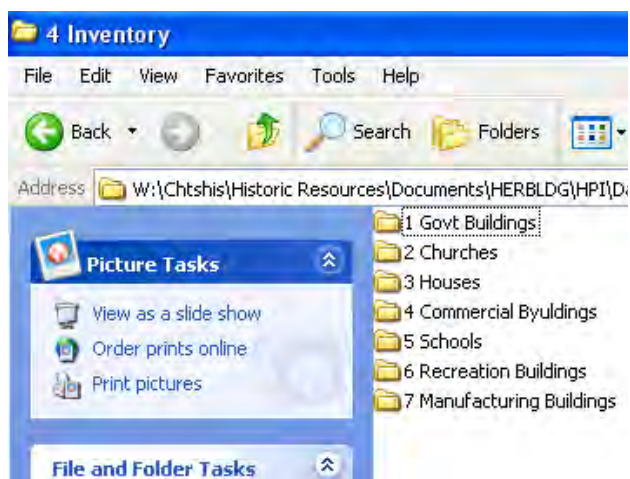


## Illustrations of Computer Folder and File Organization

The following images of sample computer screens suggest typical folder and file trees, and titles and contents, that will ensure ease of storage, and retrieval, of all the information in a Community Heritage Site Inventory.



Screen 1: The recommended main titles of a “Special Places” project. The Community Heritage Site Inventory is shortened here to “Inventory.”

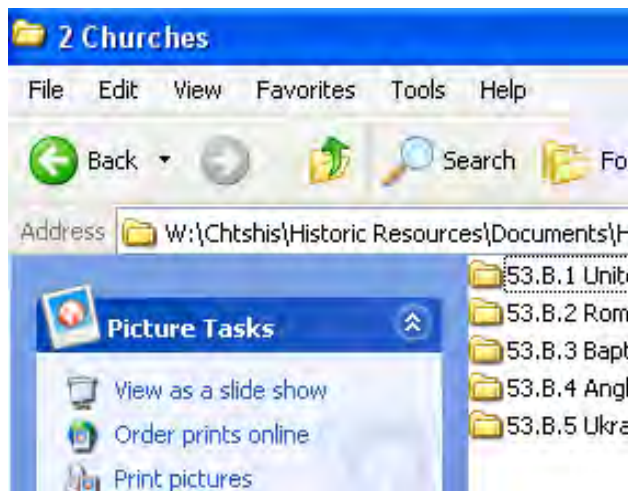


Screen 2: The contents of the Inventory folder, organized to reflect building types.





## Illustrations of Computer Folder and File Organization (Continued)



Screen 3: The contents of the Churches folder, here named according to code number and basic church name.



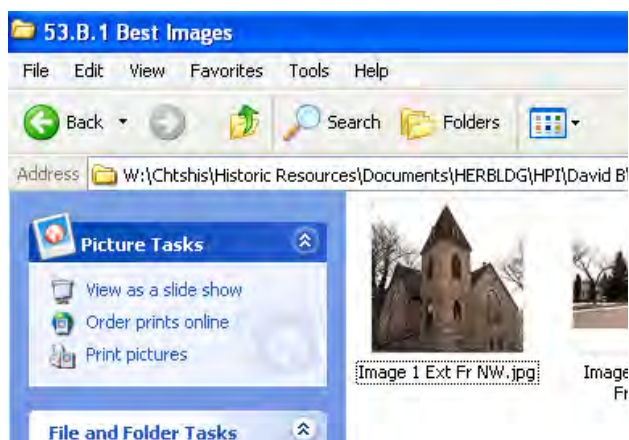
Screen 4: The Contents of the United Church folder: a folder of photographs and the inventory form.



