

Provincial Heritage Property Nomination Package



Provincial Heritage Properties are designated by the Government of Saskatchewan to commemorate and protect important elements of the province's rich and diverse history.

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Saskatchewan 

Preparing your Nomination

Thank you for your interest in nominating a historic place in Saskatchewan. This package provides specific instructions and helpful tips as you complete the Provincial Heritage Property nomination section.

Our staff at the Heritage Conservation Branch are available to assist you at any step of this process and can be reached at 306-787-2817 or historicplaces@gov.sk.ca.

Before you start

We strongly encourage you to fully read this package to better understand the type of information that you should include.

Missing details or the wrong type of information will delay the process and decision regarding designation.

It's important at this stage for the nominators and the property owners to understand the benefits and responsibilities that come with provincial heritage property designation.

We also encourage you to look at "*Provincial Heritage Property: Preserving our Sense of Place*" saskatchewan.ca/heritage to learn about existing Provincial Heritage Properties and why they were designated.

Do your Research

Researching a potential Provincial Heritage Property is an important step in the nomination process. When completing this package, the questions that need to be answered fall into two areas: descriptive and contextual.

Descriptive

Section 2 focuses on specific facts about a property, when it was created/built, how it was used, who owned it, when it was discovered, and such.

Contextual

Section 3 focuses on why the property is considered to be significant according to the criteria set out in this guide, and why its overall heritage value is provincial in scope. These questions require analyzing the facts about a property and explaining how these facts show provincial heritage significance.

Explaining the provincial significance is a key part of the nomination package. To be completed properly, this usually requires details about the place or object found in books, websites, archival materials, or from people with knowledge of the property. This can be done on your own or with assistance from the Heritage Conservation Branch. In some cases people or organizations with experience with this type of research and writing have been enlisted to complete these questions.

See Appendix I for more research information.

See page 18 for information on submitting your completed package.

Nomination Package is submitted

1. When we receive your nomination package and do our initial review, any significant omissions will be brought to your attention.
2. Once omissions are addressed, your nomination is then sent to the Board of the Saskatchewan Heritage Foundation (SHF) to evaluate the nomination and make a recommendation to the Minister of Parks, Culture and Sport.
3. The Minister will make a final decision regarding designation.

This entire process usually takes about 6 months to complete from the time the nomination is submitted. You may be asked for more information at any step.



**Provincial
Heritage
Property**

Frequently Asked Questions

Q: Do I lose ownership of the property once it is designated?

A: **No, the designated heritage property remains the property of the owner.**

Q: Am I allowed to sell the property once it is designated?

A: **Yes, the owner may sell or transfer ownership, but the Minister must be notified before any sale.**

Q: Once designated, can my property only be used for its original purpose?

A: **No, continued use is important to the sustainability of heritage buildings, whether as originally intended or adapted to a new use. Key in determining the use of the building is ensuring character-defining elements that make the property provincially significant are preserved.**

Q: Once designated, can my property only be used as a tourist site or museum?

A: **No, the purpose for which the property is used is at the discretion of the owner.**

Q: Do I have to open my property up to the public?

A: **No, the decision to allow public access is at the discretion of the property owner.**

Q: Do I have to restore the property to how it looked originally?

A: **No, designation does not require a property owner to restore the property to its original state. Restoration is not required, but there will often be limits on the design of future repairs, alterations and additions. Contact the provincial Heritage Building Conservation Officer for details.**

Q: What level of maintenance is required for Provincial Heritage Properties?

A: **It is the property owner's responsibility to maintain the property to the minimal accepted maintenance standards. Standards vary for each property and are developed by the Heritage Conservation Branch in consultation with the property owner. If the property is leased to another party, the owner is encouraged to reach an agreement with the lessee concerning ongoing maintenance.**

Q: As a property owner, is there funding available for a designated Provincial Heritage Property?

A: **Yes, grants are available from the SHF to assist property owners with the conservation of designated heritage properties. These grants are awarded on a competitive basis and are not guaranteed with designation.**

Q: If I am unable to maintain the property, will the province take over responsibility for the property?

A: **No, it is the property owner's responsibility to care for a designated property.**

Q: Do I need approval for any work to the property?

