



HERITAGE MASTER PLAN FOR TOFINO

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SEPTEMBER 10, 2013

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| Executive Summary |

Tofino's early settlements and legacy of personal histories and First Nations, pioneer and present day traditions and events weave a rich historic tapestry that creates Tofino's unique sense of place. Its heritage places and cultural landscapes are touchstones to a diverse past that foster community revitalization, encourage heritage tourism, promote a strong sense of place, and enhance local cultural life and community sustainability.

Investment in heritage conservation provides economic stimulus that results in enhanced tax assessments, more interesting community environments, supports competitive business recruitment and retention strategies, and provides opportunities for business incubation.

The *Tofino Heritage Master Plan* is a ten year strategic document that presents not only a shared vision of the future of heritage, but also a series of actions that outline how, over time, this vision will unfold.

The vision of this Plan has been derived from consultation with the broader community and reflects a community values-based approach to heritage resource management.

“Tofino, a community connected by setting and heritage that enriches the lives of its citizens and visitors.”

The six guiding principles are values and perspectives that reflect the vision. They function as a filter or checkpoint through which all goals and actions must pass.

- Conserving Heritage:** Protecting the community's heritage resources is of paramount importance for the sake of its residents and for future generations.
- Building Community:** Heritage conservation is an essential element of Tofino's quality of life.
- Managing Change:** Heritage management should serve to guide the protection of important sites including natural features, and properties.
- Promoting** An informed community understands, appreciates, and encourages heritage conservation throughout Tofino.
- Fostering Collaboration:** Managing heritage resources requires collaboration between the District of Tofino, the private sector, community partners, volunteers, and the public.
- Maintaining Consistency:** Overseeing heritage resources and conservation efforts is a long-term commitment that requires strong organizational management, professional integrity, and ongoing vigilance.

Strategies and accompanying objectives and actions are organized within five categories:

GOAL 1: Provide Leadership in Heritage Conservation.	Sets a heritage leadership mandate to support the heritage master plan's implementation that includes: an annual heritage services budget; establishment of heritage advisory committee; linking heritage priorities to civic objectives; and ongoing consultation with the Tla-o-qui-aht First Nations.
GOAL 2: Conserve Heritage Buildings, Structures and Places.	Formalizes an evaluation, inventory and conservation process to safeguard Tofino's heritage that includes: development of a heritage database; heritage incentives for property owners; promoting heritage resource partnerships with business, marketing and tourism initiatives; and pursuing ongoing investment opportunities that support heritage financing and conservation practices.
GOAL 3: Preserve Cultural and Natural Landscape Features.	Identifies and preserves cultural and natural features including: preserving important natural areas, vegetation and archaeological sites; documenting and mapping to ensure that significant features and attributes of the sites are preserved; and undertaking planning mechanisms, environmental controls, and conservation procedures to protect them.
GOAL 4: Make Heritage Information Accessible.	Ensures the community is informed, aware, and knowledgeable about Tofino's heritage including: presenting resources, plans, priorities, partnerships and conservation approaches being pursued; inviting the community to nominate building and landscape features for heritage consideration; and promoting successes achieved.
GOAL 5: Celebrate Tofino's Unique History.	Celebrates Tofino's history and heritage including: development of an archives and museum space; ongoing dialogue with regional and senior government on heritage resources and opportunities; and Tla-o-qui-aht First Nations and community involvement in the promotion of Tofino's unique history.

The strategies and actions for implementation provide a road map for how the goals of the *Heritage Master Plan* can be prioritized, who can take the lead and who can provide support for each proposed action, and what resources will be required for success.

Implementation of the *Heritage Master Plan* will support many other aspects of District policy, including planning and development policies as outlined in the *Official Community Plan*, and the *Tofino Arts and Culture Master Plan*.

| Acknowledgements |

The District of Tofino recognizes the following individuals for their dedication and support in making this *Heritage Master Plan* come together.

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| 1. Introduction to Tofino |

Tofino's past, present, and future are connected through community celebrations, partnerships, and heritage activities that preserve tangible and intangible heritage resources, provide educational opportunities, and enrich the lives of citizens and visitors.

Tofino is a district of about 1,900 residents¹ on the west coast of Vancouver Island, in British Columbia, located at the western terminus of Highway 4, on the tip of the Esowista Peninsula, at the southern edge of Clayoquot Sound.

The settlement of Tofino first acquired the name in 1909 with the opening of the Tofino Post Office, named in association with Tofino Inlet nearby. Tofino Inlet was named in 1792 by the Spanish commanders Galiano and Valdés, in honour of Admiral Vicente Tofiño, a Spanish cartographer.²

The natural landscapes of Tofino reflect its historic ties to fishing, sealing and logging. For many families, resource-based jobs went with boats and fishing in season. In other families, loggers would leave the homestead in the family's hands when the loggers were off in camp.

One of the key aspects of Tofino's heritage character is the historic infrastructure of the early community that sprang up as the area was settled. The small settlement included early transportation routes (land and water), a school, church and commercial centre. Tofino's built heritage are reminders of the community's early development, some of which still exist, and others remain as stories and memories of the past.

Tofino's cultural and heritage resources can also be found in the surrounding area and along the Pacific Rim National Park Reserve Corridor. The District's resources are presented in **Appendix A**.

Today, Tofino and Clayoquot Sound welcomes thousands of visitors annually, attracted by the rich natural beauty and habitat of the area. Accessible environmentally rich areas like Tofino are rare treasures found in few other locations in the world.

¹ District of Tofino

² Tofino History and Clayoquot Sound History

Tofino and Area Timeline

The Nuu-chah-nulth First Nations presence in Clayoquot Sound date back at least 5,000 years. The traditional territories of the Tla-o-qui-aht people include the land now part of the District of Tofino. "Clayoquot" comes from the interpretation of the word Tla-o-qui-aht, and was used by early traders, surveyors and cartographers.

1774 – The earliest recorded European contact between Vancouver Island's First Nations occurred when Spanish Commander Juan Pérez met with First Nations near Nootka Sound. He did not land.

1778 – Captain James Cook, with several hundred men and two ships, made landfall at Yuquot (Friendly Cove) where he stayed for a month.

Late 1700s to early 1800s – A thriving maritime fur trade brought traders, primarily from Britain and the United States, to the west coast where they traded with the First Nations for sea otter pelts.

1811 – Sinking of the American trading vessel, Tonquin, in Templar Channel after an altercation with the Tla-o-qui-aht people.

1843 – Hudson's Bay Company establishes Fort Victoria.

1850s – Trading posts started to appear on the west coast. It is thought that the trading post on Clayoquot, Stubbs Island, was in operation as early as 1855. Clayoquot eventually grew into a small community and was the first non-native settlement in the region.

1890s onward – Early settlers began to arrive in the area and establish homesteads on the Esowista Peninsula, the harbour islands, and throughout Clayoquot Sound. Many of the early settlers arrived from England, Norway or Scotland. In 1901, with the establishment of a store at the end of the Esowista Peninsula, the town of Clayoquot has "competition" and a new community begins to emerge. People refer to it as Tofino, a name taken from nearby Tofino Inlet.

1909 – Tofino's first post office opens.

1913 – St. Columba Anglican church is built.

Early 1900s to 1959 – Coastal steamships are the lifeline to coastal communities, including Tofino and Clayoquot. They bring supplies, residents, friends, even tourists. The Princess Maquinna serves the region from 1913 to 1952. Since the ocean is the "highway," Tofino grows from the shoreline (i.e., Main St.), up.

1920s – Japanese fishermen and their families begin to establish on the west coast.

1932 – Tofino is incorporated as a municipality.

1942 – The federal government orders the removal of all people of Japanese descent from the west coast. They are moved to Vancouver and then to interior internment camps for the duration of World War II and several years after.

1942 – RCAF Tofino at Long Beach opens, bringing hundreds of men to the west coast.

1959 – The road connecting the west coast to Port Alberni is finally completed.

1960s and '70s – Tourism begins to flourish in the region, with most people attracted to Long Beach. Several small family-run resorts at Long Beach and beach camping provide most of the accommodation.

1971 – Pacific Rim National Park is formally opened by Princess Anne on May 4. Over the next few years, residences and businesses are removed from the park and the towns of Tofino and Ucluelet begin to offer services to tourists.

1972 – Road between Port Alberni and the coast is paved.

1984 – First Nations and Tofino residents stand to oppose logging of Meares Island, the backdrop to Tofino and the source of its drinking water.

1993 – Hundreds of activists are arrested for protesting clear-cut logging in Clayoquot Sound. The protest garners world-wide media attention to the region and was one of the largest acts of civil disobedience and mass arrest in Canada's history.

2000 – Clayoquot Sound is designated a UNESCO Biosphere Reserve.

2008 – Tofino is designated a Resort Municipality by the province of BC, allowing it to invest a portion of provincial hotel room tax revenue into local resort-oriented projects and programs.

Today – Tofino and Clayoquot Sound welcome thousands of visitors annually, drawn to the rich natural beauty and cultural heritage of the region.

1.1 Pacific Rim National Park Reserve

Pacific Rim National Park Reserve (PRNPR), the largest protected entity in the region, comprises a total area of 500 square kilometres stretching 125 kilometres just south of Tofino to Port Renfrew. The most visited and accessible region in the PRNPR is Long Beach, located between Tofino to Ucluelet. The primary feature of the region is Long Beach itself but the area also includes numerous trails which run through bogs and temperate rainforest areas. The area also is home to Green Point Campground, which has 94 campsites for tents and small trailers. Other structures in the area include an administration office and Kwisis Interpretive Centre. The interpretive centre contains exhibits about local wildlife, plants, native culture, and history.

1.2 Tofino's Arts, Culture And Heritage Committee

The Tofino Arts, Culture and Heritage Committee (ACH), formed in 2011 by Tofino District Council, represents the public's and the District's interest in planning arts, culture, and heritage initiatives within the District of Tofino. The Committee, with community support, is the major catalyst behind the development of a *Heritage Master Plan for Tofino*.

The Committee's mandate includes:

- Provide advice to Council on cultural-related issues that may arise from the community, staff, or Council;
- Provide advice on how to advance implementation strategies and to work in collaboration with the District to move forward cultural services in Tofino;
- Support and connect cultural organizations as they explore opportunities and host major events and festivals; and
- Advocate and promote the value and benefit of cultural activities for all ages and abilities.

The ACH led the development of the "*Picturing Tofino – a Plan for Arts and Heritage*" (Tofino Cultural Scan) which was completed in 2012. The Cultural Scan is a phase-one plan that led to the development of comprehensive Cultural and Heritage Master Plans for the District of Tofino. The objective of the Tofino Culture Scan was to profile Tofino's arts and heritage community by inventorying the District's arts and heritage assets, (e.g., organizations, art industries, artists, heritage resources, festivals and events, community facilities and venues); and collecting public opinion on the community's strengths and perceived gaps, needs, and challenges.

| 2. Heritage Master Plan for Tofino |

The *Heritage Master Plan* is an essential first step in moving forward and focusing on the key issues around preparing heritage policies and strategies. However, the Plan alone is no solution; it depends upon acceptance by the District Council, staff, the Arts, Culture and Heritage Committee, community partners, and the general public in order to achieve results with new projects and improved management practices.

The Tofino Heritage Master Plan:

- Is a ten-year strategic document that presents a shared vision for heritage strategies in the District,
- Includes a plan that outlines how this vision will unfold over time,
- Presents a shared heritage stewardship responsibility between government and community,
- Focuses on heritage efforts in the coming decade to build on current cooperative practices between community and government and provide long-term direction for staff and Council in developing policies in the coming years,
- Draws on the collective experience of heritage stakeholders who have had long involvement with the work of heritage preservation in the District,
- Recognizes the process for its development as an opportunity to recognize and clarify partnerships and review understandings across the heritage community in Tofino, and
- Identifies challenges and opportunities for heritage conservation in the District of Tofino in the foreseeable future and provides strategies for addressing them.

Tofino - Clayoquot Heritage Society – is a registered charity dedicated to the exploration, preservation, and interpretation of the rich and diverse heritage of the west coast.



| 3. What is Heritage? |

The starting point for any discussion about a community's heritage is understanding its shared values and resources. Canadian communities are made up of many things — buildings, landscapes, social customs and routines, natural features, memories — that together help define that community's character.

What heritage means in this context is the essence of the place: what makes Tofino distinct from anywhere else? Or, put another way: other than location and setting, what symbolizes Tofino's identity?

Heritage is a term often assumed to be synonymous with "rare" and "expensive," both terms associated with the elites in any culture. In this Plan and in other documents produced under current Canadian federal and provincial heritage legislation, heritage also includes the ordinary and every day; those components of normal life in a community that may seem commonplace but are essential to its distinctive character.