## **Illustrations of Computer Folder and File Organization (Continued)**



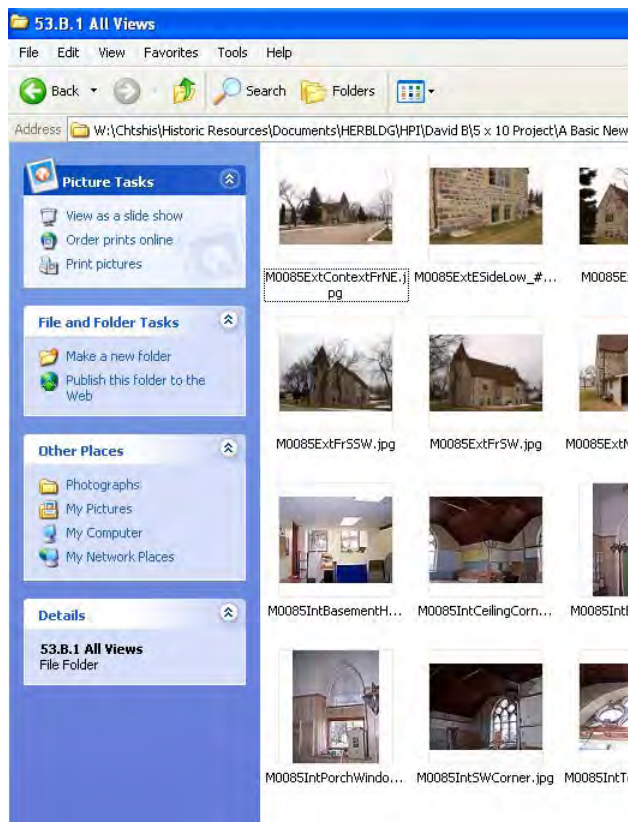
Screen 5: The contents of the Photograph folder for the United Church: All Views and Best Views. The Best Views will be of a higher resolution than the All Views images.



Screen 6: The contents of the Best Views folder, containing just a few shots (five at most) that convey the most handsome views.



## Illustrations of Computer Folder and File Organization (Continued)



Screen 7: The contents of the All Views folder.



## Illustration of Sample Community Heritage Site Inventory Form (Final Version - Front Page)

 <p><b>Town of Birtle Community Heritage Site Inventory Form</b></p>  <p>Building Name: <u>Smith House (Currently Brown House)</u></p> <p>Building Address: <u>555 St. Clare Street</u></p> <p>GPS Reading: <u>14U 230527</u></p> <p>Historic Resources Branch Building Code Number: <u>53.C.4</u></p> <p>Owner's Name and Mailing Address: <u>Maggie Smith</u> <u>Box 111, Birtle R0G 1E4</u></p> <p>Owner's Phone Number and Email Address: <u>555-2122</u> <u>No Email Address</u></p>	<p>Construction Date: <u>About 1907</u></p> <p>Original Owner Name: <u>John Smith</u></p> <p>Original Builder/Architect: <u>Not known</u></p> <p>Original Building Function: <u>House</u></p> <p>Present Building Function: <u>House</u></p> <p>Construction/Materials: <u>Wood siding on wood frame</u></p> <p>Building Features of Interest: <u>Bungalow Style; nice design; impressive verandah;</u> <u>Many nice details in wood – shingles, etc.</u> <u>Well preserved interior – excellent example of type</u></p> <p>Building Condition: <u>Good</u>   <u>Fair</u>   <u>Poor</u></p> <p>Building Integrity: <u>Good</u>   <u>Fair</u>   <u>Poor</u></p> <p>Owner Interest in Heritage: <u>Very</u>   <u>Somewhat</u>   <u>Not Interested</u></p> <p>Date of Survey and Personnel Involved: <u>1 June/07; Ray Smithers</u></p>
--	--



## Illustration of Sample Community Heritage Site Inventory Form (Final Version – Additional Information Page)



**Additional Information**  
 Smith House  
 555 Anywhere Street  
 (53.C.4)

- this large 1½ storey exhibits classic features of early twentieth century bungalow design with its shallow curved gable roof, broad eaves with over-sized brackets and dormers
- design enhanced by narrow wood siding with ample shingle trim, the bay windows shaded by shallow hip roofs with exposed rafters, and the rear sun porch
- brothers Tom & John Patterson were early residents who built the "Orphan's Home", one of the first homes in town
- John Patterson was Land Guide operating out of Brandon around 1880; after settling briefly in Birtle he left for the U.S. returning about 1900 and building this house
- Tom Patterson put up and operated a furniture store and repair shop near the Main Street bridge about 1882
- some years later he and his brother John started the Patterson Lumber Company
- both served on the local council.
- house is also known for serving as the long-term residence of well-known physician Dr. Edwards residence who came to Birtle 1930
- T.F. Patterson – councillor 1884-88 1890 – 1900, 1902