A: **Possibly. Contact the Province's Heritage Building Conservation Officer to determine if an alteration permit will be needed. Repairs or alterations that impact the character-defining elements of the property require an alteration permit from the Heritage Conservation Branch.**

Q: Are there any consequences for allowing the property to fall into disrepair?

A: **Yes, the Minister (under Section 51 of the Heritage Property Act) may order the property owner to undertake any specific repairs or other measures that are considered necessary to preserve the property.**

Q: Will Provincial Heritage Property designation lead to a First Nations land claim on my property?

A: **No, only crown-owned land, not private land, can be subject to a land claim.**

If a property owner has any questions or concerns about the effects of provincial designation, they should contact the Heritage Conservation Branch prior to signing the Property Owner section of the nomination form or providing a letter of support to the nomination process.

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Section 1: Property Owner Information

Property Owner's Statement of Support

The Minister, through *The Heritage Property Act*, may designate any real or personal property of provincial importance as a Provincial Heritage Property. Although the Minister may designate any property without the owner's consent, a property will normally only be designated with a statement of support from the property owner.

Include:

- Current Land Title (*from Saskatchewan's Land Titles Registry*)
- Recent exterior & interior photographs of the property (*Label each photo with description, photographer name & date*)
- Historic photographs of the property (*if available*)

Before you start:

Contact:

**Heritage Conservation Branch,
2nd Floor – 3211 Albert Street
Regina, Saskatchewan S4S 5W6
historicplaces@gov.sk.ca**

Property

Name:

Municipality:

Civic Address:

Not applicable

Legal Description:

Not applicable

Borden Number (*for archaeological sites*):

Not applicable

Nominator

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:

1.1 Current Owner

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:

Do you, the property owner, support support provincial designation? Yes No

Do you understand that if your property is designated, you will be required to get approval from the Heritage Conservation Branch for any alterations that could affect its heritage value? Yes No

Owner's signature: _____ Date: _____

If submitting electronically and the owner does not have a digital signature, print this page and have it signed. The signed page can either be scanned and included with the package email or mailed as a hard copy.

1.2 Present Occupant (if not owner)

Unoccupied

Not applicable

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:)

INFORMATION FOR SECTION 2: DESCRIPTION, CONDITION & USE

1. Location and construction details

Description including the relationship to other structures, surrounding landscapes, or grounds and any moveable property or archaeological resources associated.

Include:

- Date of construction
(if known)
- Name of Builder and/or Architect
(if known)
- Method of construction
- Construction materials

2. Owner information

Provide a list of original and subsequent owners. (Refer to the 'Land Titles' tab on the Information Services Corporation (ISC) web site).

3. Prior uses (if known)

Include when these occurred.

4. Other names (if known)

When were they used for the property.

5. Changes and Alterations

List any significant changes to the property, including the relocation of any buildings and structures, and explain why these occurred (if known).

For properties featuring Archaeological, Palaeontological or Geological Sites:

1. Location

Description of the property including location, size and boundaries, and if a buried site, its approximate depth and soil type.

2. Original use of the site.

If archaeological, indicate the site's original use. If geological or palaeontological, skip this question.

Time period

When was the archaeological site occupied, or what is the era of the palaeontological or geological resources. Indicate if more than one occupation or time period is represented.

3. Artifacts, fossils or geological or natural history materials.

Description of materials present or have been collected from the site.

4. Structural features

If the property includes buildings or other structures, specify when they were built, how they were constructed, the material used, and any other architectural features.

5. Scientific research completed.

When did the research occur and who were the primary researchers.

For Personal Property (single object or collection):

1. Key Measurements

For single objects, provide a detailed description, including key measurements (weight, height, width, and length), any component parts and any marks, labels or inscriptions found on the object.

2. Original and subsequent owners

List the history including prior ownership or possession, context of use, and what has happened to the object or collection since its creation. It is important to ensure that the object or collection was acquired appropriately and that the continuity of ownership is documented.

3. Materials used

Identify the material(s) the object is made from.

4. Method of manufacture

Describe how the object was made, by whom and where (if known).

5. Catalogue number(s)

If the object or collection is part of a museum collection, provide the catalogue number(s). All the objects in a collection must be identified so that it is clear what is being considered for designation.