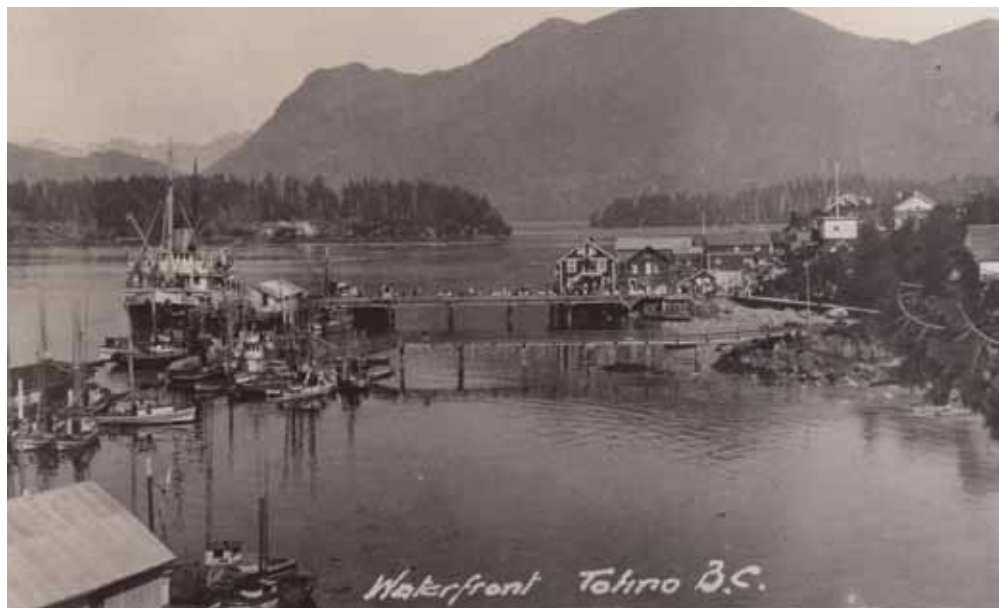
Heritage is also defined in terms of "cultural heritage resources," which include buildings (and other structures), landscapes (including individual gardens as well as entire urban or rural districts), and archaeological resources (including artefacts as well as buried objects). The criteria by which heritage significance is defined include not only their excellence of design or being surviving examples of a building, landscape, or archaeological resource type, but also their intangible value as places of work, recreation, and solace.

In summary, many more elements of a community have value to that community's sense of place, and play a crucial role in defining that community's character.

Commonly used heritage definitions are presented on **Appendix B**.

"I am a member of a family whose grandfathers were among the first settlers in Tofino - 1894 - and we are concerned that those who know and have the history will die before there is a permanent archive."

[Community Comment]



3.1 Benefits of Community Heritage

Heritage conservation is the management of a community’s stories, artefacts, and landscapes, of First Nations, pioneers, and residents. Benefits of community heritage include:

<p>Community Pride</p>	<p>Heritage conservation preserves and communicates collective memory. It inspires a strong sense of pride in a District’s history, its built environment, its institutions, and the people themselves. Civic pride and morale in turn contribute countless tangible and intangible benefits to the well-being of a community.</p>
<p>Community Development</p>	<p>Heritage conservation and cultural development enhance the quality of life and thereby make a community more attractive for long-time residents, newcomers, and visitors alike. Heritage programs can stimulate dialogue that is fundamental to people understanding where they have come from, who they are, how they relate to their neighbours, and where they are going—all of which contribute to producing a healthier and more cohesive community.</p>
<p>Economic Development</p>	<p>Heritage activity allied with culture contributes to community and economic development. It complements recreational tourism, which is already well developed in Tofino, with its many outdoor recreational activities. Together, cultural and recreational tourism provide a vital, diversified, and lucrative tourism product.</p>
<p>Heritage Development</p>	<p>Heritage activity allied with culture contributes to community and economic development. It complements recreational tourism, which is already well developed in Tofino, with its many outdoor recreational activities. Together, cultural and recreational tourism provide a vital, diversified, and lucrative tourism product.</p>
<p>Celebrate Tofino’s Unique History.</p>	<p>Heritage conservation contributes to community sustainability (i.e., environmental, social, culture and financial). Heritage awareness is an aspect of cultural development, and culture is one of the four pillars of sustainability. The conservation of old buildings, places and natural features contributes to environmental sustainability, in that it meets the needs of the present without compromising the ability of future generations to meet their own needs.</p>

| 4. Context for Heritage Management |

Heritage is our legacy from the past, what we live with today, and what we pass on to future generations. Our cultural and natural heritage are both irreplaceable sources of life and inspiration (as defined by UNESCO).

The history of Tofino can be seen as the foundation upon which strategies for conserving heritage resources is based. The main approaches identified below can be the initial means of identifying types of resources that should be considered as a high priority for conservation, mainly because such resources are needed to both represent and interpret key aspects of the community's past. As in a museum, displays of authentic artefacts are vital parts of the overall story that reveals local history.

Ways of dealing with these issues involve two approaches:

1. The benefits of heritage resource conservation can be demonstrated using historical precedents, patterns or instances.
2. A broader range of heritage resource types can be identified, bringing favourite places and place experiences identified through community discussions and surveys.

Appendix B presents a review of the range of heritage resource types that should be considered for conservation, as a lead-in to a discussion of strategies for broadening public support.

What the community wants:

- A Tofino/Clayoquot Archive
- Exhibition Space
- Tofino Heritage Advisory Committee
- Heritage signage in the community
- Information about First Nations culture
- Promote area's natural heritage
- Utilize community organization resources
- Heritage website to showcase history
- Community art installations to promote history
- Use and build local knowledge

Source: Picturing Tofino – A Plan for Arts and Heritage

Clayoquot Biosphere Trust (CBT)

– www.clayoquotbiosphere.org –

In January 2000, Clayoquot Sound was designated a UNESCO Biosphere Reserve, with a guiding principle the Nuu-chah-nulth First Nations philosophy “Hishuk ish ts’awalk”, or “everything is one.” CBT is a community foundation that supports many initiatives, including arts and culture projects and events in the biosphere reserve region.

| 5. Heritage Incentives |

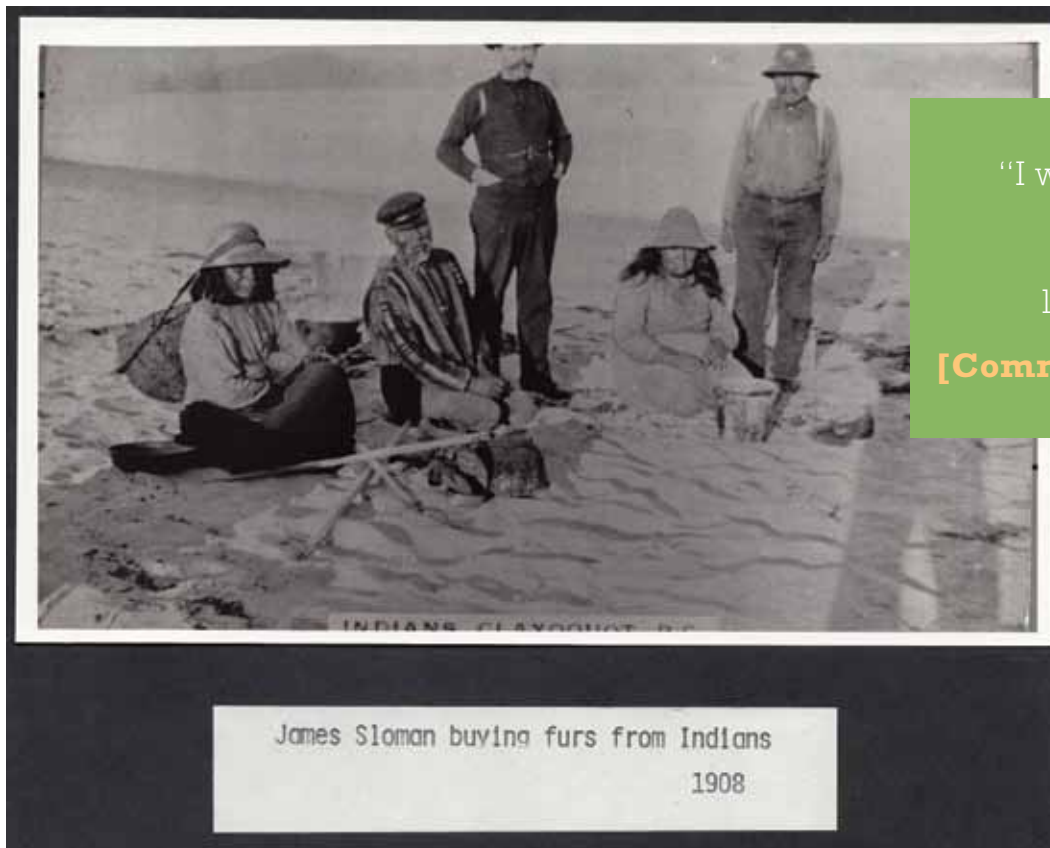
There are a number of heritage incentives that support the conservation of individual sites, which can be included in a municipal incentive program.

These incentives include the provision of property exemptions and relaxations as well as financial grants. In order to ensure maximum effectiveness, these incentives should be assessed and modified periodically to respect the changing needs of property owners and the community.

The application of an incentive should be subject to the following conditions:

- The value of an incentive should be related directly to the level of conservation;
 - > Proposed work on a site should be compatible with, and sympathetic to its heritage character and context according to the *Standards and Guidelines for the Conservation of Historic Places in Canada*;
 - > The heritage character-defining elements of the site are to be maintained; and
 - > For larger incentives, proof of financial necessity may be required through a *pro forma* economic analysis.

Appendix C presents the general broad categories of incentives that may be offered for heritage sites.



| 6. Challenges and Opportunities |

6.1 The Challenges

Tofino's size, remote location, and ecological diversity present a number of challenges for the development of a Heritage Master Plan.

Some of the more important issues that will impact the future of heritage conservation in Tofino include, but are not limited to, the following:

- **Development pressures in the evolving community landscape**

Development pressures in areas where historically significant buildings, structures, places, and natural features remain within the District's developable land will require increasingly innovative solutions if they are to be retained within an evolving urban landscape. Beyond the retention of specific sites, the identification and management of Tofino's cultural landscapes over the long term are also critical in retaining the character-defining elements of and within the community.

- **Jurisdictional overlaps**

A variety of jurisdictional overlaps present a challenge in some circumstances, for example, where provincial policies related to land use come into conflict with the retention of residential heritage buildings where new primary commercial or residential developments are desired. Such overlaps between different levels of government and regulations make the planning process increasingly complex, and addressing heritage issues in a context of differing priorities can be problematic.

- **Lack of clarity about what constitutes a "heritage site"**

The District encompasses historic sites, places, landscape features, cemeteries, and early transportation links. These sites and locations have no official status; they have not been listed or protected as places with heritage or community value. The result is that many historic buildings and structures have come to appear functionally obsolete in the face of current development practices and trends. These landmark structures are left without any obvious viable use; their owners are left with the burdensome cost of maintaining them, and many end up being demolished.

- **Lack of an evaluation system**

The District has not established an evaluation system of heritage sites, the development of historic context statements and thematic frameworks that provide for understanding and evaluating historical resources.

- **Limited archaeological sites and processes**

While information about potential archaeological sites in the District is limited, there is a need to safeguard the integrity of known sites and attempt to collect information about other sites, including sacred sites where there are no physical remains. Even though the provincial government (through the Archaeology Branch) has a pivotal role to play in the protection of sites, a means by

"Connected walking tours with landmarks around downtown that have stories of our history, i.e. Anchor Park."

[Community Comment]

which information can be recorded and shared should be explored so that the District can work cooperatively with First Nations and others in the long-term protection and management of archaeological assets.

- **Differing functional interests in historic conservation**

The expansion of development and transportation infrastructure presents challenges in terms of how differing functional and jurisdictional interests can impact heritage resources.

Carving on the Edge Festival Society

- www.carvingedge.ca -

Presents the annual celebration of west coast carving, “Carving on the Edge Festival”. Traditional arts and contemporary explorations by master and emerging carvers from Vancouver Island are presented with workshops, art shows, and installations during the two-week event in September.

- **Maintaining heritage volunteerism and advocacy in a shifting demographic landscape**

Heritage conservation has long been dependent on community volunteerism. An opportunity to increase the number of volunteers in the coming decade exists, as people with the time and expertise to dedicate to community-based conservation activities enter retirement. Future community volunteerism is likely to decline again following this period. An added challenge is the potential loss of those “keepers” of the knowledge of the past, its technologies, methods, and stories related to Tofino’s places and collections, who are a part of this aging demographic.



