

Heritage BC Awards Information for Nominators

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Guidelines for Nominators

- No more than two nominations may be made by the same nominator in each year.
- It is up to the nominator to ensure the completeness and accuracy of the information provided, including nominee information. The submitted information is used on the award announcements, certificates and on the Heritage BC website.
- Once the form is submitted, you will receive a copy of your submitted information by email. If you wish to update any element of your submission, please contact us.
- Following the nomination deadline, nominators will be notified by email about next steps and updates.
- All decisions are final.

If you have questions about the Heritage BC Awards nomination process, or would like to discuss your potential nomination, please [contact us](#).

Eligibility and Process

Eligibility

- Projects nominated for an award must have been completed within the past three calendar years (preceding the nomination deadline).
- Nominated individuals must live in British Columbia and sites must be located in the province.
- Nominations with insufficient information will not be considered. It is important that each submission provides sufficient information to describe why the project/person suits the category and why the project/person is worthy of an award.
- Separate phases of large projects are eligible, as long as they are clearly different from previously nominated work.
- A person may be listed on multiple nominations (ex. A nominee for Professional Achievement can also be included in the nominee list for a Conservation Award)

Process

- The nominations submitted to the Heritage BC Awards are reviewed by a jury of peers, who will consider alignment to the [outlined criteria](#) and the completeness of the submitted information.
- Special consideration will be given to projects that reflect one or more emerging heritage priorities. Nominators can provide details in the *Additional Considerations* section of the nomination form to share how these priorities were incorporated in the nominee's work.

Priorities include:

- Community building
- Cultural heritage awareness
- Technology and social media
- Diversity and inclusion
- Environmental resilience and climate action
- Recognition of and partnership with First Nations and distinct cultures.

Nomination Worksheets

The following worksheets are intended to help you prepare a nomination for the Heritage BC Awards. They are not official nomination forms. **Nominations will only be accepted when submitted using our online form, which is shared on the [awards page on our website](#).**

If you have questions [please contact us](#).

Awards Categories

1. [Conservation](#) (2 categories)
 - Conservation
 - Small but Mighty Conservation Award
2. [Planning and Management](#)
3. [Education, Communications, and Awareness](#)
4. [Volunteer](#) (2 categories)
 - Outstanding Impact Volunteer
 - Ruby Nobbs Distinguished Service
5. [Professional Achievement](#) (2 categories)
 - Lifetime Achievement
 - Emerging Heritage Professional
6. [Indigenous and Diverse Cultures: Reconciliation, Redress, and Expanded Recognition](#)

Basic Questionnaire:

Project Title:

Date Completed:

Name, Organizations and Contact Information for Nominee 1

Name, Organizations and Contact Information for Nominee 2 (if applicable)

Name, Organizations and Contact Information for Nominee 3 (if applicable)

Name, Organizations and Contact Information for Nominee 4 (if applicable)

Name, Organizations and Contact Information for Nominee 5 (if applicable)



NOTE FOR NOMINATORS: Outside of your overview of the project (question 1), please answer questions using brief bullet point sentences. Answering *Additional Considerations* questions is not mandatory, however providing answers where relevant will strengthen your nomination.

Nomination Worksheet : Conservation

Recognizing best practices in the preservation, rehabilitation, and restoration of historic places.

Eligibility: Historic buildings and places, and cultural landscapes

Questions:

1. Provide an overview of the heritage project. What was its goal and what was achieved? (paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. What are the site's heritage values (e.g. aesthetic, historic, scientific, cultural, social, or spiritual)?
3. How were [Standards and Guidelines](#) followed in your conservation work? (see pages 21 and 22)

Additional Considerations:

1. What communities or groups were impacted by this project? How were they consulted, involved, and included?
2. How were long-term social, cultural, and/or environmental sustainability and resilience achieved through this project?
3. If reconciliation was integrated into the project, how was it done?
If working with Indigenous partners, list relevant UNDRIP articles and/or TRC Calls to Action, and how they were met.
If the reconciliation was a response to harms done to non-Indigenous communities, what actions were taken to address these harms?
4. Describe how the program was innovative, what were the impacts? To the community? To the sector?

