



A Guide to the Yukon Historic Sites Nomination Form

2018

Department of Tourism and Culture

Cultural Services Branch

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*Front cover: Fort Selkirk, Yukon Historic Site; back cover: Designation ceremony, A.J. Goddard
Yukon Historic Site*

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This guide is designed to assist you with completing the Yukon Historic Sites Nomination Form. The nomination form can be downloaded from www.tc.gov.yk.ca/designation.html.

Please contact the staff at Cultural Services Branch before beginning the nomination process. Samples of completed nomination forms are available on request.

Introduction

This guide provides assistance with completing the Yukon Historic Sites Nomination Form.

Historic sites

Under the *Historic Resources Act*, Part 3, “Historic Site” means a site designated as a Yukon Historic Site. Under Section 15 (1), “The Minister may designate any site as a historic site when satisfied that the site is, whether in itself or



Mabel McIntyre House, Mayo, Yukon Historic Site

because of historic resources or human remains discovered or believed to be at the site, an important illustration of (a) the historic or pre-historic development of the Yukon or a specific locality in the Yukon, or of the peoples of the Yukon or locality and their respective cultures; or (b) the natural history of the Yukon or a specific locality in the Yukon, and has sufficient historic significance to be so designated.”

Designation of Yukon Historic Sites under the *Historic Resources Act* (the Act) is intended for sites that are important to the history of Yukon. When you nominate a site under this process, it will be compared to similar sites in Yukon to help determine its significance. Only the most significant resources merit this official recognition. Historic sites may qualify based on their historic value, their architectural value, their uniqueness, or their association with significant people or events in Yukon. Sites may also be designated due to their scientific value. For more information related to designation of territorial historic sites, please go to www.tc.gov.yk.ca/historicsites.html.

Designation of sites that are significant at a local level is possible in municipalities. Please check with your local municipality to see if Municipal Historic Sites designation is a possibility. There are other mechanisms for

protecting significant landscapes or ecological areas in Yukon (*Parks and Land Certainty Act* and the *Wildlife Act*). Yukon First Nation Final Agreements may also include provisions in respect of identification, management and designation of sites or areas of unique cultural or heritage significance.

Research

When you submit a nomination, you need to provide detailed information to demonstrate the site's importance. This guide provides a set of key points that must be addressed in your research. We recommend that you have a qualified researcher conduct this research, and that you contact us for more information on how to complete the nomination form.

If the site you are nominating is in the Yukon Historic Sites Inventory, Yukon Archaeological Sites Inventory, or Yukon Palaeontological Sites Inventory, there will be a file at Cultural Services Branch. A good first step is to check to see if Cultural Services Branch has a record of, or information on, the site.

If you are nominating a site on Settlement Land, you will need to have a letter of support from the First Nation to go ahead with the nomination. The site may be recorded as part of a specific Final Agreement or be identified under the land claims process. Many First Nation offices maintain an inventory of their heritage sites. Check with the First Nation in whose traditional territory the site is located.

For a site to be thoroughly evaluated, we will require information from you on the physical characteristics of the site (supported by photographs and drawings) and the scientific, historical and/or cultural relevance of the site, which must include written and/or oral sources.

To have a strong understanding of the site, you should include both primary and secondary research. Primary research makes use of original material, such as original manuscripts, photographs and recordings. Secondary research includes published materials and unpublished reports, either from the same time period that is being researched or a later period. All research materials provided with the nomination form must have source information provided. This should include the collection/fonds name, accession number and item number and the institution where the information is held or the name of the individual or

organization that provided the material. See Section 6 for information on citing published research material.