**Illustration of Sample Community  
Heritage Site Inventory Form  
(Final Version - Photo Page)**



Town of Birtle  
Community Heritage Site Inventory Form  
Smith House  
555 Anywhere Street  
(53.C.4)



53.C.4 – S and E Elevations



53.C.4 – Main Elevation - S



53.C.4 – W & S Elevations



53.C.4 – Main Elevation - S



53.C.4 - Dormer



### Illustrations of Photograph Filing

The images on this and the next two pages suggest how the inventory team might re-order and name the collection of photos displayed earlier in “Photographs.” Note that where there are common file names, additional numbering references have been added to make a unique filename.



142.C.8 – Main Elevation FrS



142.C.8 – Main Elevations FrSE



142.C.8 – Oblique View



142.C.8 – West Elevation



142.C.8 – North Elevation



142.C.8 – North Elevation



142.C.8 – Back Porch



142.C.8 – North Elevation



**Photograph Filing  
(Continued)**



142.C.8 – Roof View



142.C.8 – Roof Details



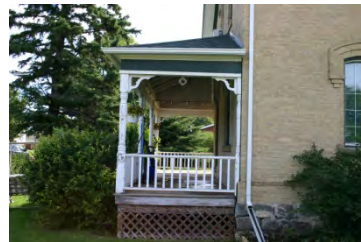
142.C.8 – Window Details 1



142.C.8 – Window Details 2



142.C.8 – Window Details 3



142.C.8 – Porch Details 1



142.C.8 – Porch Details 2





**Photograph Filing  
(Continued)**



142.C.8 – Porch Details 3



142.C.8 – Wall Details 3



## Final Presentation

Once all the heavy lifting has been done to create first the rough forms and then the final computerized version of the Community Heritage Site Inventory, it is time to prepare the whole document for printing and presentation. For this final step, there are a few issues to keep in mind, suggested below.

All sections of the inventory should be organized first according to building type:

- Government Buildings
- Churches or Religious Buildings
- Houses or Residential Structures
- Commercial Buildings
- Schools
- Monuments, Cemeteries and Historic Sites
- Farm Houses and Buildings
- Communications Structures
- Halls
- Recreational Buildings and Sites
- Industrial and Manufacturing Buildings
- Engineering Structures

Of course, if some of these types are not represented in the inventory they should not be referred to. Within each section of building/site types, entries will be presented according to code numbers. Dividing pages should be used to separate the groupings. It is sometimes a good idea to include at the beginning of each section a list of the sites included.

The final version of the Community Heritage Site Inventory should also have an Introduction. The Introduction will include the list of sites (again, organized according to building type), but should also give a brief overview of the project, noting how it went, who did it, their observations about successes and, where appropriate, challenges that will help others as they undertake this kind of vital heritage project.

Because the final version of the inventory will be viewed by many in the community, it should look as good as possible. To this end the Historic Resources Branch has developed some templates and specifications in the next section, “Sample and Forms” that will ensure a handsome final product, and also a sense of consistency across the province as more communities undertake these projects.





## SPECIAL PLACES

### Analysis and Evaluation of Heritage Sites

## Introduction

A major part of the Special Places project is the development of the List of Significant Sites (also called the Short List), those places that are seen to sum up the community's various historical and architectural themes. Developing the Short List requires two important steps:

- Analysis of the community's history (gained from the local history book and discussion with local heritage authorities) and of the community's physical resources (gained mainly from a review of the Community Heritage Site Inventory). The Analysis will lead to the identification of those inventoried sites that appear to have some potential for heritage value (this is the List of Sites of Potential Heritage Value, also known as the Long List). The work required to develop this list, and the list itself, are the primary responsibility of the heritage consultant.
- Creation of an evaluative system that reviews the long-listed sites according to historical and architectural qualities and claims. This will result in the creation of the Short List, which will be undertaken by the architectural historian of the Historic Resources Branch, using the consultant's Long List.