6. Collection dates

Indicate how the collection was assembled and when collecting began and ended. Can the collection be easily replicated?

7. Is the collection intact?

Indicate if the collection is intact. If not, describe what is missing.

Section 2: Description, Condition & Use

2.1 Type of Property:

Is the property Real or Personal Property or both.

Real: includes land and things fixed to land

Personal Property: movable objects that are owned by an individual or organization.

2.2 Description

An overview of the property's location, construction and history of use.

2.3 Past Recognition

Was the property previously designated as:

Municipal Heritage Property National Historic Site Neither

INFORMATION FOR SECTION 2.4 CONDITION

For properties featuring Building & Structures:

- 1. Condition of the property.**
Describe the general condition of the foundation, façades, roof, windows, and interior.
- 2. Nature and extent of any damage.**
Identify any specific issues with the foundation, façades, roof, windows, and interior of the property.
- 3. Nature and extent of any recent repairs of the property (within the last 10 years).**
Detail any work done to the foundation, façades, roof, windows, and interior of the property.
- 4. Property Inspections**
Provide copies of any structural reports completed for the property within the last 10 years.
- 5. How often is the property inspected, and by whom?**
Provide information on how the property is inspected over a 12-month period and the background of the individual or organization responsible for inspecting the property.
- 6. If the property is unused, how is it protected from adverse weather/vandalism?**

For Archaeological, Palaeontological, Geological or Natural History sites:

- 1. Describe the overall physical condition of the site.**
- 2. If the site has been disturbed, describe the nature and extent.**

- 3. If the site contains buildings or other structures, describe their overall condition.**

For Personal Property:

- 1. Describe how the object or collection is protected.**
(i.e. storage, display, conservation etc.).
- 2. Damage to the object or any objects in a collection.**
To be considered for provincial designation, the object or collection should be in good condition, relatively intact and be complete enough to provide a comprehensive understanding of its heritage value. If damaged, describe the nature and extent.
- 3. Changes made to the object or objects in the collection.**
If changes or adaptations have been made, either through repair or use, an object will only be considered for provincial designation if the changes have not diminished the object's heritage value.
- 4. Currently being stored in a different location or on loan.**
Objects in a collection should be related so that, together, they constitute a cohesive whole. The collection should be intact and is recommended to be housed in one location (although parts of the collection might be temporarily separated; for example, for a travelling exhibit).

2.4 Condition

Describe the current condition of the property, including an overview of any recent or needed repairs.

2.4.1 Maintenance

If damage was listed in Section 2.2, indicate when and how the damage will be addressed.

Has a plan been developed to guide ongoing maintenance and repair of the property?

Yes No

INFORMATION FOR SECTION 2.5 USE

For properties featuring Building & Structures

1. **Indicate the current use of the property.**
2. **Is the property's current use negatively affecting the heritage elements of the property?**
If so, how are these elements affected?
3. **Are there plans for continued use, reuse or redevelopment for the property?**

The long term viability and preservation of a designated property is more easily achieved if the property continues to

be occupied or regularly used. Indicate if reuse and/or development plans would improve the conservation of any heritage elements of the property and the anticipated impact on the elements.

4. **Risk of Demolition.**
Indicate if the property is subject to threats of demolition (e.g. poor condition, development, etc.).

INFORMATION FOR SECTION 2.5 USE - CONTINUED

For properties featuring Archaeological, Palaeontological or Geological Sites:

1. **Current use of the property.**
2. **Is the property's current use impacting the archaeological, palaeontological or geological components?**
Describe the nature of this impact.
3. **Are there plans for reuse, interpretation and/or development that would impact any**

archaeological, palaeontological or geological components of the property?

Describe these plans and the anticipated impact on the heritage components.

Personal Property:

1. **Is the object or collection currently being used?**
Describe this use and indicate what precautions are in place to protect the object or collection.

2.5 Use

Describe how the property is being used. It's important to note the current and potential future use of the property as it provides valuable information about the property's potential for long-term preservation.

Provincially significant properties are those that clearly reflect important events, places, people, organizations and institutions, or themes in the history and development of the province. These may be representative or exceptional examples of cultural, political, economic, social, demographic, scientific or religious events or trends. They may also reflect the activities of groups, institutions, corporate bodies and other organizations or individuals that have become provincially, nationally or internationally recognized.