6.2 The Opportunities

There are opportunities for the District to manage heritage conservation in the community:

- **Develop a community heritage register**

A community heritage register is an official list of sites identified by the District as having cultural heritage value or interest. It helps the community identify the heritage value of properties, trails, and natural features within the District in keeping with its heritage conservation goals and objectives.

Appendix D presents a draft heritage evaluation form for municipal historic designation.

Appendix E presents an example of a heritage designation process and application for municipal historic designation from a private source.

- **Develop a program of conservation incentives**

The District can take advantage of provincial legislation to provide an enhanced program of tax-based heritage incentives (e.g. property tax incentives, zoning bylaw relaxations, building code equivalences, energy upgrading, exemptions, provincial and federal funding assistance, etc.)

- **Align with provincial legislation**

Additional conservation incentives can be provided as resources that are added to the heritage register, providing access to *BC Building Code* equivalencies, incentives under *LiveSmart BC*, and exemptions under the *Energy Efficiency Act* and the *Homeowner Protection Act*. The definition of a heritage site for the purposes of granting incentives or equivalencies is consistent; the site is either municipally designated or listed on a community heritage register.

- **Connect to provincial goals and programs**

The preservation of buildings, structures, and sites can be supported through alignment with the provincial goals and programs (e.g., for grants through the Heritage Legacy Fund).

- **Utilize federal initiatives**

The District can continue to take advantage of the existing federal initiatives such as the *Canadian Register of Historic Places* and the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

The Heritage Legacy Fund of British Columbia is an initiative of the Heritage Society of BC and The Land Conservancy that supports many local heritage projects around the province. It provides financial assistance and guidance to help protect, care for and showcase British Columbia's rich cultural heritage.

The goals of the Heritage Legacy Fund are to:

- Support the conservation of heritage resources in British Columbia
- Promote and increase public awareness, understanding, and appreciation of British Columbia's heritage resources

Encourage high standards of heritage conservation and the continuing maintenance and protection of heritage resources

- Support community-based heritage projects, and
- Increase the Heritage Legacy Fund.

The Heritage Legacy Fund is an endowment fund held in the Vancouver Foundation. It was created with an initial contribution from the Government of British Columbia and is now administered on behalf of TLC and HSBC by the Heritage Legacy Fund of BC Society

Source:

Heritage Legacy Fund of British Columbia

“Preserve our community's heritage buildings and landscape features.”

[Community Comment]

- **Rehabilitate heritage sites with growth and development**

The population of the District is expanding as new development takes place. This provides opportunities for the rehabilitation of heritage sites, integration with new development, and the ability to capitalize on demographic shifts (e.g. conserving heritage buildings as part of new development).

- **Showcase local history**

The community can showcase history on an ongoing basis through a variety of actions and an ongoing working relationship with community organizations and groups.

The actions may include:

- Facilitating community groups, historians and writers recording and sharing the history of Tofino.
- Promoting strong collaborative relationship between the District of Tofino and Tla-qui-aht First Nations on the area's culture and heritage.
- Trumpeting the distinct historical occurrences of the area (e.g. "War in the Woods", Clayoquot Sound *UNESCO Biosphere Reserve*, Pacific Rim National Park Reserve, and Surfing Capital of Canada, etc.).
- Advocating Tofino's strong affinity with the natural environment.

As a longer-term goal, the community has also been discussing the development of a new civic complex. This provides a potential opportunity for a museum, archives, and display space, which might be associated with other community spaces (e.g., library and theatre).

TOFINO'S HERITAGE RESOURCES³

- | | |
|---|--|
| 1. Personal family collections | the west coast of Vancouver Island in the |
| 2. Dawley documents | British Colonist (also called the Daily Colonist) |
| 3. Pacific Rim National Park Reserve Archives | from 1858-1938 at |
| 4. BC Provincial Archives | http://web.uvic.ca/vv/newspaper/index.php |
| 5. Alberni Valley Museum | 17. Tofino heritage buildings |
| 6. Ucluelet Historical Society | 18. Tofino heritage gardens & trees |
| 7. Tofino - Clayoquot Heritage Society | 19. Tla-o-qui-aht cultural sites |
| 8. District of Tofino Archives | 20. Archeological sites - BC Provincial Heritage Register |
| 9. Village Records | 21. Early settlements history: Clayoquot on Stubbs Island, Grice Bay, Vargas and other harbour islands |
| 10. Kakawis Archives | 22. Fishing and resource industries histories |
| 11. Anglican Church Archives | 23. Tourism history |
| 12. Coast Guard Archives: Life Boat Station and Lighthouse Archives | 24. Surf history |
| 13. United Church Archives from Ahousaht School 1904 - 1970s | 25. Conservation movement history |
| 14. Department of Indian Affairs digitized archives | 26. Clayoquot Biosphere Trust (DBT) Archives |
| 15. Residential school histories/materials | |
| 16. UVic specialized index to stories related to | |

³ "Picturing Tofino – A Plan for Arts and Heritage, Tofino, 2012 <https://tofino.civicweb.net/Documents/DocumentDisplay.aspx?id=10261>

6.3 Community Partnerships

Achieving planned heritage conservation objectives is a collaborative process. Strong interest in the planning aspects of Tofino’s heritage interpretation and community-based activities exists among stakeholders who not only have a long history of work in the community, but each has its own ties to other historical interests across diverse disciplines. Partners include Parks Canada, Tla-o-qui-aht First Nations, District of Tofino, Tofino Arts, Culture and Heritage Committee and Clayoquot Biosphere Trust, Tofino – Clayoquot Heritage Society, property owners, local churches, developers, other businesses, service and arts groups. Each have their own specific areas of interest and it is essential that all be effectively included and involved.

Tofino’s network of heritage volunteers is supported in part by descendants of pioneers—people who are “keepers” of the knowledge about early technologies, construction methods, and stories of community that surround its historic places and collections. This knowledge is critical to the project of conservation.

The following community organizations not only have a long history of work in the community, but each has its own ties to other historical and cultural interests across diverse disciplines.

Tla-o-qui-aht First Nations have an enduring presence in the District of Tofino. Their traditional histories stretch far back in time, are intertwined with European settlement, and continue to the present day. The Tla-o-qui-aht First Nations have a long-standing presence in the Clayoquot Sound. Tla-o-qui-aht’s traditional territory is located on the west coast of central Vancouver Island. The main communities are Esowista, Ty-histanis, and Opitsat.

Throughout the community, archaeological sites have been recorded that provide physical evidence of First Nations occupation and use through many centuries. In addition to promoting ongoing identification and stewardship of archaeological and other cultural heritage sites, shared initiatives that interpret First Nations history could be fostered. Wherever possible, the Tla-o-qui-aht First Nations should be consulted, and included in the development of heritage interpretation programs and exhibits. Consideration could also be given to arranging for First Nations representation on the Tofino Heritage Advisory Committee to provide an ongoing perspective on heritage issues and initiatives.

The **business community** understands the commercial potential of arts, heritage, and culture, especially relating to cultural tourism initiatives. These links could include a variety of people, business groups, and organizations such as property owners, property developers, real estate agents, private companies, business improvement areas (BIAs), Tourism Tofino, the Chamber of Commerce, corporate sponsors, merchant groups, and those involved in the arts (e.g., theatre, film) industry.

Community not-for-profit sector (such as the Carving on the Edge Society, Clayoquot Biosphere Trust, and Tofino Clayoquot Heritage Society) sponsor community projects and may be willing to partner on heritage initiatives. These partnerships would need to be assessed on a case-by-case basis. These partnership opportunities should be explored whenever possible to ensure that broad public support of District initiatives can be attained whenever possible.

“Tofino - a place that connects heritage, cross-cultural understanding, and nature, with diverse contemporary mediums of arts.”

[Community Comment]

| 7. Plan Process |

The *Heritage Master Plan* is built from community engagement.

The process:

- Considered the outcomes of the 2012 *Cultural Scan* and 2012 *Official Community Plan* with two large public open houses held on November 29th, 2012 and January 26th, 2013,
- Involved members of heritage, cultural, and tourist organizations, key leaders, and Tofino Arts, Culture and Heritage Advisory Committee, Council and staff, and the general public,
- Had an online presence on the District's website,
- Included roundtable discussion sessions, an open house, and survey opportunities that collected community comments and feedback,
- Employed a variety of different event formats (e.g., community networks and contacts, and local media) to attract a range of participants, and
- Opened pathways for more collaboration and partnership opportunities that will be important additions to the District's cultural vitality.



Two roundtable discussion sessions were held at the District of Tofino Municipal Hall Council Chambers.

The threefold purpose of the focus groups was to:

1. Provide community members with a better understanding of the *Heritage Master Plan's* purpose and objectives;
2. Help the consultant to learn more about the community's perspectives on how to best nurture their cultural future; and
3. Allow community members to engage in dialogue about heritage in Tofino.

"Picturing Tofino – a Plan for Arts and Heritage", completed in 2012, identified 10 key directions for heritage in Tofino (**Appendix F**). A summary of the round table responses are presented on **Appendix G**.

Heritage Master Plan Process

Plan Process Begun January, 2013	Review of District of Tofino Plan & Polices Jan – Feb 2013	Community Round Table Discussions Feb 2013	Community Open House June 2013	Draft Plan Internal Review by ACH Committee June – Aug 2013	Plan Presentation of Council Sept. 2013
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“The collection and interpretation of history, both its tangible and intangible characteristics, that provides a living context of our individual and collective lives - e.g., museums, interpretive centres, historical archives, heritage buildings and areas, First Nations arts and heritage, publications, events, and expertise in historical knowledge.”

[A Community Definition of Heritage]⁴

⁴ "Picturing Tofino – A Plan for Arts and Heritage, Tofino, 2012 <https://tofino.civicweb.net/Documents/DocumentDisplay.aspx?id=10261>

| 8. Vision And Guiding Principles |

8.1 Vision

The natural, cultural, and built heritage of Tofino defines its identity, gives it a distinct character, and contributes to the residents' quality of life. The *Heritage Master Plan* respects these cherished values and embeds them in its recommendations.

The vision of this Plan has been derived from consultation with the broader community and reflects a community values-based approach to heritage resource management.

The following vision has emerged for the *Heritage Master Plan*:

“Tofino a community connected by setting and heritage that enriches the lives of its citizens and visitors.”

The vision positions Tofino as a place where the past and the present are connected through its location and setting. History and heritage are seen as an integral part of community decision-making. Newcomers and returnees are attracted to Tofino as a destination of choice through its diverse range of celebrated cultural and heritage experiences.

8.2 Guiding Principles

The following six guiding principles that emerged from the community consultation are values and perspectives that reflect Tofino's vision for heritage. They function as a filter or checkpoint through which the goals and strategies developed for Tofino's *Heritage Master Plan* must pass.

Conserving Heritage Protecting the community's heritage resources is of paramount importance for the sake of its residents and for future generations.

Building Community: Heritage conservation is an essential element of Tofino's quality of life.

Managing Change: Heritage management should serve to guide the protection of important sites, including natural features, and properties.

Promoting Awareness: An informed community understands, appreciates, and encourages heritage conservation throughout Tofino.

Fostering Collaboration: Managing heritage resources requires collaboration between the District of Tofino, the private sector, community partners, volunteers, and the public.

Maintaining Consistency: Overseeing heritage resources and conservation efforts is a long-term commitment that requires strong organizational management, professional integrity, and ongoing vigilance.

| 9. Moving Ahead |

9.1 Implementation Framework

The following implementation framework provides a road map for how the goals of the *Heritage Master Plan* can be prioritized, who can take the lead and who can provide support for each proposed action. The action plan flows from the community consultative process that was undertaken as part of this project.

The recommended actions will be achieved over a 10-year period, between 2014 and 2024. The implementation of the *Heritage Master Plan* will unfold over time, through the combined efforts of the Mayor and council of the District of Tofino, municipal staff, the Heritage Advisory Committee (or designated community organizations), property owners, individuals, volunteers, community partners, and other key stakeholders. This process will benefit from a coordinated community effort to advance the goals of heritage conservation. The proposed timing for the implementation of these actions is based on current staffing and budget level, community volunteers, with some potential funding increases for specific initiatives.

The implementation of *Heritage Master Plan* will require the development of annual work program to determine annual budget requirements. Although the cost to implement the *Heritage Master Plan* is relatively modest, some items may have additional associated costs that will need to be brought forward for Council consideration as part of the annual budget process. There are a number of outside resources that may be available to help fund some of these initiatives, including senior government grant programs (such as digital access grants) and private, corporate and community sponsors; securing these resources will require support time and resources from the District and volunteers.