## Analysis of Heritage Sites

In a Special Places project, the Analysis stage is a vital activity, intellectually exciting and rewarding. It is during this stage that all the

information and data collected in the Community Heritage Site Inventory, as well as all the ideas and background material that will have been developed and consulted (especially through the local history) will be carefully scrutinized, and where deeper meanings will be explored and revealed. It is in the Analysis stage that the importance of a well-put-together inventory will become clear – when all the hard work expended in organizing photographs and data sheets will be appreciated because the analytical process will be made smooth, even enjoyable.

There are two purposes to Analysis in a Special Places project: 1) to help with the evaluations that ultimately will be used to develop the List of Sites of Potential Heritage Value (next section); and 2) to collect general insights and observations that inevitably will have occurred over the course of the inventory stage (and that can be used for other local heritage initiatives – walking tours, websites, designations, etc.).

It is in the Analysis stage that the value of hiring a heritage consultant will become most apparent. Breadth of knowledge about Manitoba's history and architectural history, familiarity with analytical tools and processes, ability to place a welter of information into a larger picture, and talent at conveying complex information in clear and persuasive language are vital skills that will be required in this process.



The Analysis of sites identified in the Community Heritage Site Inventory will identify those places that seem to have some claims for local heritage significance – the List of Sites of Potential Heritage Value (often shortened to the “Long List”). The bulk of this part of the guide is devoted to this activity.

As was noted in the main Introduction to Special Places, there is a distinction that needs to be recalled about what constitutes a “heritage” site. All buildings and sites from the past are historic, but only a few places merit distinction as Heritage Sites. These are not like other places – more than others, they preserve and reveal significant aspects of a community’s history. They are not just old or handsome. They connect in distinct and powerful ways to some notable aspect of the community’s past.

## **Analysis of Individual Sites**

The Historic Resources Branch routinely uses the following subject headings in its own exploration of heritage significance (or heritage value), and recommends that communities adopt them to analyze the buildings and sites identified in their Community Heritage Site Inventory:

- **History**
- **People**
- **Architecture**
- **Integrity**

These four subjects, when applied consistently to all sites in the inventory, will start to reveal which places have some heritage value (that is, at least some claims to significance). The subjects of “History” and “People” will mostly be developed through a review of a community’s local history book and consultations with the advising heritage group. The development of the “Architecture” and “Integrity” sections will typically rely on data collected in the Community Heritage Site Inventory. The following pages comprise discussions (and samples) that elucidate these principal analytical categories (History, People, Architecture, Integrity).

The results of this work are then used to develop two final products that will complete this part of the Analysis:

- **Analysis Summaries**
- **List of Sites of Potential Heritage Value**

These two sections provide direction on how to present the results of the Analysis and how to develop the List of Sites of Potential Heritage Value – the Long List.



## History

An exploration of History will identify those historical themes, seminal events and issues that have defined and shaped the community, and which are expressed in actual physical sites. Note that for all of these subjects, it is not the intent to create a mini-history for each building – just to apply the relevant information in a brief and cogent way (examples are provided at the end of this section).

A typical historical outline for most Manitoba communities will be focused by the following themes:

- Aboriginal Peoples
- European Settlers and Defining Cultures
- Other Settlement/Ethnic Groups
- Seminal Events
- Economic Engines
- Commercial Growth
- Social and Cultural Development

### Aboriginal Peoples

The introductory section of most local histories will often include background information on the First Nations groups that inhabited the area before the arrival of European settlers in the late 19<sup>th</sup> century. Special sites that might be associated with the groups might be noted: camp sites, burial mounds, animal kill sites, etc. There are usually no buildings that can be connected to Aboriginal peoples from these early times. Great care must be taken with this subject – if they are known, these sites are often delicate, even sacred, and it is recommended that local Aboriginal peoples be consulted before visiting a site, and especially when a site is considered for placement in the inventory.