A property's rarity, uniqueness, size or age, may be relevant for considerations, but, these factors do not always determine provincial significance. One of a kind, the last, the largest, the oldest, the earliest, or the best, are important supporting factors that enhance a property's heritage value and strengthen a nomination. If similar properties are known to exist in the province, a comparative study is to be included to assist with the evaluation of the property. Include no fewer than ten similar properties; if fewer than ten, provide an explanation. Note ways the properties are similar and explain why the nominated property is a better candidate for designation than the others.

Determining the provincial heritage significance begins by considering the Historical, Cultural and spiritual, Architectural, Scientific and Aesthetic significance.

To be designated, a property must meet the specific criteria in at least one of these areas.

It is not expected to meet more than one criteria but, if it does, it should be included to enhance the potential for designation.

3.1 Historical Significance

The historical significance of a property is based on its association with people, events, places or themes that are important in the human, geological or palaeontological history and development of Saskatchewan.

To be considered for provincial designation, a property should meet one or more of the following criteria:

- be associated with events, places, people, organizations or institutions which have made a lasting contribution to the economic, social, cultural, or political history and development of Saskatchewan;
- reflect important themes in the economic, social, cultural, or political history and development of Saskatchewan; or
- reflect an event, place, theme or other important aspect in the natural history and development of Saskatchewan.

When completing this section, answer the following:

1. What important event, person, organization or theme in the history and development of the province is represented?
2. Explain why the event, person, organization or theme is significant.
3. Explain how the event, person, organization or theme is associated with the property.

Section 3: Provincial Heritage Significance

3.1 Historical Significance Not applicable



Photo: C. Fehr, 2004

Historical Significance:

Association with the province's grain industry, specifically the important role of flour mills in the development of that industry.

The Esterhazy Flour Mill operated from 1906 until the mid-1980s, and is the oldest and most complete flour mill of heavy wood construction remaining in Saskatchewan.

INFORMATION FOR SECTION 3.2 CULTURAL AND/OR SPIRITUAL SIGNIFICANCE

Properties which contribute to a community's identity and social cohesion, or those that directly connect to a community's traditional way of life are considered culturally significant. Educational, recreational, social or other public values may also be important factors in determining cultural significance. Properties have intrinsic spiritual importance when they reflect a community's values and belief system.

To be considered, a property should meet one or more of the following criteria:

- be associated with a place of worship or a traditional or spiritual practice in the spiritual history of Saskatchewan; or
- be associated with a cultural tradition or a way of life that is of lasting interest and importance in the cultural or social history of Saskatchewan; or

- reflect the cultural expression of a past people which is of lasting interest and importance to living descendants and the broader Saskatchewan society.

When completing this section, answer the following:

1. What important tradition or custom in the cultural or social history of the province is represented?
2. Explain why the tradition or custom is significant.
3. Explain how the tradition or custom is associated with the property.

3.2 Cultural and/or Spiritual Significance

Not applicable



Spiritual Significance:

The symbolic meanings of the various carved figures. The petroglyph boulder is also valued by contemporary Indigenous People as an expression of their cultural heritage and as a tangible link to the past.

Swift Current Creek Petroglyph Boulder displays some of Saskatchewan's most outstanding examples of ancient rock art.

INFORMATION FOR SECTION 3.3 ARCHITECTURAL SIGNIFICANCE

Buildings and structures that exemplify or reflect the influence of an important architectural style or technology, and those that are associated with innovation or achievement in creative design and structural excellence, may be considered architecturally significant. Architectural detail and construction materials may also be important factors in determining architectural significance.

To be considered, a property should meet one or more of the following criteria:

- a representative work of a prominent architect in Saskatchewan's architectural history; or
- illustrate an innovative design or structural achievement important in Saskatchewan's architectural history and development; or
- reflect an architectural style, tradition, time

period or technology that is important in the history and development of Saskatchewan.

When completing this section, answer the following:

1. What important architectural style, tradition, time period or technology in the history and development of the province is represented?
2. Explain why the architectural style, tradition, time period or technology is significant.
3. Explain what architectural style, tradition, time period or technology is associated with the property.