Goals and accompanying actions, tools, outcomes, and partners are organized within five categories:

Goal 1: Provide Leadership in Heritage Conservation

Goal 2: Conserve Heritage Buildings, Structures and Places.

Goal 3: Preserve Cultural and Natural Landscape Features.

Goal 4: Make Heritage Information Accessible.

Goal 5: Celebrate Tofino's Unique History.

9.2 “Quick Wins”

The District should aim to achieve some quick wins early in the Plan implementation process. Implementing selected strategies that generate visible results in the first year of implementation will serve as a catalyst for subsequent activities and motivate community partnerships.

Recommended ways to achieve several quick wins to be established in the first year include:

- Establish a heritage advisory committee (or designate an existing community organization) that would provide advice on heritage matters to Council, staff, and the community.
- Update the Official Community Plan (OCP) policies to encourage conservation of Tofino’s special character (buildings, places and natural landscapes) that are based on community heritage values.
- Establish an official Tofino heritage delegates program to promote heritage in the community. For example, creating an honorary two-year “Historian Laureate” position to raise public awareness of Tofino’s history program through local and regional events, research, writing, public appearances, tours, etc. Another example is to form a “Community Heritage Ambassadors” group who promote the community’s heritage to visitors and attend local festivals and events.⁵
- Incorporate as part of the District’s 2015 - 2016 Strategic Plan a historical lens as a policy foundation to identify, set, and document priorities to reveal and enhance the community’s historic, cultural, and economic context.”
- Commit to investigate the development of interim rental space for the establishment of a temporary District museum and archives until a permanent location is established.
- Create installations to celebrate the conservation of Tofino’s unique heritage (i.e. public art, mural, portable exhibits, gateway, etc.) that celebrates Tofino’s history.

9.3 Communication

Results of the *Heritage Master Plan* and its implementation progress should be communicated on a regular basis with the following audiences:

- District Council,
- Community partners,
- Tofino residents,
- Tofino Heritage Advisory Committee (or designated existing community organization to advise on local heritage)
- Tla-o-qui-aht First Nations,
- Alberni-Clayoquot Regional District, and
- Appropriate cultural and heritage agencies within the provincial and federal governments.

⁵ City of Edmonton is the only community in Canada that has a “Historian Laureate” Program. The City of Ottawa maintains a Community Ambassadors Program.

Goal 1: Provide Leadership in Heritage Conservation

9.4 Strategies And Actions For Implementation

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>1. Establish the Tofino Heritage Advisory Committee (THAC) (or designate an existing community organization) that would provide advice on heritage matters to Council, staff, and the community.</p>	<p>Formal endorsement of the Heritage Advisory Committee and the Committee's terms of reference; or designation of an existing community organization with experience in heritage matters.</p>	<p>Encourage awareness, appreciation, volunteer involvement and participation in heritage conservation activities.</p>	<p>1st year</p>	<p>THAC</p>	<p>THAC, TOD Council and Staff, and community partners</p>
<p>2. Update the Official Community Plan (OCP) policies to encourage conservation of Tofino's special character (buildings, places and landscape features) that are based on community heritage values.</p>	<p>Amend the OCP to include a heritage section that includes a general <i>Heritage Master Plan</i> summary, vision, strategies and actions.</p>	<p>Provision of a clear, comprehensive policy framework for heritage conservation. Enhanced policies and programs that link heritage to the broader District goals of economic development, sustainability, housing, arts and cultural services, and community planning. Improved awareness about the value of heritage and archaeological sites.</p>	<p>2015 - 2018</p>	<p>DOT Council and staff</p>	<p>THAC</p>
<p>3. Integrate, over time, heritage initiatives with broader civic goals of economic development, sustainability initiatives and community planning.</p>	<p>Integration of heritage conservation into the OCP and various municipal initiatives.</p>	<p>Enhanced planning for heritage and reduced conflict with ongoing development. Improved understanding of municipal intent.</p>	<p>Ongoing</p>	<p>DOT Council, staff and THAC</p>	<p>Community partners</p>
<p>4. Provide District staff with training in the application of heritage standards and guidelines.</p>	<p>Work with the province to take advantage of on ongoing training in technical aspects of heritage conservation.</p>	<p>Improved technical capabilities of the District to deal with heritage conservation. Improved heritage projects and outcomes.</p>	<p>Ongoing</p>	<p>DOT Council, staff and THAC</p>	<p>Province</p>

Goal 1: Provide Leadership in Heritage Conservation

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>5. Review the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> with the aim of having Council adopt them in the future.</p>	<p>The <i>Standards and Guidelines</i> may form the basis for review and assessment of a conservation project before the project starts, and again upon completion.</p>	<p>Offers results-oriented guidance for sound decision-making when planning preserve historic places.</p> <p>Establishes a consistent, pan-Canadian set of conservation principles and guidelines that will be useful to a community with an interest in conserving Canada's historic places.</p> <p>The <i>Standards and Guidelines</i> have been adopted by a number of federal, provincial, territorial and municipal authorities as a benchmark for assessing proposed conservation interventions on the character-defining elements of an historic place.</p>	<p>1st Year</p>	<p>DOT staff and THAC</p>	<p>Provincial and Federal Governments</p>
<p>6. Review available funding sources and circulate information</p>	<p>Possible funding sources: Provincial Heritage Legacy Fund, Heritage Society of BC, Heritage Canada Foundations</p> <p>"Young Canada Works", Centre for Sustainability, etc.</p>	<p>Provides additional funding sources to undertake specific heritage projects.</p>	<p>Ongoing</p>	<p>DOT Council, staff and THAC</p>	<p>Community partners</p>
<p>7. Establish and maintain dialogue and open communication with other governmental organizations with similar interests.</p>	<p>Regularly meetings with adjacent municipalities, regional and provincial governments on heritage resource management and planning</p>	<p>Provide opportunities for partnering and cost-sharing initiatives in meeting local goals.</p>	<p>Ongoing</p>	<p>DOT Council, staff and THAC</p>	<p>Community partners</p>
<p>8. Identify tasks that will require specialized expertise or consultant services and match with consultant skills in the developed list of potential resource people and consultants</p>	<p>Maintain ongoing connections with other communities implementing heritage plans.</p> <p>Regularly meet and liaison with the Province to maintain awareness of current provincial heritage legislation, incentives and regulatory tops.</p>	<p>Keeps the community aware and knowledgeable about current practices and tools in heritage preservation and management.</p> <p>Specialized heritage resource base for the community.</p>	<p>Ongoing</p>	<p>DOT Council, staff and THAC</p>	<p>Community partners</p>

Goal 2: Conserve Heritage Buildings, Structures and Places.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>1. Develop a heritage assessment tool and decision-making framework for evaluating, inventorying and protecting heritage buildings, structures, places, and natural features. Appendix E presents a draft heritage evaluation form.</p>	<p>Annual budget allocation for State-ment of Significance; Heritage Inventory, Heritage Registry, Heritage Designation, Covenants, etc.</p>	<p>Retention of community heritage values, qualities and character.</p> <p>Enhanced recognition and protection of heritage resources.</p> <p>Enhanced quality of life in Tofino.</p> <p>Clear review processes for inventory and registration of community-identified heritage sites for property owners, developers, investors and potential buyers of historic properties.</p>	<p>2015 - 2018</p>	<p>DOT Council, staff</p>	<p>THAC</p>
<p>2. Develop an electronic information and mapping database for the identification and evaluation of Tofino's heritage building, structure and landscapes resources (e.g., a Tofino historic context statement and thematic framework).</p>	<p>Review the District's mapping processes and capabilities to develop a digitized heritage database.</p> <p>Determine whether the heritage database can be added to an existing or future web map site geographic data system.</p>	<p>Enhanced framework for understanding and evaluating historical resources.</p> <p>Develop a list of potential heritage assets.</p>	<p>2015 - 2018</p>	<p>DOT Council, staff and THAC</p>	<p>Community partners</p>
<p>3. Work with the federal and province, and property owners to investigate conservation incentives for heritage building owners (e.g. property tax incentives, zoning bylaw relaxations, building code equivalences, energy upgrading, exemptions, provincial and federal funding assistance, etc.).</p> <p>Appendix D presents broad categories for incentives for heritage sites.</p>	<p>Work with the federal and province governments to understand and identify potential conservation incentives that can be applied to heritage properties in Tofino.</p>	<p>Increased community interest in conserving heritage properties</p> <p>Increased retention and revitalization of Tofino's historic buildings.</p> <p>Improved tax base through the development of heritage sites (e.g. federal income tax credit program to encourage the rehabilitation and Conservation of heritage properties).</p>	<p>2015 - 2018</p>	<p>DOT Council and staff</p>	<p>THAC and property owners</p>
<p>4. Establish heritage protection policies and develop a plan to increase long-term effectiveness of protection mechanisms.</p>	<p>Legal protection tools for heritage designation, covenants, etc.</p>	<p>Better understanding of how sites will be protected and managed.</p>	<p>2015 - 2018</p>	<p>DOT Council and staff</p>	<p>THAC</p>

Goal 2: Conserve Heritage Buildings, Structures and Places.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
5. Increase awareness regulatory equivalency and exemption eligibility under provincial enabling legislation.	BC Building Code, Energy Efficiency Act, Homeowner Protection Grant.	Permits heritage property owners to qualify for regulatory exemptions under provincial conservation programs.	Ongoing	DOT Council and staff	THAC
6. Increase support for municipal grants.	Direct financial incentives. See Appendix D for list of potential financial incentives.	Encourage conservation and further investment in the historic building stock and natural features. Increased protection for heritage resources.	2015 - 2018	DOT Council and staff	THAC
7. Develop stewardship policies and conservation plans for municipally owned heritage resources.	<i>Standards and Guidelines for the Conservation of Historic Places in Canada</i>	Create Municipal leadership that will set the standard for private owners. Heritage conservation outcomes that meet established heritage preservation standards and practices..	2018 - 2024	DOT Council and staff	THAC and consultants
8. Recognize the importance of heritage resources in economic development strategies related to business recruitment and retention. ⁷	Work with the province and business community to promote the relationship between heritage, economic development and investment (e.g. supporting, promoting and marketing the community's local heritage conservation initiatives and its unique history.	Support Tofino's economic development and increased employment opportunities.	Ongoing	DOT staff	DOT Economic Dev. Committee
9. Support commercial activities and marketing initiatives that include the promotion of Tofino's history and heritage resources.	Chamber of Commerce meet with the community to promote its heritage to visitors, new comers and residents (e.g. press releases, walking tours, heritage ambassadors program, grants, advertising, etc.)	Increased tourism and heightened awareness of Tofino's unique places.	Ongoing	DOT staff	DOT Economic Advisory Committee & community partners
10. Work with the province and business community to identify investment opportunities (grants, partnerships, development agreements) that support and promote heritage conservation.	Establish heritage funding resources for heritage restoration, preservation and promotion (i.e. Tofino Heritage Foundation ⁸ , or Tofino Awesome Foundation ⁹ , etc.).	Economic development is fostered through long-term investment in heritage and cultural resources.	Ongoing	DOT staff	ACHC & community partners

⁶ The restoration and preservation of heritage buildings can be marketed as a tool to create positive economic development and cultural sustainability in the community. Economic development draws its strength and marketing from its historic character, attracting major new investment and development into the area. Historic properties are desirable locations to live or work and are good investments in the long term, as they tend to retain their value when maintained.

⁷ District of Oak Bay has developed a community-based heritage foundation.

⁸ The Foundation distributes a series of monthly \$1,000 grants to projects and their creators. The money is pooled together from the coffers of ten or so self-organizing "micro-trustees" and given up front to the community project of choice. The chapters are autonomous and organized by the trustees around geographic areas or topics of interest. These grants are with no strings attached and claim no ownership over the projects they support. It is, in the words of an Awesome Foundation trustee, a micro-genius grant for flashes of micro-brilliance. More information at: http://www.awesomefoundation.org/en/about_us

Goal 3: Preserve Cultural and Natural Landscape Features.