### European Settlers and Defining Cultures

For most Manitoba communities there will be an original—and often still-prevailing—European settlement group: Anglo, French, Métis, Mennonite, Icelandic, Ukrainian, Polish, German, etc., whose early buildings and sites may still be extant. The local history will often feature information and images of these places. There are two building types that usually figure in this small collection: the original church, seen to embody the spiritual values of the prevailing culture; and early log houses (or maybe barns), which speak of the struggles and determination of those first arrivals. It will be a rare community that still holds such resources – given their great age and rough construction most will have been lost.

### Other Settlement/Ethnic Groups

Most communities will also be characterized by the arrival of a later ethnic group, usually one of the above. These groups are not always addressed in local histories; and the Heritage Consultant should collect from the advising group information about notable family names and buildings or sites that have important connections to this theme.

### Seminal Events

Some communities have experienced specific events, specific in time and place, that have had a profound impact on the history of a community: a fire that wiped out the main street (to be replaced by a whole new set of masonry buildings); or a storm that damaged a neighbourhood (resulting in major changes to site layouts and buildings); or the arrival of telephone service (and the site of its first use). Such events will have to be explored in depth to determine whether they are the best thematic connection to a site or building. Other events, like the signing of a treaty or document, or a major celebration, might also merit examination for their potential for historical value. Local histories will often contain this kind of information.



### **Economic Engines**

These will mainly be the great underlying economic activities that created and sustained a community: farming, lumbering, mining, hydro. It will be clear from a local history, but also just from a drive into the community, what the major economic engine will be. For most of southern Manitoba it will be agriculture. Fishing will co-exist with agriculture around Manitoba's great lakes. Lumbering will drive some economies in the Parkland and Eastman regions, and trapping, mining and hydro will form the economic base for most communities in the North.

It is vital to understand a community's major economic base to be able to put the whole place into a context, but in reality the buildings and sites that are typically associated with these themes will mostly be outside the boundaries of an urban centre, and thus also outside the purview of the inventory. There might be instances where buildings that connect to this theme have been moved into a community, or where the activity was within the community (fishing, for example), so there is occasionally the potential for these major themes to connect to community sites.

At the same time, there might be smaller economic engines—milling, brick-making, manufacturing—that were within the boundaries of a community, and which may still have extant resources associated with them. Where they existed, these are often noted in local histories.

### **Commercial Growth**

For all Manitoba communities, commerce is the primary source of economic activity. The main commercial thoroughfare focuses the place, and still provides goods and services to townsfolk and outlying residents. Local histories often devote large sections of their content to this subject, with names, dates and often interesting

images of individual buildings, but also streetscapes and sometimes even interiors. Given the potentially large numbers of buildings and sites that might be connected to this theme (stores, banks, railway stations, laundries, restaurants, barber shops, butchers, etc.), it is often necessary in an analytical exercise to group buildings according to an additional criterion. The branch recommends using time frames as a logical grouping tool (Pioneer, Establishment and Consolidation) – these are discussed in more detail in the following section.

### **Social and Cultural Development**

The themes of Economic Engines and Commercial Growth together suggest a vital aspect of human activity – work. In an analysis of a Community Heritage Site Inventory, it is also possible to assess places according to the other main activities that define human existence and which also connect to certain building types:

- Spiritual Life (churches and places of worship)
- Domestic Life (houses and other residences)
- Teaching and Learning (schools)
- Art (in various places)
- Recreation and Celebration (halls, theatres, parks)
- Suffering and Healing (hospitals)
- Advancing Knowledge (in various places)
- Death (cemeteries)

Certain of the sites and buildings associated with these themes—especially those that have a major public component (churches, schools, halls and theatres)—may be featured in a local history. It may be possible to use a local history book to provide some sense of context for these places (especially what has been lost, what has been replaced, what were once typical or exceptional buildings, etc.). Given that only a few buildings (often just one) will typically connect to most of these themes, it will be possible in an analytical exercise simply to advise readers of the theme connection (ex., “The school is connected to the theme of Teaching and Learning.”).