3.3 Architectural Significance

Not applicable



Photo: C. Fehr, 2004

Architectural Significance:

The overall Moorish style influence and the incorporation of attractive design features including the elegant front courtyard with open-arched arcade, alternating courses of red and light buff Claybank brick on the upper façade, fine hand-carved stonework, and interior detailing.

The Balfour Apartments were commissioned by prominent Regina lawyer James Balfour.

INFORMATION FOR SECTION 3.4 SCIENTIFIC SIGNIFICANCE

Properties that contain or have contributed original material which, through scientific study, has furthered (or has the potential to further) our understanding of the past, are scientifically significant. For heritage property, scientific significance normally applies to archaeological, palaeontological, or geological sites and objects.

Often, provincial scientific significance will be enhanced when individual sites are part of an aggregate of sites which, when taken together, represent a pattern of land use, a way of life, a time period, or a cultural landscape.

To be considered, a property should meet one or more of the following criteria:

- exhibit a diversity, uniqueness and/or high quality of cultural, fossil or geological material;
- represent or illustrate the development of taxonomical or biological type specimens or sites; or
- contain significant temporal, sedimentological, paleo-environmental, cultural or other contextual information that is significant to the cultural, geological or palaeontological development of Saskatchewan.

When completing this section, answer the following:

1. In what specific way(s) does the site or object contribute to the scientific understanding of the province's cultural, geological or palaeontological development?
2. Explain why the site or object is significant.

3.4 Scientific Significance

Not applicable



Scientific Significance:

Contains exceptionally well-preserved archaeological materials that enhances the scientific understanding of Indigenous history and adaptation on the Northern Plains over the past 6,000 years. Also an aggregate of different site types that clearly represent an ancient pattern of land use and a past way of life.

Opimihaw, is part of Wanuskewin Heritage Park.

INFORMATION FOR SECTION 3.5 AESTHETIC SIGNIFICANCE

Properties which display exceptional or innovative craftsmanship, style, technical skill, quality of design and beauty may be considered aesthetically significant. This can include innovative or traditional objects from aboriginal communities or folk cultures, high art, and landscapes such as gardens or parks.

To be considered, a property should meet one or more of the following criteria:

- illustrate exceptional or innovative craftsmanship, technical skill, quality of design and beauty that contributes to an understanding and appreciation of Saskatchewan history;
- illustrate a highly original or influential art form, craft or style which is important in the history of Saskatchewan; or

- reflect a particular style, design or artistic tradition that is important in the history and development of Saskatchewan; or
- be associated with a creative achievement in artistic or an ideological expression in Saskatchewan.

When completing this section, answer the following:

1. What important style, design or artistic tradition in the history and development of the province is represented?
2. Explain why the style, design or artistic tradition is significant.

3.5 Aesthetic Significance

Not applicable



Photo: C. Fehr, 2004

Aesthetic Significance:

Its representation of a rare Canadian example of a park developed according to a "City Beautiful" master plan. Featuring a mix of French and English landscape design, the grounds balance formal and picturesque views of the Legislative Building through the ordered use of formal gardens, monuments and open spaces.

The Legislative Building and Grounds.

INFORMATION FOR SECTION 3.6 CHARACTER-DEFINING ELEMENTS

Character-Defining Elements (CDEs) are features of the property that express its heritage value and must be retained if the heritage value is to be preserved. Identifying CDEs will clarify what features will be regulated by the province. CDEs are usually tangible features of a property (materials, forms, location and spatial configurations), but in some cases, can be intangible features such as uses, cultural associations or meanings.

Types of character-defining elements

Categorizing CDEs by type should capture the features that express its heritage value and make it easier for the property owner to make conservation decisions.

- form (scale, massing and composition);
- spatial configuration (interior layout, exterior spatial relationships among structures or other features within the property or between the property and its broader setting);
- functional features;
- materials;
- the ways in which people use the historic place;
- customs and traditions that were or continue to be associated with a historic place.

This section should be written in point-form. It is more than a list of property features. Each identified character-defining element should be explicitly linked to a specific heritage value that has been described in the nomination.

3.6 Character-Defining Elements

What are the Character-Defining Elements of the property? Defining elements will clarify what features will be regulated by the province.