There are many sources of research materials:

- Yukon Archives has a large collection of both primary and secondary research. Staff can help with your research and recommend researchers you can hire. Phone 867-667-5321 (toll free 1-800-661-0408, extension 5321) or email yukon.archives@gov.yk.ca.
- Historical land title searches will provide information on ownership, from the property's first owner to the present. Please contact Government of Yukon, Land Titles office, to request this information. Phone 867-667-5612 (toll free 1-800-661-0408, extension 5621) or email landtitlesoffice@gov.yk.ca.
- Oral histories from community members can often provide information not found in written sources. These may be available as audio recordings or written transcripts of the recordings, or you may want to conduct your own interviews.
- Historic and present-day photographs can provide valuable information about the history and development of a site, including any alterations that may have occurred. Museums, archives and personal collections may have relevant photographs.
- The Energy, Mines and Resources (EMR) Library contains more than 100,000 Yukon aerial photographs. You can phone the EMR Library at 867-667-3111 (toll free 1-800-661-0408, extension 3111) or by email: emrlibrary@gov.yk.ca.
- Architectural plans may be available if the structure was designed by an architect or was a government or institutional structure.
- Newspapers may provide additional information about historic events, the date of construction, alterations of buildings or how much the building cost. Some newspapers, both from Yukon and from elsewhere, are available at Yukon Archives, either as original copies or on microfilm or microfiche. Some newspapers are also available online.
- The websites of museums and similar organisations can be valuable tools for finding historical information. Here are some website suggestions: Yukon Archives (www.tc.gov.yk.ca/archives.html); Yukon Genealogy

(www.yukongenealogy.com); Yukon Historical & Museums Association (<http://heritageyukon.ca>); Dawson City Museum (www.dawsonmuseum.ca); MacBride Museum of Yukon History (www.macbridemuseum.com); Hougén Group, Yukon History Section (www.hougengroup.com/yukon-history); Library and Archives Canada (www.bac-lac.gc.ca/eng/Pages/home.aspx); and www.yukonmuseums.ca.

Completing the submission form

Draft submissions usually require three to four revisions and can take several months to complete. We strongly recommend that you work with Cultural Services Branch staff during this process. Once the nominator and Cultural Services Branch staff determine that the submission is complete, the Minister of Tourism and Culture may forward the nomination for evaluation by the Yukon Heritage Resources Board.

Date of submission

This is the date you e-mailed, faxed and/or mailed the completed form. If, after consultation with Cultural Services Branch, you wish to submit a revised form, please leave the original submission date on the form and put the new submission date after the word “revised.”

Naming your file

Submission forms are provided in Microsoft Word. As soon as you open the file, please save it with a new name that includes the name of the site you are nominating with the month, day and year submitted (e.g., “Fort Selkirk nomination 111316.doc”). If the file is subsequently revised, please change the date in the file name to reflect the revision date (e.g., “Fort Selkirk nomination 120816.doc”).

Nominator/researcher

Please enter the name and mailing address of the person or agency making the submission and the person who conducted the research. Ensure there is contact information for both the nominator and researcher, including telephone, fax and email.

Sections of the submission form

1. Identification

1) a Site name

Some sites have a formal name and a common name, such as St. Simon's Anglican Church in Whitehorse, which is commonly known as the Old Log Church. Some sites have a traditional

First Nation name. Please provide the formal name by which the site should be identified and list other names in the space provided.

1) b Site type

A single site may have more than one of the following types. For example, the site may include five buildings, a bridge and nine archaeological sites. The site is a cultural landscape comprising natural and built heritage elements that speak to the culture, history and evolution of the site. Please list all types that are relevant.

Built site

Built sites include buildings (whether residential, public, commercial, or industrial) constructed by people and created in the past. A built site could be a single building or multiple buildings, and may also include structures and landforms created by people for purposes other than habitation. Built sites may include structures for transportation, energy development, communications, resource extraction and processing, and industrial complexes where engineering works have transformed and defined the landscape.

Archaeological site

An archaeological site is a specific location above or below the ground, or underwater, that has evidence of past human activity. It may be comprised



Watson Lake Sign Post Forest, Yukon Historic Site

of structural remains; features (such as hearths or cache pits); artifacts and samples, including charcoal, animal bone, botanical or sediment samples; or other specimens or remains of archaeological interest.