For one theme, however—Domestic Life (and its expression in houses and other types of residential structures)—the great number of buildings, and their limited appearance in a local history, will require some additional organizing criteria. The branch recommends using two useful criteria: time frames (which can also be used for Commercial Growth); and typical architectural character. The following outline provides only suggested time-frames, and the consultant should adapt it to the specifics of local historical development:

#### Pioneer (1875 to 1885)

The first five years of a community's life will typically have seen the construction of small log and wood frame houses, perhaps with modest expressions of a prevailing style – Gothic Revival most commonly. Premier sites, if they exist, will be those that express qualities that typify the domestic experience of the period, defined by their small form, cramped and unfinished interiors, rough materials and construction, etc.

#### Establishment (1885 to 1895)

The arrival of a rail line (often in the early to mid-1880s) tended to usher in the construction of the first generation of tidy and handsome buildings (usually of milled lumber, but sometimes also of brick and stone), and maybe also of one or two particularly elegant buildings of certain styles – Italianate, Second Empire and Gothic Revival being prevailing trends of the day. Premier sites, which will be fairly common, will be those that express qualities that typify the domestic experience of the period, defined by their small but neat form, the use of one of the architectural styles noted above, etc.

#### Consolidation (1895 to 1920)

In the last years of the 19<sup>th</sup> century and the first decades of the 20<sup>th</sup> in most communities, many of the earlier pioneering buildings were replaced and grander and more substantial buildings of all sorts were constructed. Brick and stone were common, and new materials like concrete were employed. Premier sites, which will be very common, will be those that express qualities that typify the domestic experience of the period, defined by their large size, the use of one of the prevailing architectural styles of the day (Romanesque, Classical or Tudor, and for houses bungalow and craftsman styles), obvious expense of materials and details, etc.





## People

An exploration of People in an analysis of a site's heritage value can be derived from the community's local history book, as well as from discussions with the advising heritage group, and will be used to highlight and discuss those individuals (and groups where appropriate) who were notable in the history of the community and whose stories find expression in actual physical sites.

Most local history books will include reference to political leaders, and may also highlight businesspeople, physicians and lawyers, suggesting the leadership qualities for which these people are recognized in the community. Information on clergy and social and cultural leaders should also be noted (if not available in the local history, the advising group should be canvassed for names).

While it is important to have this list of names, it is also important to consider the extent of the effect that these people actually had on the history of the community; some people are more significant than others. Their significance can often be determined by examining their longevity in their position; their effect throughout the community, how many people in the community came under their influence, etc.

## Architecture

Buildings are often the most visible expressions of the past, connecting to and illustrating historical themes, past lives and events, and ways of living. But they can also be valued for what they tell us about earlier ideas and approaches to architecture and building – through styles and traditions, materials,

technologies and craftsmanship. An analysis of each building in the inventory with reference to these themes will suggest which ones have the most potential to illuminate this broad subject. The collection of photos produced for the Community Heritage Site Inventory will be the key resource for this part of the Analysis.

Many buildings constructed in Manitoba during the 19<sup>th</sup> and 20<sup>th</sup> centuries bear the imprint, or at least the influence, of certain architectural styles or traditions. Some are faithful to a single style. Many more have elements from several different styles and are referred to as eclectic. Even more only hint at the basic architectural style from which they are derived. Understanding the basic characteristics of architectural styles is a useful way to begin seeing buildings more critically. Such an understanding also helps in describing a building, or in assessing its architectural value when compared with other buildings of the same style or tradition. For an Analysis project, this knowledge is essential. The "References and Resources" section of this guide contains a unit devoted to this subject, but analyzing, comparing and judging architectural styles or traditions can be a complex undertaking, which is why it is advised to have a heritage consultant attending to this matter.

The subject of materials often goes hand in hand with the subject of technologies. Another section in "References and Resources: Historic Construction Materials and Techniques," provides typical examples and related information on this important and fascinating subject. A "Glossary of Architectural Terms" in the References and Resources section also will be a handy guide when exploring this aspect of a building's heritage. Given that the branch is hoping to use the whole project to collect information on the subject of local construction, it is hoped that this area of potential heritage value can be explored with some confidence, and that at least preliminary judgements about the community's best examples of construction will be highlighted.