Territorial Administrative Building

Character-defining elements that reflect:

- construction as a government building of the late 19th century, such as stone foundation and brick construction
- history as part of a larger government complex, such as the building's orientation to the north;
- second empire architecture, such as the mansard roof with symmetrical inset dormer windows, arched windows and the material and design of existing wooden windows;
- interior woodwork, such as the doors and frames as well as the wainscoting along the first and second-storey hallways.

Reference materials available online:

- *Standards and Guidelines for the Conservation of Historic Places in Canada*
- *Canadian Register of Historic Places Writing Statements of Significance Guide.*
- *U.S. National Park Service Preservation Brief Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.* Assists to identify the elements or features that give the building its visual character.
- *Identifying Architectural Styles in Manitoba.* Assists in identifying popular architectural styles found in the prairies.

Section 4: Public Support

Please provide letters of support for the designation. - List letters included with this nomination

Letters of support from individuals, organizations or the municipality demonstrate the support for the designation. The Heritage Conservation Branch or Saskatchewan Heritage Foundation may contact the letter writers for more information. If there is not a letter from the municipality they may be contacted as part of the review process. Letters of support are encouraged but not mandatory, and form letters are discouraged.

Letters of support should include the following:

- Rationale for support
- Contact details (address, phone number and email address)
- Organizations/agency: on letterhead
- Individuals: Detail relationship to nominator and property owner, if applicable

Section 5: Sources / Bibliography

A well-researched nomination will draw upon multiple sources of information to support the argument for provincial significance.

The Saskatchewan Heritage Foundation and the Heritage Conservation Branch may access the sources used by the nominator for further information or clarification. A bibliography allows quick access to the information.

5.1 Publications

- Author Last Name • Author First Name • Title • Publication Date

5.2 Periodicals

- Author Last Name • Author First Name • “Article Title.” • Publication date
- Periodical Name and Volume Number (if applicable)

5.3 Printed material from web

- Author • Title of Publication • Date retrieved • Web Address (URL)

5.5 Personal Interviews

- Name of Interviewee • Name of Interviewer • Interview Date

5.4 Archives

Include references to any files consulted, and the agency where the files are located.

- Name of Archive or Repository • Name of File or Record • City • Province • Country.

Citing Sources

When using footnotes or endnotes, you should provide the name of the source, title and page number for each reference. You should NOT use the same number twice, even when referencing the same document. Find the Chicago Manual of Style or the MLA Handbook online for suggestions on how to number your footnote/endnote entries.

The nominator will be contacted if there is difficulty locating a source used.

APPENDIX I: Resources for Researchers

- Use both primary and secondary sources
- Be as thorough as possible
- Use all relevant information
- Specific sources may contain potential bias or even factual error so check as many sources of information as possible.
- Check the author's sources (or bibliography) to assure the author's thoroughness and additional leads

Where to find information

- Archives
- Libraries
- Museums
- Government offices
- Businesses
- Private owners
- Universities, etc.

Archives, libraries and museums are always the best places to start because of their mandate to collect information and make it available for research purposes.

As you find information, more will appear. It's not likely all information needed will be in one place, so be prepared to look around.

Useful online resources

Archives:

- Archives Canada
- Glenbow Library and Archives
- Hudson's Bay Company Archives
- Library and Archives Canada
- Saskatchewan Archival Information Network
- Provincial Archives of Saskatchewan
- Saskatchewan Council of Archives & Archivists
- Saskatchewan Indigenous Cultural Centre
- Saskatchewan News Index 1884-2004
- SaskHistory Online
- University of Regina Archives
- University of Saskatchewan Archives
- Western Development Museum Archival Collection

Libraries:

- AMICUS – Canadian National Catalogue
- Canadian Library Gateway
- Glenbow Museum – Library
- Library and Archives Canada
- Regina Public Library – Prairie History Room
- Saskatchewan Legislative Library
- Saskatchewan Libraries
- Saskatoon Public Library
- Local History Room - Saskatoon Public Library
- University of Regina Library
- University of Saskatchewan Library

Museums:

- Glenbow Museum – Collections
- Museums Association of Saskatchewan
- Virtual Museum of Métis History & Culture
- Western Development Museum

Research and General Information:

- The Canadian Register of Historic Places
- Canadian Heritage Information Network
- Dictionary of Canadian Biography
- Ministry of Parks, Culture & Sport

What to look for

Records providing the most useful information for preparing a nomination will depend on the type of property being nominated. Here is a list of some helpful records.