Palaeontological site

This refers to a site that contains the physical remains of ancient plants or animals. These remains may be in the form of fossil bones, teeth, impressions in rock, mineralized remains or mummified or frozen soft tissue.

Landscape site

This is a geographic area that reveals a historic relationship between people and the land. It may be an area where the natural environment has been modified through human design and activity or traditional use. It is a dynamic, living entity that may evidence natural and human-influenced social, economic and cultural activities. Landscapes sites include city parks, dredge tailings and caribou fences.

1) c Address or location of the nominated site

Community

Include the community name if the site is in or near a town, city, village, hamlet or other settlement. Include the name even if the community is abandoned or no longer exists. Include the traditional First Nation name, if there is one.

Address

If the site is located in a community, include the address (street name and street number, if applicable).

Legal description

Please provide the lot, block and plan number for the site. You can obtain this information from a tax assessment notice or certificate of land title, or by checking with your municipal office or the Government of Yukon's Land Titles office. You should include a copy of the certificate of title with your submission.

Other location information

If the site is outside a recognized community, please provide the closest major geographical feature (e.g., south shore of Teslin Lake, or the confluence of the Pelly and Yukon rivers).

If the site is outside a recognized community, please include a copy of the area on a 1:50 000 National Topographical System (NTS) map or a digital map with the site or trail marked. Be sure to include the map sheet number. For example, a site near Whitehorse would be on the 105D/11, 1:50 000 map sheet. Also provide the latitude and longitude and/or Universal Transverse Mercator (UTM) coordinates, if possible. If the site is on Settlement Land, also include the land parcel description.

The Yukon Lands Viewer is a useful online tool for identifying land tenure (<http://mapservices.gov.yk.ca/lands>).

1) d Description of the physical site

It is important to thoroughly describe the site you are nominating. For example, does the site include features such as a building, hot spring or a mining site? In the case of a house on a lot, you can just use the terms house and lot. If the site is a trail, you should note where the trail begins and ends. If the site is more complex, such as a farm or a portion of river shoreline or mountain, it is not necessary at this point to describe all the lands to be included in the site. If the site is a building on a lot, however, and the grounds are part of the site's significance, you will need to provide a brief description of the grounds.

1) e Legal owner

Please provide the name of the legal owner. This will be on the certificate of title at the Land Titles office. If the site is on Settlement Land, you will need to obtain a letter of consent from the First Nation.

If the site is not on titled land, it will be on public land or Settlement Land or within a national park. If you are the nominator but not the owner of the site, include a letter of support from the owner.

1) f Occupant

If the owner lives on the site, simply note “owner” when providing information in Section 1) e above.

If the owner does not live on or use the site, provide the name of the person or organization who does.

Some sites may be occupied seasonally.

If the site is abandoned or no one lives there, make a note here.

1) g Current use

What is the site currently used for? Is it a residence, mining claim, fish camp or store, or is it vacant or unused?

If the site is used for cultural purposes, describe who uses the site and the times when the site is used (e.g., ice fishing, used by the community or as a culture camp by the First Nation at certain times of the year, etc.).

1) h Special land status, if applicable

Does the land have any special status? Is it a lease, a trapping concession, or a land claim selection? Is the site located in a territorial or national park or a special management area or used as a right of way?

2. Determining significance

For each of the site types you listed in Section 1) b (built site, archaeological site, palaeontological site, landscape site), provide information about the following characteristics:

2) a Physical site characteristics

Age

Depending on the type of site, you will need to provide its age in calendar years (for example, 1901), radiometric age (years before present, or BP), or geological time, if known. If the absolute age is not known, give an estimated time of creation (for example, “constructed circa 1905”). Archaeological sites are often defined by radiometric age (e.g., 4,500 years BP) or technology (e.g., Little Arm Phase). Geological time for palaeontological sites is usually described according to eras, such as the Mesozoic.