Finally, the subject of craftsmanship—of how well a log has been notched; stones laid, or an intricate wooden detail carved or cut—will be of great importance in historic buildings, where this quality is often more apparent, and celebrated, than in modern buildings. An understanding of the craftsmanship is typically found by examining obvious details.

## **Integrity**

A key aspect that will make a site of greater heritage potential involves its physical integrity – that is, how much of the original building is still present to view or alternately, how much has been changed. The front page of a Community Heritage Site Inventory form contains this information (along with a reference to Condition), but a Heritage Consultant will also want to review the photo collection to add more detail to this criterion if necessary.

## **Analysis Summaries**

The important work of illuminating local context through consideration of History, People, Architecture and Integrity will now be used as the heritage consultant and the advising group apply those tools to each site in the inventory.

The four examples following on the next pages suggest how the information created in the Analysis section might actually be recorded in this process. Note that in these samples there are two basic informational processes involved: for each subject the factual connections are first established, and are followed by an assessment of the extent of connection to, or expression of, the theme by the particular site under consideration using words like typical, excellent,

notable, slight, etc. These words will suggest whether the site is a candidate for the Long List – good candidates will have more superlatives. This observation is presented at the end of each entry, with one of three final recommendations: “Good Candidate for List of Potential Sites,” “Possible Candidate for List of Potential Sites” or “Not recommended for List of Potential Sites.” The “Possible Candidate” option recognizes that the process is at this point a rough assessment, and that certain sites will fall into a grey area of potential heritage value. These buildings and sites are included so as to be sure that a theme or expression of a theme is not overlooked in a final review of the texts. To emphasize a positive recommendation, it helps to underline that text.

Besides the academic issues that need to be addressed in a Summary, it is also helpful to include practical information for each site: Is the owner interested in heritage (making for an easier conversation about the subject); and is the site one whose viability appears assured (i.e., would costs for repairs or renovations be manageable, and handled by the owner? is ownership an issue?, etc.).

For those communities that have scores of buildings and sites, it might be necessary for the consultant and the advising group to undertake an additional pass through Analysis Summaries to winnow the list down to a manageable collection for further review and evaluation (covered in the next section). It is recommended that a group aim for not more than 25 sites on the Long List.

Finally, much of the material produced for the Analysis Summaries can be seen as working material, and except for those sites that are selected for the Long List, the advising group might consider putting those Analysis Summaries for sites that did not make the cut into the Blue Box for recycling.



### Analysis Summary Sample

Building Name: Shepard House  
Construction Date: 1892



#### History:

Connected to theme of Social and Cultural Development/Domestic Life – major example from early Consolidation era

#### Person:

Connected to John Shepherd and Charles Dunham - Dunham was major mason in town

#### Architecture:

Example of Gothic Revival and of stone construction - good for type and excellent for materials

#### Integrity/Condition:

Good

The building is an excellent example, with major claims to significance.

Good owner interest and good viability

Good Candidate for List of Potential Sites

### Analysis Summary Sample

Building Name: United Church  
Construction Date: 1917



#### History:

Connected to theme of Social and Cultural Development/Spiritual Life – very good example from Consolidation era

#### Person:

No connection to notable person

#### Architecture:

Example of Gothic Revival – notable in town

#### Integrity/Condition:

Good

The building is an excellent example, with major claims to significance.

Good owner interest and good viability

Good Candidate for List of Potential Sites



### Analysis Summary Sample

Building Name: Main Street House  
Construction Date: ca. 1900



#### History:

Connected to theme of Social and Cultural Development/Domestic Life – typical site from Consolidation era

#### Person:

No connection to notable person

#### Architecture:

Example of bungalow style – modest example

#### Integrity/Condition:

Fair

The building is a typical example, with no special claims to significance.

Fair owner interest and limited viability

Not recommended for List of Potential Sites

### Analysis Summary Sample

Site Name: Lime Kiln  
Construction Date: ca. 1882



#### History:

Connected to theme of Economic Engines – important example

#### Person:

Connected to pioneers and to whole construction of town

#### Architecture:

Example of industrial architecture – only example in community

#### Integrity/Condition:

Fair

The site is a notable example, with important claims to significance.