ACTION	TOOL	OUTCOMES	TIME	LEAD	PARTNERS
<p>1. Identify cultural and natural landscape features and land policies for conserving them during community planning processes.</p>	<p>Tree protection measures, environmental controls, covenants, etc.</p>	<p>Preservation of the unique and character defining aspects of Tofino within a sustainable framework.</p> <p>Proactive identification of appropriate protection for heritage sites prior to development.</p>	<p>2015 - 2018</p>	<p>DOT Council and staff</p>	<p>ACHC, property owners & community partners and Tla-o-qui-aht First Nations</p>
<p>2. Promote opportunities for joint ventures among community groups, organizations, and Tla-o-qui-aht First Nations that are willing to help conserve landscape features.</p>	<p>Operating agreements and partnerships (e.g. Heritage Hall (Main Source Management Society and the City of Vancouver, 1982) heritage restoration, use and rental).</p>	<p>Better support for community initiatives.</p> <p>Build capacity to support community involvement.</p>	<p>Ongoing</p>	<p>DOT Council and staff</p>	<p>Community partners</p>
<p>3. Undertake archaeological potential mapping and a management plan for areas of high potential.</p>	<p>Work with the province to set up parameters of digital mapping and management plan.</p> <p>Peruse provincial funding opportunities to set up a digital heritage mapping system.</p>	<p>Identification of potentially sensitive areas that require ongoing management.</p>	<p>2015 - 2018</p>	<p>DOT staff and province</p>	<p>THAC</p>
<p>4. Include archaeological site processes related to the approval process for development applications in the OCP.</p>	<p>Work with the province to set up archaeological site protocol identification, review and approval process.</p>	<p>Clear policy that protects archaeological sites and avoids unauthorized damage to protected sites.</p>	<p>2015 - 2018</p>	<p>DOT staff and province</p>	<p>THAC and property owners and developers</p>
<p>5. Review and document selected cultural landscapes and natural features.</p>	<p>Work with the province and First Nations to identify, review and document process to protect important cultural landscapes and features.</p>	<p>Identification of significant cultural and natural resources for planning and interpretation purposes.</p> <p>Improved environmental protection for significant natural, cultural, and heritage features</p>	<p>2018 - 2024</p>	<p>DOT staff, THAC, province and First Nations</p>	<p>Community partners</p>

Goal 3: Preserve Cultural and Natural Landscape Features.

ACTION	TOOL	OUTCOMES	TIME	LEAD	PARTNERS
<p>6. Continue to encourage inventory, research and good conservation management unique micro-ecosystems, groves of trees, beaches, trails, and significant natural features.</p>	<p>Review the Local Government Act, tree protection measures, environmental controls, development permit control, and OCP to develop appropriate research techniques and standards to identify and manage the area's unique vegetation and natural features.</p> <p>Research partnerships with Vancouver Island universities, federal government and environmental groups are potential project partners.</p>	<p>Long-term support for existing or new community initiatives.</p> <p>Better understanding of natural community assets.</p>	<p>Ongoing</p>	<p>DOT Council staff, and THAC</p>	<p>University of Victoria, Vancouver Island University, Government of Canada, Volunteers, etc.</p>
<p>7. Provide technical assistance and conservation guidelines to owners of properties that contain important landscape features.</p>	<p>Work with the province and property owners to provide technical assistance, eligibility for funding and range of incentives available.</p>	<p>Assist owners of heritage properties in restoring their buildings in an appropriate manner.</p>	<p>Ongoing</p>	<p>DOT staff and property owners</p>	<p>Community partners</p>

GOAL 4: Make Heritage Information Accessible.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>1. Make online heritage resources available online.</p>	<p>Digital mapping, online archive, and community register and heritage program website.</p>	<p>Increased accessibility to heritage information that is provided in different formats.</p> <p>Improved information to residents and tourists on Tofino's local history and heritage sites.</p>	<p>2015 - 2018</p>	<p>DOT staff</p>	<p>THAC</p>

GOAL 4: Make Heritage Information Accessible.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>2. Set standards of public openness. Ensure that information about the community's heritage program and expectations is widely available.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enhance the public's appreciation of the identity and character of the heritage resource. <input type="checkbox"/> Facilitate public access to heritage information. <input type="checkbox"/> Provide means of informing property owners and prospective buyers of a property's heritage value. 	<p>Assurance that those involved in the governance and stewardship of heritage are well-informed on matters of heritage.</p> <p>Continue to provide to the community educational and informational opportunities related to heritage.</p> <p>Enhance the Heritage Program.</p>	Ongoing	DOT staff, Council, and THAC	Community partners
<p>3. Continue to provide technical assistance and conservation guidelines to owners of heritage properties.</p>	<p>Work with the province to identify technical assistance and information property owners about funding eligibility and range of incentives available.</p>	<p>Assist owners of heritage properties in restoring their buildings appropriately.</p> <p>Make it easier for owners to restore and maintain heritage properties.</p>	Ongoing	DOT staff and property owners	Community partners
<p>4. Invite the public to nominate heritage sites for Tofino's heritage inventory.</p>	<p>Example of community heritage nomination form presented on Appendix J⁹.</p>	<p>Identification of historic places valued by residents.</p> <p>Improved understanding and appreciation of local heritage resources.</p>	Ongoing	TOD Council and staff	THAC
<p>5. Develop a procedure for advertising heritage events in prominent public locations.</p>	<p>Community event sign (e.g. electronic, notice board, kiosk, etc.) located at central public place.</p>	<p>Earmarks a place that showcases up-to-date current events in the community.</p>	1 st year	TOD Council, staff and THAC	Community partner

⁹ City of Nanaimo permits the community to nominate historic places for heritage consideration.

GOAL 5: Celebrate Tofino's Unique History.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>1. Develop archives and a museum, including appropriate resources for the collection, cataloguing, conservation, interpretation and sharing of community information.</p>	<p>Interim rental space for temporary District museum and archives, until a future community facility/complex is budgeted, designed and built.</p> <p>Increased funding and staff support over time.</p> <p>Explore provincial and private funding sources, community donations, in-kind contributions to support, sharing of space to acquire space for museum/archives.</p>	<p>Better community understanding of Tofino's history, development and unique heritage resources.</p> <p>Improved information base for the Heritage Program.</p>	Ongoing	TOD Council, staff and THAC	Community partners
<p>2. Celebrate the conservation of Tofino's unique heritage.</p>	<p>Identify a new opportunity annually. Examples may include lectures, publications, workshops, murals, plaques, street banners, walking routes, and public art on community streets, self-guided tours, etc.</p>	<p>Increased community involvement and cooperation with the community to conserve heritage.</p> <p>Better informed residents about local heritage and history.</p>	Ongoing	TOD Council, staff and THAC	Community partners
<p>3. Promote opportunities for joint heritage activities among community groups and organizations.</p>	<p>Provide leadership in heritage communication that raises the profile of heritage by broadly supporting community partners in the promotion of local history and historic resources. Examples include: corporate sponsorship Young Heritage Leaders (a program that fosters a sense of local pride, community involvement and volunteerism), heritage tourism to attract and serve visitors, heritage excellence awards, walking tours, digital access to Tofino's artefacts and records, etc.</p>	<p>Better coordination among groups with a cultural heritage educational mandate.</p>	Ongoing	DOT Council, First Nations, DOT staff, and THAC	Community partners
<p>4. Partner with Tla-o-qui-aht First Nations to explore and celebrate cultural and heritage initiatives.</p>	<p>Tla-o-qui-aht First Nations input and direction on the implementation of the <i>Tofino Heritage Master Plan</i>.</p>	<p>Increased awareness, involvement, and understanding of local First Nations heritage.</p>	Ongoing	DOT Council, First Nations, staff and THAC	Community partners
<p>5. Partner with private sector to form cohesive goals related to cultural and natural heritage tourism.</p>	<p>Work with accommodation, tourism and chamber of commerce to promote heritage tourism (e.g. cultural tourism marketing, designating a Tofino Cultural Heritage Day, heritage lecture series, etc.).</p>	<p>Increased cultural and natural tourism.</p> <p>Increased private sector investment in tourism development.</p>	Ongoing	DOT staff and THAC	Community partners

GOAL 5: Celebrate Tofino's Unique History.

ACTION	TOOLS	OUTCOMES	TIME	LEAD	PARTNERS
<p>6. Continue to work with community organizations and developers, corporate sponsors, and merchant groups to promote Tofino's heritage and culture.</p>	<p>Involve, promote and include all facet of the community to promote and to be aware of Tofino's local history and heritage resources.</p>	<p>Shared stewardship for Tofino's heritage resources. Provision of opportunities for partnering and cost-sharing initiatives of common interest.</p>	<p>Ongoing</p>	<p>DOT staff</p>	<p>Community partners</p>
<p>7. Establish a heritage delegates program to promote heritage in the community.</p>	<p>Example may include a "Historian Laureate"¹⁰ an honorary two year position to raise public awareness of Tofino's history program through local and regional events, research, writing, public appearances, tours, etc., or "Community Heritage Ambassadors" to promote the community's heritage), or other.</p>	<p>Promote the distinct history of the community, aiding Council and the community in its continuing efforts to make Tofino a more diverse, historically and culturally aware, sustainable and livable place.</p>	<p>1st Year</p>	<p>DOT staff, Council and THAC</p>	<p>Community partners</p>
<p>8. Develop a program of heritage recognition and awards that acknowledges individuals and businesses</p>	<p>Establish categories and assessment criteria for award nominations to recognize and acknowledge individuals, groups, and businesses (e.g. Lifetime Achievement, Heritage Merit Project, Heritage Recognition, Friend of Heritage, etc.).</p>	<p>Recognizes important community heritage success on an ongoing basis</p>	<p>1st Year</p>	<p>DOT staff, Council and THAC</p>	<p>Community partners</p>
<p>9 Create opportunities to educate the public on local heritage.</p>	<p>Philosopher's Café, school kit for heritage in Tofino, a "Be a Tourist in Your Own Hometown" program.</p>	<p>Increases awareness about local history and heritage in the community.</p>	<p>2015 - 2018</p>	<p>TOD Council, staff, THAC</p>	<p>Community partners</p>
<p>10. Organize a heritage annual networking event or summit where local groups can share their mandates, recent successes and upcoming projects.</p>	<p>Mayoral support with meeting outcomes reported through the local media and other community networks.</p>	<p>Maintain ongoing awareness about heritage events, projects and successes. Facilitate information transfer and create best practices related to heritage activities.</p>	<p>2015 - 2018</p>	<p>TOD Council and THAC</p>	<p>Community partners</p>

¹⁰ The City of Edmonton administers the only Historian Laureate program.

9.5 MONITORING

Heritage conservation is an ongoing process. Once updated policies, procedures, and regulations are established, it is necessary to monitor them to ensure effectiveness.

A progress report on the Plan's implementation will be presented to Council annually. A complete review of the Plan will be completed every five years to ensure that the *Heritage Master Plan* remains relevant and useful.



APPENDIX A: Tofino's Assets And Resources

(Source: Tofino Cultural Scan)

Natural Environment	Unique accessibility to a rare variety of beautiful and interesting coastal and alpine landscapes.
Local People	A talented community that includes a range of professional skills, large number of working artists, a youthful population, older residents, and people interested in new ideas, strong individual contributors to culture.
First Nations Heritage	A region of rich arts and cultural history, working artists, cultural sites, native plant foods, and strong communities.
Marketplace and Tourism	Known throughout Canada, tourist and related and Tofino brand services provide a strong marketplace.
Heritage Awareness	Presented through Tofino Time, Adrienne Mason's work, Tonquin Foundation, Tonquin anchor project.
Operating Venues	Legion, theatre, library and community hall.
Organizations related to History	Tofino Ucluelet Culinary Guild, Raincoast Education Society, Tonquin Foundation, Clayoquot Biosphere Trust, Clayoquot Writers Group, Pacific Rim Arts Society, Clayoquot Sound Community Theatre Association, St. Columbia ACW (Anglican Church Women).
Look of the Community	Quaint, operating docks, fish boats, heritage buildings, small town feeling, people have places to play.
District of Tofino Programs	Arts grants, festival support, Tofino Parks and Recreation program and Tourism Tofino.
Strong Local Support	From local businesses and residents; businesses often host events, strong audience support.
Unique Interests	Surfing culture, food arts, healthy lifestyles and others.
Great Events	Saturday market expansion, Whale festival, West Coast Winter Music Series, Carving on the Edge festival, Monday Night Movies, surf competitions.

ASSETS

- Natural environment
- Operating venues
- Local people
- Organizations
- First Nations heritage
- Look of the community
- Tourism/marketplace and the Tofino brand
- District of Tofino's programs and granting policies
- Heritage awareness
- Strong local support
- Great local events
- Unique community interests

RESOURCES

1. Personal family collections
2. Walter Dawley fonds and BC Archives
3. Pacific Rim National Park Reserve Archives
4. BC Provincial Archives
5. Alberni Valley Museum
6. Tofino Clayoquot Heritage Society
7. Tonquin Foundation
8. District of Tofino Records
9. Mount Angel Abbey Archives, St. Benedict, Oregon (records for Christie Residential School)
11. Archives of the Anglican Diocese of BC
12. Coast Guard, Victoria, BC (for life boat station and lighthouse archives)
13. United Church Archives from Ahousaht School 1904 - 1970s
14. Department of Indian Affairs digitized archives
15. Residential School histories/materials
16. UVic specialized index to stories related to the West Coast of Vancouver Island in the British Colonist (also called the Daily Colonist) from 1858-1938 at <http://web.uvic.ca/vv/newspaper/index.php>
17. Clayoquot Biosphere Trust Archives

OTHER HERITAGE RESOURCES

1. Tofino heritage buildings
2. Tofino heritage gardens and trees
3. Tla-o-qui-aht cultural sites
4. Archaeological Sites - BC Provincial Heritage Register
5. Early settlements history: Clayoquot on Stubbs Island, Grice Bay, Vargas and other harbour islands
6. Immigrant settlers: English, Scots, Japanese, Norwegian, etc.
7. Fishing, mining, forestry and resource industries histories
8. Tourism history
9. Surf history
10. Conservation movement history

APPENDIX B: Heritage Definitions

Conservation: all actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve "Preservation," "rehabilitation," "restoration," or a combination of these actions or processes.