Composition

Describe the major physical features or attributes of the site:

- For built heritage, provide a detailed description of the structure(s) or landscape forms. This will include design, the use of unique or uncommon materials, aspects of construction and any significant alterations over time.
- For archaeological sites, describe the site's size, stratification, features, material culture remains (assemblage size/diversity), organic preservation, activity areas and technology.
- For palaeontological sites, describe the site's size, fossils preserved, species diversity, associations, stratification, presence of geological features, and features of palaeo-environmental significance.



Jamie Toole and Anne Morgan, owners of the Caribou Hotel Yukon Historic Site, Carcross

- If the site is a landscape site, what are its components? Include geographic features such as hills or valleys as well as human-made features such as a hunting blind, caribou fence or dredge tailings and dredge pond.
- If it is a trail or road, does it include any features other than the roadbed, such as a cache; blazed, marked trees; ditching; culverts or bridges; camps; roadhouses; corrals; hay meadows; or remnants/evidence of these features?

Integrity

How much of the original site is intact?

- Has it been significantly altered, rebuilt or reformed? If the site is a building, do original materials exist under newer materials? Are the window and door openings original? Have openings been changed or have new openings been added?
- Has a building or structure been relocated to the site? If so, when was it moved and from where? What remains of the environment that makes up the site? This includes the lots as well as the surrounding environment included in the nominated site. If appropriate, note how the site has changed over time.
- For archaeological or palaeontological sites, has the site been the focus of formal scientific research that assisted in defining its historic significance, and/or does the site retain significant research potential (large intact or undisturbed portions still existing in the site)?

2) b Historical, scientific and/or cultural relevance

Use or activity

Describe the historic use of the site and its purpose(s).

Event(s)

Provide information about the site's association with any important event(s) in Yukon history.

Individual, institution or group associated with the site

Provide information about the site's association with any individual, institution or group.

Cultural, scientific or aesthetic attributes

Cultural attributes

Sites in this category can include spiritual or traditional associations defined by a community or cultural group. They should also include attributes such as community significance. (For instance, the Midnight Dome near Dawson has community significance as a place where the summer solstice has been celebrated since the Klondike Gold Rush.) Describe why the site is important, to whom, and how long it has been significant.

Scientific attributes

Describe any distinctive features or examples of a type of technology that the site demonstrates, such as:

- evidence of a site type or cultural phase/tradition/historic period;
- degree of preservation;
- site size and complexity; and
- building or engineering technology.

Aesthetic attributes

A site may have exceptional or widely appreciated aesthetic qualities such as visual or auditory aspects, and/or have historic significance to a group or community. A site with aesthetic significance may reflect a particular style, or period of construction or craftsmanship, or represent the work of a well-known architect, planner, engineer or builder.



Mayo Legion Hall, Yukon Historic Site

3 Heritage significance

Information presented in sections 2) a and 2) b is descriptive. In this section, comparative and contextual information will help in evaluating the site within the broader background of Yukon history. The site will be assessed based on its relative importance in terms of type, time period, technology, condition and integrity. Is it an

excellent example out of many? Is it one of only a few remaining? Does it provide important insight into and understanding of Yukon heritage? Cultural Services Branch staff can provide information about other heritage sites.

3) a Site type

Compare with similar types of sites (built, archaeological, paleontological, or landscape) elsewhere in Yukon. Is it a rare or representative example?

3) b Time period

Is the site an exceptional example of a particular time period or era in Yukon history?

3) c Technology

Is the site an exceptional example of unusual architecture, construction or engineering technology? Is it a good example of a common type of architecture, construction or engineering technology? Is it a good example of a particular archaeological or palaeontological period? Does the site illustrate the technology of a particular period of history, such as the Yukon Ditch, which was a gravity-fed water system?

3) d Cultural values

Was the site strongly associated with an important person, group, activity or event in Yukon history? Is the site of considerable importance associated with a well-known tradition or use by a cultural group or Yukon First Nation? What is its role in the development of a community, region, province, territory or nation? What are the patterns of use at the site? Historical or cultural value can lie in natural or ecological features of a place, as well as in built features.