Good owner interest and good viability

Good Candidate for List of Potential Sites



## **List of Sites of Potential Heritage Value**

After all the sites have been considered, and Analysis Summaries have been prepared, it will be possible to create the List of Sites of Potential Heritage Value (sometimes just called the Long List). As noted above, it is recommended that the review committee try to keep this list manageable, looking for those places that have the best claims for potential heritage value. As noted above, it is recommended that the review committee aim for a list of about 20-25 sites at this stage of the project.

## **Presentation**

The Analysis of Individual Sites section of a Special Places project should include a record of the Analysis work according to the following headings (as noted above, the Analysis Summaries may not be included, depending on local sensitivity to the information contained in that part of the project):

- Analysis Criteria
- Analysis Summaries
- List of Sites of Potential Heritage Value

It will be necessary to provide introductory sections for each of these entries in the final report. Because these introductions can be time-consuming to craft, sample texts are provided here for consideration by the consultant and advising group.





## **Sample Introduction to Main Analysis Section**

The Analysis section of Birtle’s Special Places report includes information and observations that will enable the Birtle Heritage Group more confidently and effectively to review and discuss its collection of sites. There are three sections of this part of the project:

- Analysis Criteria
- Analysis Summaries
- List of Sites of Potential Heritage Value

The section on Analysis Criteria presents those themes and issues that have been developed to examine the potential heritage value of all buildings and sites in the inventory. The Analysis Summaries section then applies those criteria to all buildings and sites, with a recommendation for each about its potential for heritage significance. And finally, the List of Sites of Potential Heritage Value (often called the “Long List”) presents the list of places that seem to have at least some claim for heritage value.”

## **Sample Introduction to Analysis Criteria**

In its analysis of the buildings and sites in our Community Heritage Site Inventory, the Birtle Heritage Group employed the following subject headings (or criteria) in its exploration of heritage significance (or heritage value):

- **History**
- **People**
- **Architecture**
- **Integrity**

These four subjects, when applied consistently to all sites in the inventory, revealed which places had some heritage value (that is, at least some claims to significance).

Because the History and People sections of the Analysis process required the development of background and analyzing criteria to make for more meaningful explorations of a building’s claims, we have included those investigations here. In an analysis of individual sites, the Architecture and Integrity criteria do not require the same contextual treatment (the information is specific to each building) and so it was not necessary to create the same kind of contextual entries as was done for History and Person.



## **Sample Introduction to Analysis Summaries**

The following part of the report contains all the Analysis Summaries prepared for the Birtle Heritage Group by Mr. Ken Storie, our heritage consultant. All buildings and sites noted in the Community Heritage Site Inventory are featured here. The four analyzing criteria discussed in the preceding section, Analysis Criteria, were employed in the creation of each Analysis Text:

**History**  
**People**  
**Architecture**  
**Integrity/Condition**

Note that in the following record there are two basic informational processes involved. For each site, the factual connections are first established between the site and each criteria (ex., “The house was built by the town’s first mayor.”). These facts are followed by an assessment (or judgement) of the extent to which the site is connected to or expresses the theme, using words like, typical, best, rare, etc. These words suggest whether the site is a good candidate for the List of Sites of Potential Heritage Value. This observation is presented at the end of each entry, with one of three final recommendations: “Good Candidate for List of Potential Sites,” “Possible Candidate for List of Potential Sites” or “Not recommended for List of Potential Sites.” The “Possible Candidate” option recognizes that the process was at this point a rough assessment, and that certain sites fell into a grey-area of potential heritage value. These buildings and sites are included so as to be sure that a theme or expression of a theme is not overlooked in a final review of the texts. To emphasize a positive recommendation, we have underlined that text.

## **Sample Introduction to Analysis of Individual Sites: Long List of Sites of Potential Heritage Value**

The following list of buildings and sites constitutes the Birtle Heritage Group’s recommendations about those places that have some claims for local heritage significance. The Group notes that this collection is essentially a working list, and will be used in the next stage of the project, Evaluations.

- Building Names to Follow