Canadian Register of Historic Places: a listing of all historic resources of local, provincial and national significance. Sites are documented through a Statement of Significance and are included at the Heritage register stage and is administered by the government of Canada.

Cultural Landscape: distinct geographical areas that represent the combined work of man and nature, encompass those landscapes deliberately shaped by people, those that have evolved organically and those that have taken on significance by cultural association. The concept of the 'cultural landscape' has recently taken root in conservation circles at the international level and is impacting not only the concept of heritage value, but also the selection of places for conservation.

Heritage Inventory: Compiled list of homes, buildings and landscapes that have been evaluated and determined to have heritage value to the community.

Heritage Register: Provides a more formal recognition of the heritage value of the listings and must be adopted by District Council resolution. A listing on a Heritage Registry offers financial and bylaw advantages to the homeowner.

Heritage Value: the historic, aesthetic, scientific, social or spiritual value of a place to past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. They must be lasting and maintain ongoing appreciation, teach us about the past and the cultures that came before, provide the context for community identity, afford variety and contrast to our contemporary urban fabric, and supply visible evidence of continuity between the past, present and future.

Historic Place: a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

Intangible Cultural Heritage: practices, representations, expressions, knowledge and skills, as well as associated tools, objects, artifacts and cultural spaces that communities and groups recognize as part of their history and heritage. the importance of intangible cultural heritage is increasingly being recognized worldwide as a legitimate part of values-based heritage conservation, including culturally-embedded traditions, memories, language, practices, representations, expressions, knowledge and skills, as well as associated tools, objects, artifacts and cultural spaces that communities and groups recognize as part of their history and heritage.

Preservation: the action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: the action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

Standards and Guidelines: the Standards and Guidelines for the Conservation of Historic Places in Canada provide sound, practical guidance to achieve good conservation practice. They establish a consistent, pan-Canadian set of conservation principles and guidelines that will be useful to anyone with an interest in conserving Canada's historic places. The Standards and Guidelines offer results-oriented guidance for sound decision-making when planning for, intervening on, and using historic places.

Statement of Significance: a statement that identifies the description, heritage value, and character-defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Provincial and Canadian registers of Historic Places. The document is used at the local level as a planning tool for future conservation interventions.

APPENDIX C:

Reviews Of The Conservation Of Heritage Resources

1. CONSERVATION IN CANADA

Organizations and governments world-wide use similar definitions to describe heritage conservation and the fundamental values that underpin these definitions, even though the emphasis in conservation practice has varied somewhat between countries. The model for heritage conservation in Canada has evolved over the last century through activities undertaken on the international, national, provincial and local levels.

Today, conservation efforts remain a close partnership between government and the community, and exist within a framework wherein national standards, provincial statutes and municipal policies guide various aspects of conservation practice. A variety of funding programs supporting heritage conservation have existed intermittently at both the provincial and national levels over the years that have contributed to local initiatives nationwide. As well, independent funding entities, including numerous not-for-profit societies and foundations at the national, provincial and local levels, have contributed financial support to conservation through their fundraising and advocacy efforts.

During the past century, focus on the national level has primarily been on the designation of historic sites and places through the National Historic Sites of Canada. As of August 2008, there were 958 sites designated as National Historic Sites in Canada; 167 of these are currently administered by Parks Canada.

The Historic Places Initiative (HPI) 2000, which was the most important federal heritage conservation proposal in Canada's history, includes:

- Includes a national heritage register called the *Canadian Register of Historic Places (CRHP)*, comprehensive conservation standards and guidelines, and a certification process for project approval designed to ensure that any work that is undertaken in exchange for federal incentives complies with approved standards,
- Identifies, promotes and celebrates historic places. It also provides a valuable source of easily accessible and accurate information for government authorities, land use planners, developers, the tourism industry, educators, researchers, heritage professionals and the public, and
- Includes a searchable database containing listings of historic places of local, provincial, territorial and national significance.

The *Standards and Guidelines for the Conservation of Historic Places in Canada* (prepared by Parks Canada):

- Serves as the national standard for the treatment of heritage resources that has been adopted by many provincial and municipal authorities, and
- Lays down the foundation for the evolution of conservation practice and functions as the principal standard for conservation in Canada today.

2. PROVINCIAL LEGISLATION

While the national government, in collaboration with the provinces and municipalities, has played a leadership role in this regard, provincial legislation, statutes and regulations provide the legal framework for conservation practice.

Local governments have managed their resources through the legislative tools provided by provincial legislation, such as:

- *Community Heritage Register,*
- *Heritage Designation,*
- *Heritage Revitalization Agreements and*
- *Heritage Conservation Areas.*

These are some of the most significant conservation tools that are available at the local level for the management of heritage resources.

In 1994, two provincial Acts enabled municipal heritage conservation initiatives: the *Heritage Conservation Act* and the *Municipal Act*, were amended through the *Heritage Conservation Statutes Amendment Act 1994*.

In addition to maintaining existing procedures, these changes to the *Municipal Act* enabled municipalities to:

- Better integrate heritage conservation activities into the mainstream of development and community planning
- Define new procedures for more powerful regulations (Heritage Conservation Areas, Community Heritage Commissions, heritage site maintenance standards, tree protection, etc.) and heritage incentives (tax exemptions, an expanded legal protection toolkit, consolidated approvals for heritage rehabilitation work, etc.).

Heritage tools are referenced in a number of other provincial Acts, such as the *Land Titles Act* (which enables covenants to be registered on land titles), but the majority of the tools the District is likely to use in the conservation of heritage resources are now enabled under the *Local Government Act*.

3. LOCAL GOVERNMENT ACT

Under the *Local Government Act*, a legal framework is provided for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities. Local governments are enabled with the powers, duties and functions necessary for fulfilling their purposes, including stewardship of public assets, and the flexibility to respond to the different needs and changing circumstances of their communities. The District is empowered to regulate land development through zoning, subdivision control, building by-laws, maintenance and occupancy by-laws, and a number of other regulatory mechanisms.

In addition, heritage incentives can be provided through a number of mechanisms including negotiated agreements and 10-year periods of tax relief. Most of the tools that the District will use to provide incentives and regulations for the heritage program are enabled under *Part 27: Heritage Conservation*.

3.1 Community Heritage Register

One of the tools commonly used as the basis of a local government heritage program is a *Community Heritage Register*, an official listing of properties having heritage value, passed by resolution of local government.

Inclusion on a Register does not confer any other form of permanent heritage protection, is not listed on the Land Title and does not create any financial liability for the local government. The Register may, however, be used to “flag” properties for possible future protection, and does enable a local government to withhold approval and/or a demolition permit for a limited amount of time.

In addition to the tracking and regulatory powers implied by a Register listing, there are also important incentives that can be offered to assist owners with conservation. Properties on a Register are eligible for special provisions, including equivalencies under the B.C. Building Code, alternative compliance under the *Energy Efficiency Requirements* and exemptions from the *Homeowner Protection Act*.

The District may establish a Community Heritage Register that lists a variety of historically significant sites through *Heritage Designation* and *Heritage Revitalization Agreements* (a voluntary negotiated agreement that may vary bylaw and permit conditions); this protection is achieved on a site-by-site basis through municipal bylaws.

4. HERITAGE CONSERVATION ACT

The *Heritage Conservation Act* purpose is to encourage and facilitate the protection and conservation of heritage property in British Columbia. This Act is most relevant when dealing with archaeological issues, the management of which remains a provincial jurisdiction. The province may enter into a formal agreement with a First Nation with respect to the conservation and protection of heritage sites and heritage objects that represent the cultural heritage of the aboriginal people who are represented by that First Nation. Owners of identified archaeological sites are required to conform to provincial requirements. The provincial Archaeology Branch maintains a list of known archaeological sites.

5. COMMUNITY CHARTER

The *Community Charter* came into effect in 2004, and provides municipalities with a framework for local activities and services. The Charter gives municipalities broad powers, including permissive tax exemptions, to regulate activities within their communities. As such, the District may grant permissive tax exemptions under *Section 225* of the Charter to heritage properties leased to non-profit societies.

The *Permissive Exemptions* provisions in the *Community Charter* can also be used for facade improvement and heritage conservation projects as follows:

Section 225: Permissive tax exemptions can be offered to “eligible property”, as defined by heritage protection. A rebate on municipal and provincial taxes can be provided. There is no specified time limit to the exemption that can be negotiated. These provisions require a 2/3 supporting vote of Council for enactment.

Section 226: Permissive tax exemptions can be offered to revitalization projects. A rebate can only be provided on municipal taxes, and can be offered to any property. There is a 10-year time limit to this exemption, however it requires only a simple majority vote of Council for enactment.

6. B.C. BUILDING CODE

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Building Code requirements does not recognize the individual requirements and inherent performance strengths of each building. A number of equivalencies have been adopted in the British Columbia Building Code that enable more sensitive and appropriate heritage building upgrades; a heritage building is defined as either a designated site or one included on a Heritage Register. An example of a Code equivalency is the use of sprinklers in a heritage structure to satisfy fire separation and exiting requirements.

Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to the equivalencies offered under the current Code, the District can also accept the report of a Building Code Engineer as to acceptable levels of code performance.

7. ENERGY EFFICIENCY ACT

The *Energy Efficiency Act* (Energy Efficiency Standards Regulation) was amended in 2009 to include the following definition: “designated heritage building” means a building that is protected through heritage designation or included in a community heritage register by a local government under the *Local Government Act*,

Under this new definition, Energy Efficiency standards do not apply to windows, glazing products, door slabs or products installed in heritage buildings. This means that exemptions can be allowed to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

8. HOMEOWNER PROTECTION ACT

Amendments to the *Homeowner Protection Act Regulation* were made in 2010 to allow for exemptions for heritage sites from the need to fully conform to the B.C. Building Code under certain conditions, thus removing some of the barriers to compliance that previously conflicted with heritage conservation standards and guidelines.

The changes include:

1. An amendment to the *Homeowner Protection Act Regulation*, B.C. Reg. 29/99 that allows a warranty provider, in the case of a commercial to residential conversion, to exclude components of the building that have heritage value from the requirement for a warranty; and
2. Clarify the definition of ‘substantial reconstruction.’ The latter clarification explains that 75% of a home must be reconstructed for it to be considered a ‘new home’ under the *Homeowner Protection Act*, thus enabling single-family dwelling to multi-family and strata conversions without the Act now coming into play.

The definition of a heritage building is consistent with noted that under the B.C. Building Code and the *Energy Efficiency Act*.

APPENDIX D:

Broad Categories Of Incentives For Heritage Sites

1. **TAX INCENTIVES:** if a property owner undertakes a rehabilitation of a heritage building, he or she usually encounters an increased property tax assessment due to an increase in market value.

The combined with the potentially high cost of meeting building code requirements, can make the upgrade of heritage properties a marginal economic proposition. The assessment and taxation process is governed by provincial legislation and is very inflexible. Municipalities may choose to forgive all or part of the municipal portion of the property tax on a heritage property as long as the property is municipally designated or legally protected. In these cases, the tax relaxation may be calculated based on the extent and cost of the rehabilitation.

In Canada, federal income tax incentives for conservation do not currently exist, but municipal tax-based heritage grants have been proven to be successful in many cities including Vancouver, Victoria and Surrey. The District can grant permissive tax exemptions under Section 225 of the Charter to heritage properties leased to non-profit societies.

2. **MUNICIPAL NON-FINANCIAL INCENTIVIES:** Zoning relaxations, such as related parking, setbacks, density and expanded use, can be allowed in order to retain a non-conforming heritage building on a specific site.

3. **BUILDING CODE EQUIVALENCES:**

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. It is essential to consider heritage buildings on a case-by case basis, as blanket application of Code requirements do not recognize the individual requirements and inherent strengths of each building.