3) e Scientific values

Do the structures, artifacts or fossils at the site exhibit exceptional preservation, diversity, rareness and/or quality? Does the site have additional qualities that would allow better understanding of it, such as datable strata or palaeo-environmental evidence? Factors such as site size, complexity, and antiquity are also considered in evaluating scientific importance. Scientific value in a site should provide evidence that can advance our understanding and appreciation of a culture.



The Caribou Hotel, now a Yukon Historic Site, in Carcross, ca. 1909. MacBride Museum photo

- access to the site; and
- impacts of designation — should there be any limitations on use of/ access to the site?

4. Other information

Describe other factors that should be considered in a potential site designation.

Here are some examples:

- letter of support from the site owner, affected groups, individuals, First Nations and local officials;

5. Heritage character statement

The heritage character statement is a summary of the information in Sections 2 and 3 that expresses why the site is important to Yukon. The heritage character statement provides information about the site's physical characteristics and its historical, scientific and/or cultural significance.



Telegraph Office, Dawson, Yukon Historic Site

This information should be collected when you conduct the research for the nomination.

The heritage character statement should be between 500 and 600 words. It is recommended that you write the heritage character statement after the rest of the nomination has been completed. Examples are available from the Cultural Services Branch on request.



Old Log Church and Rectory, Yukon Historic Site and Municipal Historic site

Psychological Association (APA) style is generally used for this type of research. See <http://library.queensu.ca/help-services/citing-sources> for more information. See also the Research section of the Introduction on page 6 of this guide.

6. Sources

List the books, documents, maps, photographs and interviews that you used to prepare your nomination submission. Any information provided must be thoroughly documented, including source, date and copyright.

You are required to follow accepted bibliographic standards. American

7. List of materials to include

Your submission should include a certificate of title; see Section 1) c.

Nomination submissions should also include present-day and historic photographs of the site.

For buildings, please include two exterior images, taken from different angles, that show the whole structure and its surroundings, as well as one exterior image of each side of the four sides of the structure. All photographs should be labelled according to what they show (e.g., “south side of building, #2”). Additional photos should be included to show details of exterior elements or interesting features. Images of interior details should be included if interior elements are intended to be part of the designation.

For landscape, built, archaeological or paleontological sites, include photos that show the extent of the site, if possible, as well as important features described in the nomination.

Historic photos and archival material should be properly sourced, including whether they came from a private collection or from a museum or archive. Include the collection or institution name, accession name and number and, in the case of a photograph, the date the photo was taken and the name of the photographer.

Maps, plans, and architectural drawings, as relevant for the type of site, are important to providing an accurate context and location of the site.

List the maps, photographs, architectural drawings and other materials, (such as tape recordings, videos, oral histories, etc.) you have included with the nomination form and the source information.



Restoration work at the Yukon Saw Mill, Dawson City, Yukon Historic Site

8. Submission and evaluation

Nominations are received by the Department of Tourism and Culture, Cultural Services Branch, on behalf of the Minister. The nomination must be delivered to Cultural Services Branch as a hard copy with a cover letter that lists the accompanying historic photos, contemporary photos, maps, etc. A digital copy should also be provided. If you email the nomination, please do not email large image files with the application. Include any digital files on a CD or thumb drive. Photocopies and low-resolution images cannot be accepted as the sole documentation.

Cultural Services Branch staff will conduct a technical review of the nomination to assess accuracy, significance and any other considerations relevant to the site, such as public safety and heritage conservation concerns. Cultural Services Branch will also determine if there are any other factors that should be considered in its evaluation.

The Minister may then refer the nomination to the Yukon Heritage Resources Board, which evaluates the nomination using criteria specific to the category of the nominated site. The Board provides recommendations to the Minister. If the Minister chooses to modify or reject the recommendations of the Board, the Board will have an opportunity to resubmit its recommendations.

If the nomination is not successful, Cultural Services Branch staff can work with the nominator to determine if the nomination should stop, be revised or resubmitted based on the recommendations from the Yukon Heritage Resources Board and the Minister.