Land Title records are available online from the **Information Services Corporation**. These records contain information including the name and address of the current property owner, the legal land description, and the names of individuals or organizations that have a registered interest on the title (such as creditors). You can do a full historical title search to reveal the names of the first and subsequent property owners including dates of ownership. It will also show if a property is already designated as a Municipal or a Provincial Heritage Property.

Survey Plans are available from **Geomatics** and show the precise area to which a particular land title applies. **Geomatics** is a branch of the **Information Services Corporation** and they also have a collection of surveyor maps and notebooks, that may help determine what structures were on a property in the past.

Building Permits, issued by a municipality and available from municipal offices or municipal archives. These could tell you when a building was constructed, when significant additions were made as well as the architect and construction contractor.

Tax Assessment Rolls are created by municipalities to record the assessed value of properties for tax purposes. The name of the owner is recorded, as well as some information about the building.

Architectural Drawings and associated building specification reports are an invaluable source of information about a building, but difficult to locate. Current building owners or previous owners may have architectural drawings. Drawings for provincially-owned heritage buildings are usually available from Saskatchewan Ministry of Central Services. Architectural firms keep collections produced

by current or former members, while others have donated collections of drawings to the Provincial Archives of Saskatchewan.

Fire Insurance Maps are schematic diagrams of urban areas produced to inform insurance companies what buildings existed, what materials they were made of, and where they were in relation to other buildings. They may be useful for determining what additions and alterations have been made to a building, and what the streetscape looked like at a particular time. Available at the Provincial Archives of Saskatchewan the City of Regina Archives and some in local museums. Fire Insurance Maps were not produced for all communities.

Annual Reports of businesses or provincial government ministries can be useful especially when researching government-owned heritage buildings, and are typically at the Provincial Archives of Saskatchewan.

Directories published by companies and organizations at various times for various purposes, may also be useful. The **Henderson's Directories**, were published annually for some communities and list building occupants and occupations. These can be found in local libraries and from the Provincial Archives of Saskatchewan. Business directories are also published from time to time. Remember that the information compile for these directories was received from businesses, and the accuracy is not generally verified.

Biographical Directories such as **N. F. Black's History of Saskatchewan and the North West Territories**, published in 1912, or John Hawkes' **The Story of Saskatchewan and its People**, published in 1924, may provide information about people associated with various properties.

Local Histories, where available, often contain a useful summary of a property's history. They are particularly useful as a source of information or opinion from local people as well as a good source of photographs from the private collections.

Newspapers may be useful sources of information on events, people, building construction, business, etc however not indexed for quick reference. Most Saskatchewan community newspapers are on microfilm at the Provincial Archives of Saskatchewan and in some public libraries. Community museums sometimes have copies of their local paper. The *Saskatchewan News Index* has a searchable index of many stories published in Saskatchewan newspapers between 1884 and 2004.

Eaton's Catalogues were a major source for goods and materials in Saskatchewan, and are now useful sources of information about when items were available, the original cost, and the manufacturer. You can find these in many museums, including the Western Development Museum Curatorial Centre.

Historical Photographs provide a vivid form of information. Collections are available from the Provincial Archives of Saskatchewan, the Saskatoon Public Library - Local History Room, the Saskatchewan History and Folklore Society and in many local museums and municipal archives. A large collection including over 40,000 images (B/W and colour slide) of historic buildings photographed since 1980 are at the Provincial Archives of Saskatchewan.

Archaeological and Paleontological Site Inventories contain information on over 20,000 recorded archaeological and paleontological sites in Saskatchewan. The inventory is fully computerized and linked to a geographical information system. Contact the Heritage Conservation Branch for access.

Palaeontological Research Reports are routinely produced by the Royal Saskatchewan Museum (RSM). The RSM's fossil research station in Eastend focuses on field research and collecting and other research and analysis to better understand Saskatchewan's palaeontological history.

Archaeological Research Reports are produced whenever archaeological sites are investigated. *The Heritage Property Act* requires all land development, that may disturb or damage heritage sites, undertake a heritage resource impact assessments or other protective measures. These reports may be available for review through the Heritage Conservation Branch.