Over the past few years, a number of Code equivalencies have been developed and adopted in the British Columbia Building Code, which establish compliance with the theory behind the contemporary code, but are sympathetic to the structural intricacies of heritage buildings making heritage building upgrades more feasible (e.g. sprinklers in heritage structures).

In addition to the equivalencies offered under the current Code, the District can accept the report of a Building Code Engineer as to acceptable levels of code performance. However, the Code needs to be interpreted correctly in order to allow for the best possible conservation outcomes.

The District the general broad categories of incentives that may be offered for heritage sites should explore the potential heritage building code equivalencies to provide consistent review and knowledgeable advice to building owners.

4. **ENERGY EFFICIENCY ACT:** The Act (Energy Efficiency Standards Regulation) was amended in 2009 to exempt windows, glazing products, door slabs or products installed in heritage buildings (defined as those that are legally protected or listed on a community heritage register). This means that the District, as an incentive to being listed on a Heritage Register or as part of the negotiated agreement, can allow exemptions to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

These provisions do not preclude that heritage buildings must be made more energy efficient, but they do allow a more sensitive approach of alternate compliance to individual situations and a higher degree of retained integrity. Increased energy performance can be provided through non-intrusive methods such as attic insulation, improved mechanical systems, and storm windows.

More information on “Energy Efficiency Considerations” are outlined in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

5. **HOMEOWNER PROTECTION ACT:** Homeowner Protection Office policies have now been modified to exempt heritage buildings under certain conditions from the requirement for Homeowner Protection Insurance. This includes buildings being strata titled, as long as the building does not exceed substantial construction criteria. The definition of a heritage building is the same as under the *Energy Efficiency Act*, and includes Heritage Register sites.
6. **PROVINCIAL FINANCIAL INCENTIVES:** There are several programs under which heritage sites may apply for heritage funding:
7. **HERITAGE LEGACY FUND:** Under its Heritage Conservation Program, The Heritage Legacy Fund provides financial contributions of up to \$25,000 for projects involving the preservation, rehabilitation and/or restoration of a built community heritage resource. Eligible applicants include the District, registered non-profit societies and registered federal charities.
8. **LIVESMART BC:** This provincial program dedicated to promoting energy efficiency, including incentive grants for energy efficiency upgrading. The program recognizes that some upgrades may affect heritage character, and special provisions may be accessed for homes that have received municipal designation or are included on a Heritage Register. The program includes grants for installation of wooden storm windows on heritage homes.
9. **FEDERAL FINANCIAL INCENTIVES:** The Residential Rehabilitation Assistance Program (RRAP), offered through the Canada Mortgage and Housing Corporation, helps low-income Canadians, people with disabilities and First Nations people live in decent, affordable homes. These programs also support renovations to rooming houses and rental units to increase the availability of housing for those in need.

One of the following programs may apply:

- *Homeowner RRAP:* Financial assistance to repair substandard housing to a minimum level of health and safety
- *Rental RRAP:* Assistance for landlords of affordable housing to pay for mandatory repairs to self-contained units occupied by low-income tenants
- *Secondary/Garden Suite RRAP:* Financial assistance for the creation of a Secondary or Garden Suite for a low-income senior or adult with a disability, making it possible for them to live independently in their community, close to family and friends.
- *RRAP for Persons with Disabilities:* Assistance for homeowners and landlords to improve accessibility for persons with disabilities
- *RRAP for Conversions:* Assistance for converting non-residential buildings into affordable housing

APPENDIX E: Draft Heritage Evaluation Form⁶

EVALUATION FORM FOR HISTORIC SITES, DISTRICT OF TOFINO	
Archival Photo	
Description	
Copyright	
PHOTOGRAPH	
TOFINO HISTORIC THEMES	
	Check All that apply
	Resource Development (forestry, fishing, etc.)
	Transportation
	Urban Development
	Health
	Work and Leisure
	Spiritual Life
	Business and Industry
	Law Enforcement
	Education
	First Nation
	Sport
	Intellectual Life
Other Specify:	
HISTORY	SOURCE

⁶ St. Albert Heritage Management Plan, 2013

EVALUATION FORM FOR HISTORIC SITES, DISTRICT OF TOFINO

Evaluation Criteria	Yes	No	Explanation
<p>Architecture</p> <p>1. Is the site architecturally significant?</p> <p>2. Is the site a significant expression of a particular style (i.e. Arts & Crafts, Modern, etc.)?</p> <p>3. Does the site feature unique design details or features?</p> <p>4. Is the site a rare or unique or representative example of a particular style/type?</p>			
<p>Context: Community or Landscape</p> <p>1. Is the site historically significant in the development of the particular neighbourhood?</p> <p>2. Does the site reflect a significant theme of development in Tofino?</p> <p>3. Is the site a landmark in the District or neighbourhood?</p> <p>4. Does the landscape or natural environment of the site hold significance for the neighbourhood/community?</p>			
<p>Person or Event</p> <p>1. Is the site significant for its association with a particular person or group of people?</p> <p>2. Is the architect/builder significant?</p> <p>3. Is the site significant for its association with a particular event?</p>			

EVALUATION FORM FOR HISTORIC SITES, DISTRICT OF TOFINO			
Contemporary Compatibility or Usability			
1. Does the site maintain its original context? 2. Is the site compatible with its current context? 3. Is the space relevant within the contemporary context and surrounding environment? 4. Is there potential for the current use of the site to continue or for a compatible future use?			
Alterations or Additions or Evolution			
If site has been evolved over time, are the alterations considered significant?			

EVALUATION FORM FOR HISTORIC SITES, DISTRICT OF TOFINO
Does the resource have architectural integrity (historic elements; materials; form, scale and massing and original context)? <input type="checkbox"/> Yes <input type="checkbox"/> No
LOCATION: Is the place where an historic resource was constructed or the site where an historic activity or event occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DESIGN: Is the combination of elements that create the form, plan, space, structure and style of a resource? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

ENVIRONMENT (Physical setting of the historic resource): Is the character of the place a resource played its historic role?

Yes

No

N/A

MATERIALS: Are the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form an historic resource?

Yes

No

N/A

WORKMANSHIP: Is the physical evidence of the crafts of a particular culture or people during any given period in history important? Can it provide information about technological practices and aesthetic principles?

Yes

No

N/A

Does the site merit addition to the Tofino heritage inventory, based on the above criteria?

Yes

No

Date evaluated by Heritage Advisory Committee	
Date approved by Council	

APPENDIX F: Example Heritage Resource Designation Process And Application For Municipal Historic Designation

[Note: After a Tofino Heritage Inventory has been established]

Tofino has established a heritage management program to identify, evaluate and manage significant historic places in the community. Within this program, historic resources are first identified and documented in a Heritage Survey by the (Heritage Advisory Committee) (HAC), an advisory Committee to District Council on heritage related matters. Sites from the Heritage Survey that have high heritage value and architectural significance are evaluated by the HAC and added to a Heritage Inventory. Heritage Inventory properties are now eligible to apply to be legally designated as a Municipal Historic Resource.

A property owner in the District of Tofino can volunteer to have their property designated as a Municipal Historic Resource and listed on the District of Tofino's Heritage Register. Historic resources are eligible for designation if they are included in Tofino's Heritage Inventory and have a Statement of Significance - the official document required at the local, provincial and national level for inclusion on a Heritage Register.

Please contact the District of Tofino or Arts & Heritage Tofino to confirm if you are currently on the District's Heritage Inventory prior to completing this application.

Municipal Historic Designation: Municipal Historic Resources are legally protected and help to ensure a resource's long-term preservation. Designation is passed through bylaw by District Council and registered against the property's title in the Land Titles Registry in accordance with Part 27 of the Local Government Act. Designated sites may not be altered in any way without first obtaining written permission from the District. A designation can only be rescinded through a bylaw passed by District Council.

Benefits of Becoming a Municipal Historic Designation: Properties on Tofino's Heritage Register may be eligible for incentives offered by the District of Tofino or the Province of BC:

- Municipal tax incentives;
- Zoning relaxations, such as related parking, setbacks, density and expanded use, can be allowed in order to retain a non-conforming heritage building on a specific site. ;
- Provincial and local heritage awards;
- Code equivalencies have been developed and adopted in the British Columbia Building Code, which establish compliance with the theory behind the contemporary code, but are sympathetic to the structural intricacies of heritage buildings making heritage building upgrades more feasible (e.g. sprinklers in heritage structures);
- Energy upgrading exemptions; and
- Provincial and Federal incentives and funding.

The Designation Application Process: Please submit your completed application to the designated department, District of Tofino. The application will be thoroughly reviewed by the District, the [Heritage Advisory Committee] and District Council. There is no cost to the applicant for the designation application process.

The Designation Process: If the District approves the application, a Compensation Waiver Agreement is negotiated with the applicant and the District. This agreement outlines the conservation and maintenance guidelines for Character Defining Elements of a resource (as defined in a property's Statement of Significance). The application and a draft Designation Bylaw are forwarded to District Council for consideration. If Council accepts to consider the Designation Bylaw, a Notice of Intent (NOI) is issued to the property owner. After an elapsed 60-day waiting period, District Council may pass the Designation Bylaw and the property is officially designated as a Municipal Historic Resource or Designation.

The District of Tofino will use the Standards & Guidelines for the Conservation of Historic Places in Canada and a historic resource's Statement of Significance to evaluate the appropriateness of any proposed conservation work or addition to a Municipal Historic Designation.

Alteration of a Municipal Historic Resource: At the municipal level, it is understood that historic resources will require conservation and rehabilitation periodically; it is also possible to introduce new elements that are compatible with the historic place. Municipal Historic Designation ensures that protected resources do not suffer a loss in heritage value due to unsympathetic renovations. Any plans for alterations to a Municipal Historic Resource will be reviewed by the designated department and the [HAC]. Property owners must submit a Building Permit (available at the District office) to the designated department prior to undertaking any exterior renovations. It is not permitted to demolish a Municipal Historic Resource or Designation.

Please direct any inquiries to:

[Insert contact]

Designated Department

District of Tofino

Process For (Heritage Advisory Committee) For Municipal Historic Designation

The [Heritage Advisory Committee] reviews applications for designation as a Municipal Historic Resource and provides ongoing support to the designated department and property owners.

1. The (Heritage Advisory Committee) receives notice from a property owner or the designated department that an application for designation will be submitted. The [Heritage Advisory Committee] will assist the owner in acquiring a Statement of Significance as a requirement of submission of the designation application.
2. After submission of the Application for Municipal Historic Designation to (the Heritage Advisory Committee) application is forwarded to the [Heritage Advisory Committee] for review. The [Heritage Advisory Committee] may invite the applicant to a meeting to answer any questions and discuss the designation process.
3. The (Heritage Advisory Committee), with the designated department, tours the applicant's property to review the condition of the Character Defining Elements as outlined in the property's Statement of Significance.
4. If the property is approved by the designated department and the (Heritage Advisory Committee), a recommendation is made from the (Heritage Advisory Committee) to District Council to support the application.
5. If District Council supports the application, a draft Designation Bylaw is prepared and a Notice of Intent to Designate is delivered to the property owner.
6. After the allotted 60-day period, District Council may approve the designation bylaw.
7. The [Heritage Advisory Committee] is then responsible to review any future Development or Alteration Permits submitted by the owner.

Draft Application for Municipal Historic Designation

Applicant Contact Information	
Name	
Address	

Name of Resource		
Historic Name of Resource (if known)		
Address		
Date of Construction		
Architect (if known)		
Registered Owner	Name	Phone
	Address	Cell
	Email	

Application Checklist (if applicable)	
Current Photographs	
Archival Photographs (if available)	
Statement of Significance	
Description and date of any substantial additions or renovations	

Description of proposed or future renovations, additions or alterations

Declaration

I hereby submit this Application for Municipal Historic Designation with the supporting documents as required.

Signature of Registered Owner(s)

Date

Signature [insert District contact]

date

APPENDIX G:

Community Perspectives On Tofino's Heritage

"Picturing Tofino" Survey and Heritage Interviews

Direction and suggestions about Tofino's heritage development were gathered through the Picturing Tofino on-line survey, several one-on-one interviews, and a Heritage Tea focus meeting held on May 9, 2012. Individuals that were interviewed are noted in the Culture Maker Interview list.

Picturing Tofino Survey and Heritage Interviews 10 Key findings

1. Create a Tofino/Clayoquot Archive.

Develop a safe, dry and secure site; a location that people are comfortable having materials copied/deposited, and publicly accessible.

2. Find heritage exhibition space.

Explore possibilities for displays on local history in several locations.

3. Form a Tofino Heritage Committee.

Create a volunteer committee of interested and qualified residents to oversee the collection, display and maintenance of archival information and historical assets.

4. Create Tofino heritage signage.

Use information that aligns with heritage of the community.