In some cases, an archaeological, palaeontological and geological site being nominated may require additional scientific research. This requires trained professionals, and permits. For more information, contact the Heritage Conservation Branch.

Statements of Significance are developed for heritage properties already recognized or designated, such as Municipal or Provincial Heritage Property. These brief statements explain the heritage value and its heritage character defining elements, and may be useful for comparing a candidate with other similar sites that have already been designated. Statements of Significance may be found either on the Canadian Register of Historic Places or the Saskatchewan Register of Heritage Property.

Contextual Information

To effectively use information to evaluate the heritage value of a property, it must be set into a provincial context.

For example, to assess a site associated with a Saskatchewan industry, the overall development and importance of that industry in Saskatchewan needs to be considered. You must define the relationship between the specific history of the property and the general themes associated with it.

This is often best achieved by reviewing secondary sources from unpublished MA and PhD dissertations, to articles, monographs and books. Journals such as *Folklore* and *Prairie Forum* publish articles on various aspects of Saskatchewan history. The Regina Public Library's Prairie History Room and the Local History Room at the Saskatoon Public Library specialize in works on Saskatchewan history. The Heritage Conservation Branch's online register of provincially and municipally designated properties may provide information on similar properties for comparison purposes.

Properties being nominated for provincial designation may require additional research to determine its relative importance, including its age, cultural association, function, integrity and how it compares with other similar sites in the province.

Sources

MA and PhD Dissertations

- National Library and Archive's AMICUS database which contains the catalogue listings of holdings, including unpublished dissertations, in libraries across Canada.
- University of Regina Theses
- University of Saskatchewan Theses

Books about Saskatchewan History

- *Perspectives of Saskatchewan* edited by Jene Porter, published in 2009
- *Saskatchewan Agriculture: Lives past and present* by Lisa Dale-Burnett, published in 2006

- *Saskatchewan: A New History* by Bill Waiser, published in 2005
- *The Encyclopaedia of Saskatchewan* produced by the Canadian Plains Research Centre, published in 2005.
- *Province with a Heart: Celebrating 100 years in Saskatchewan* by Randy Boswell, published in 2005.
- *The Canadian Prairies: A History* by Gerald Friesen, published in 1984
- *Saskatchewan: A History* by John Archer, published in 1980.
- *The Saskatchewan Bibliography* by Ved Arora.
- *Bibliography of the Prairie Provinces to 1953* by Bruce Peel, also available on-line at <http://peel.library.ualberta.ca>
- *Western Canada Since 1870: A Select Bibliography* by Alan Artibise

Books about Saskatchewan Archaeology

- *The Buffalo People* by Liz Bryan published in 1991.
- *Tracking Ancient Hunters: Prehistoric Archaeology in Saskatchewan*, edited by Henry Epp and Ian Dyck, published in 1983.
- *Out of the Past: Sites, Digs and Artifacts in the Saskatoon Area*, edited by Urve Linnamae and Tim E.H. Jones, published in 1988.
- *Annotated bibliography of Saskatchewan archaeology and prehistory*, edited by Tim E.H. Jones, published in 1988.

Books about Canadian Architecture

- *A Guide to Canadian Architectural Styles* by Leslie Maitland, Jacqueline Hucker and Shannon Ricketts
- *Architectural Styles and Traditions in Manitoba* by the Government of Manitoba
- *A History of Canadian Architecture* by Harold Kalman
- *Canadian Pacific Western Depots* by Charles Bohi and Les Kozma
- *Canadian National's Western Stations* by Charles Bohi and Les Kozma
- *Barns of Western Canada* by Bob Hainstock
- *Historic Architecture of Saskatchewan*, by the Saskatchewan Association of Architects

Email Completed Nomination Form:

Once completed - use the submit button below to send your submission through email.

NOTE: Have all your supporting documents ready to attach to the email.

or

Mail Completed Nomination Form:

Once completed - print out this fully filled-in submission form, along with all your supporting documents and mail to:

Ministry of Parks, Culture and Sport

**Heritage Conservation Branch,
2nd Floor – 3211 Albert Street
Regina, Saskatchewan S4S 5W6**

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