5. Create opportunities to use First Nations cultural information.

Suggestions collected: use videos, displays and installations that tell and show the stories; develop a traditional village for educational purposes to help improve people's understanding of the First Nations culture and cultural sites; use of First Nations language on signage; develop opportunities to learn First Nations language.

6. Promote the use of natural heritage information.

Information on old growth trees, native plants, protecting the natural environment and landscapes within the District of Tofino; walks to view native food sources and heritage value of plants and animals.

7. Utilize organizations resources.

District of Tofino, Parks Canada, Tonquin Foundation, Alberni Valley Museum, Monk's Point property/Land Conservancy, etc.

8. Develop a website repository.

Display historical photos/documents, produce video interviews.

9. Creative installations.

Encourage creative community installations that show a sense of history here.

10. Use and build local knowledge.

Through working committees, video interviews and other sources.

"Picturing Tofino" hosted a Heritage Tea on May 9, 2012 inviting interested public to meet and share ideas on how Tofino's history can be preserved. Several people who have been active in the heritage sector attended the workshop.

Specific topics were discussed around three workshop tables, giving everyone a chance to participate.

The questions that led the discussion were:

1. What are your ideas on how we can preserve our history?
2. What kind of repository do we need to gather and share letters, photographs, maps and journals (archives) that reflect local history?
3. What role can the District of Tofino play in local heritage preservation?

Outcomes from the three groups were similar. There was general agreement that the following points were priorities in the development of Tofino heritage preservation plan. It was also agreed that the best approach would be to take small, incremental steps to reach these goals.

First step: create a Tofino heritage Committee of committed volunteers to champion and advance the project.

First project: Tofino/Clayoquot Archives

- Archives include papers, photographs, maps and materials that represent the history and growth of the community and region.
- A safe and secure repository, one that is publicly accessible is required.
- Archive collection policies would determine what to receive and collect. It was suggested that a professional curator guide policy development.
- Location of Archives. It was agreed that an appropriate location for a heritage archival collection would be in the hands of an entity such as the District of Tofino. Archives would require climate control and a secure space.

Recommendations for the District of Tofino to consider

- Provide secure and climate controlled space to house Tofino/Clayoquot Archives. It was suggested that a non-profit or community group might manage the collection within the boundaries of a physical location at the District of Tofino's offices.
- Provide seed funding to initiate first steps of committee work and archives project.
- Develop a heritage plan with a serious focus and commitment by the District of Tofino to work towards its implementation. Page 14 of 65 Tofino Cultural Scan 2012
- Use heritage information on municipal signage.
- Encourage heritage displays on buildings.
- Encourage preservation of heritage buildings through bylaws and taxation policies.

Other Recommendations for heritage preservation planning

- Develop timelines of history that include First Nations mapping of cultural sites and culturally significant points.
- Work with Pacific Rim National Park Reserve staff.
- Tell heritage stories in many places - virtual museum, walking tours, mobile displays, fixed displays, and education in schools with local historians, walking tours, Tofino History App.
- Identify heritage buildings, sites, trees and gardens.
- Consider commemorative plaques on historic buildings.
- Represent the story of Japanese history in Tofino.
- Create video recordings of interviews with local historians.
- Create electronic storage accessed through computers.
- Support Tonquin Foundation's maritime museum with volunteers.

APPENDIX H: Summary Of Community Plan Discussions

As part of Official Community Plan (OCP) discussions held in November 29th, 2012 and January 26th, 2013, the following common values on heritage, as well as some divergent ones, emerged:

- There is widespread support for conservation and enhancement of both natural and cultural heritage resources; people identified parks and trails as their favourite places and those that highlighted the history of Tofino.
- People identified promoting area history through walking tours around town, historical location map for tourists, and historical displays.
- A survey of heritage resources across the whole District should be done before getting to the level of potential designations.
- Many people wanted to preserve as many old buildings as possible.
- Heritage planning needs to become proactive, not reactive.
- There is a need to help local people see Tofino “with new eyes” in order to appreciate heritage resources.
- Opposition to designation in some areas in the past has been driven by concerns over property values, cost to homeowners of meeting conservation guidelines, restrictions on alterations, and lack of government financial support.
- A community museum (or local history collection) is needed to focus awareness of local heritage.

APPENDIX I:

Tofino Heritage Master Plan Round Table

Discussion Sessions

February 5, 2012

A summary of the responses:

1. The community has retained its largely natural wilderness and ocean character.
2. Tofino is a special place, distinct from other parts of BC.
3. The community has untapped potential to recognize and capitalize on its special location and heritage resources.
4. Heritage is important, but how it is handled needs to be improved (in terms of building conservation, municipal administration, and community involvement).
5. The District's "brand" needs to identify the community's heritage and pioneering roots with its natural wilderness setting as part of tourism and business promotions.
6. Many residents have great affinity with Tofino's special location and setting.
7. The District needs to include and involve the Tla-o-qui-aht First Nations in local cultural and historical conservation planning, development, and cultural events.
8. Tofino needs a designated place for archival and museum storage, displays, and artefacts (e.g., Tonquin Foundation, new community complex, temporary rental space).
9. Support and promote the community's history (e.g., walking tour around town, historical signs, preservation of heritage buildings, public art, small portable exhibits, and local schools).
10. Promote and showcase local heritage awareness, as part of the development of a new civic complex that includes a museum, archives, and display space, which might be associated with other community spaces (e.g., library and theatre).

Details responses from the roundtable discussions are presented as follows:

1. When you think of Tofino, what is the first image, event or place that comes to mind?
 - Beaches – big drawing card.
 - Meares Island – natural heritage - iconic vista from Tofino to Lone Cone, Opitsaht, islands – historically important for fish source in past.
 - First Street Dock – accessible, busy with harbour activity.
 - Mountains towards glacier.
 - Catface and Lone Cone.
 - History – Community Fishing Village, fishing history, maybe fishing future.
 - Beyond Tofino – Cougar Annie's Garden.

- Tofino as launching point for Clayoquot Sound.
 - Evidence of native settlement in Tofino.
 - Commercial fishing fleet – the troll fleet; mostly fishing and logging in old days. Tofino was the fifth largest fish landing port on the West Coast at one time. Trolling originated in Tofino and Ucluelet in late 1800's and Japanese moving to Tofino provided impetus for industry.
 - Clayoquot Island – original town site; portion given to The Land Conservancy; caretakers live on island; May long weekend island open to public with free boat transportation from Tofino.
 - Flowers.
 - Anglican, St. Columbia Church.
 - Hans and Madie Hanson.
 - Common Loaf.
 - Old Co-op.
 - Original Tin Wis which was a residential school.
 - Kakawis.
 - Gust-o-Wind.
 - Dolphin Motel.
 - Pacific Breeze Motel – for stories.
2. What are the three most important tangible heritage resources in the community for you (e.g., places, facilities, sites, festivals or businesses or enterprises – this can be anything you consider a heritage resource).
- Japanese human heritage.
 - Martin family – retained traditions e.g., canoe building.
 - St. Columba Church – 100 years old this year and in excellent condition.
 - Tonquin Foundation's Maritime Museum
 - Tofino/Clayoquot Sound Heritage Society
 - Book "Walk Around Tofino" – documents early houses in Tofino.
 - Anchors scattered around town (Tonquin Foundation).
 - Harold Monk's property now owned by The Land Conservancy; being cared for at the moment by a resident caretaker; possible archive or museum site?
 - Views to Clayoquot Sound.
 - Fish plants and ice house.
 - Repurposed buildings with left over material from the airport or buildings moved in from airport, e.g., Maquinna Hotel, Schooner Restaurant.
 - Tonquin Foundation – all volunteer; an archive without history.
 - Mayor's Breakfast/Green Breakfast – Story telling; invite people from outside region to tell their stories.
 - Beaches.
 - Hospital.
 - Monks property.
 - District of Tofino building, particularly the theatre; Gary Marks should be a national treasure.

3. When you are hosting a guest who has never visited the area, what aspects of the area's history do you most want them to see?

- Beaches.
- Waterfront – First Street Dock, Stubbs Island (original settlement; first liquor license in BC) and its rhodos and remaining building.
- Pelagic whaling fleet that picked up native crews in Tofino and refitted ships at Clayoquot.
- St. Columba Church – history of ownership of church property.
- Common Loaf Bakery.
- Meares Island – green philosophy vs. forestry philosophy.
- Gibson's rhodo hill.
- Long Beach, Wreck Bay before the National Park came to be.
- Eik Tree – Eik was historical figure and tree was object of preservation effort.
- Bob Wingen (Wingen Lane is named for him) – blacksmith and work shop, boat building and refitting, general store, centralized fish packing on West Coast to Tofino; The Shore development is currently on site of former Wingen property.

4. Are there heritage programs, services or facilities (including partnerships/collaborations) that are not currently available in Tofino that you would like to see established?

- Maritime Museum Group – maritime history needs to be kept and a place for this is needed.
- Civic Centre partnering with District of Tofino and Info Centre.
- Land Conservancy Trust partnering with District of Tofino, Maritime Museum people with view to the Monks property as a possible museum or archive.
- Someone to focus on repurposing buildings, empty storefronts to use for heritage displays.
- Collaboration with natives on environmental groups, natives' resource protection, e.g., Tla-o-qui-aht Band has a tribal park vision.
- National Park – archiving.
- Community heritage centre – public display of heritage, photos, anchors.
- Arts and Culture and Heritage committees – a start.
- Public displays of heritage.

5(a) What are the 5 most important words you would like to see in a vision statement for the *Tofino Heritage Master Plan*?

- Mountains.
- Nature.
- Settlers.
- Buildings.
- Stories.
- Fishing.
- Historical Family Names.
- First Nations.
- Forest/trees.

- Boat building.
- Pioneer families: Wingen, Guppy.
- Video Interviews.
- Oral Histories.
- Evidence of native settlement in Tofino.

5(b) Identify 3 “big ideas” or strategies needed to achieve your vision of a historically vibrant community?

- Museum.
- Archive.
- Place to look at old photos.
- Civic Centre.
- Website to post audio/video recordings of “old timers.”
- Information on street.
- Public signage.
- Self-guided historical walking tours.
- Look-out points with historical information.
- Lighthouse Trail – information placed on it relating to “Tonquin Tale.”
- Plaques with history placed all over town.
- Rename streets, e.g., First, Second, Third, Main, to historical names.
- Address longevity of discussions for Master Plan – integration with school to encourage importance of history and heritage.
- Historical information being passed on needs to be correct, e.g., resort staff, restaurants, Ambassadors in Training Program.
- Ambassadors in Training Program – expand it; history of Tofino and heritage is important component and should be open to everyone in Tofino.

6. What are the biggest challenges to realizing these opportunities?

- Money.
- No historical society other than Tonquin Society. Tofino/Clayoquot Sound Heritage Society with Tonquin Society in May, 2013.
- Energy/passion to do work.
- Suitable place for archive/museum with safe storage for material.
- Lack of vision.
- Lack of plan – big vision but small steps.
- Professional co-ordinator, not volunteer.
- Free, dry, warm place, e.g., Monks house

7. Please share any additional comments you may have regarding the *Heritage Master Plan* for Tofino.

- Natives – is Heritage Plan for Tofino? Clayoquot Sound?

APPENDIX J: District Of Tofino Heritage Inventory Public Nomination Form

In [date], the District of Tofino endorsed the *Heritage Master Plan* for Tofino. To assist the District a community heritage inventory is being established. Compiled list of homes, buildings and landscapes that have been evaluated and determined to have heritage value to the community.

Do you know of a building, site, structure, landscape feature or other historic resource that you believe should be included on the community's heritage inventory? If so, please fill out this form, attach supporting historical information, and send it to the following address:

District of Tofino
C/O [Contact Person, Department]
121 3 St, Tofino, BC V0R 2Z0

All nominations will be evaluated by the Heritage Advisory Committee. Those nominations which satisfy the heritage resource evaluation criteria will be recommended to District Council for addition to the community heritage inventory.

LOCATION AND NAME OF NOMINATED HERITAGE RESOURCE: _____

TYPE OF HERITAGE RESOURCE:

- Building
- Site
- Structure
- Landscape Feature

ARCHITECTURAL OR HISTORICAL INFORMATION (Please attach additional pages if necessary):

YOUR NAME: _____

YOUR PHONE NUMBER: _____

YOUR MAILING ADDRESS: _____

Are you the owner of this historic resource: _____ Yes _____ No

May we contact you for further information: _____ Yes _____ No

We would also appreciate photocopies or digital copies of any photographs you may have of this historic resource. PLEASE DO NOT SEND PHOTOGRAPHS.

For further information, please contact [name of contact person and position], at [telephone number, fax and email].

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