Upload the Following Supporting Material:

- Before and after photographs
- Schematic plans or working drawings
- Relevant Written Reports: SoS, conservation plan, impact assessments, and other heritage reports

Indicate if you want to be considered for our **Small But Mighty Conservation Award:**

Recognizing heritage conservation in communities and organizations whose perseverance and dedication more than compensate for small budgets and few staff.

Eligibility: You must meet at least **one of the following** criteria to be considered

- | | |
|---|---|
| <input type="checkbox"/> A Volunteer Run Organization | <input type="checkbox"/> Fewer than 3 full-time paid staff members |
| <input type="checkbox"/> Project budget was under \$100,000 | <input type="checkbox"/> Based in a community of under 50, 000 people |

Heritage BC

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Nomination Worksheet : Planning and Management

Recognizing best practices for the planning and management of heritage places through reports, studies, and plans, as well as ongoing maintenance, operations, and reprogramming.

Eligibility: Community Heritage Planning ; Cultural and heritage resource management ; Adaptable and compatible re-uses for continued-use, which may not include full conservation ; Planning initiatives for long-term conservation and maintenance plans, community plans, zoning or financial incentives

Questions:

1. Provide an overview of the heritage project. What was its goal and what was achieved?
(paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. What communities or groups were impacted by this project? How were they consulted, involved and included?
3. How were long-term social, cultural, and/or environmental sustainability and resilience achieved through this project?
4. How were accessibility and the advancement of diversity and inclusion achieved through this project?

Additional Considerations:

1. If reconciliation was integrated into the project, how was it done?
If working with Indigenous partners, list relevant UNDRIP articles and/or TRC Calls to Action, and how they were met.
If the reconciliation was a response to harms done to non-Indigenous communities, what actions were taken to address these harms?
2. Describe how the program was innovative, what were the impacts? To the community? To the sector?

Upload the Following Supporting Material:

- Relevant before and after photographs
- Electronic publications and reports: Conservation Plans, Community Plans



NOTE FOR NOMINATORS: Outside of your overview of the project (question 1), please answer questions using brief bullet point sentences. Answering *Additional Considerations* questions is not mandatory, however providing answers where relevant will strengthen your nomination.

Nomination Worksheet : Education, Communications, and Awareness

Recognizing excellence in programming that advances the appreciation, understanding, and practice of tangible and intangible cultural heritage as it relates to places in BC.

Eligibility : Historic places, cultural heritage, tangible and intangible heritage ; Education or Interpretation through social media, publications, displays, exhibits, or other outputs, actions or initiatives that promote heritage.

Questions:

1. Provide an overview of the program. What was its goal and what was achieved?
(paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. How did this broaden or challenge the public's perceptions of heritage?
3. Who were/are impacted through this programming and how?

Additional Considerations:

1. If reconciliation was integrated into the project, how was it done?
If working with Indigenous partners, list relevant UNDRIP articles and/or TRC Calls to Action, and how they were met.
If the reconciliation was a response to harms done to non-Indigenous communities, what actions were taken to address these harms?
2. Describe how the program was innovative, what were the impacts? To the community? To the sector?

Upload the Following Supporting Material:

- Electronic copies of publications
- Digital materials such as websites, interactive displays, or copies of exhibit boards
- Relevant photographs of events, or other visuals
- Impact statements from community members



NOTE FOR NOMINATORS: Outside of your overview of the project (question 1), please answer questions using brief bullet point sentences.

Nomination Worksheet : Volunteer

Ruby Nobbs Distinguished Service: *Recognizing volunteers who have made a life-long commitment, and who have shaped heritage in their communities through significant contributions and leadership.*

Outstanding Impact Volunteer: *Recognizing volunteers who have demonstrated dedication above and beyond to make a specific program, project, or initiative a reality.*

Eligibility: Must be nominated for work accomplished in a volunteer capacity

Questions:

1. Provide an overview of the individual's work and leadership and/or dedication in heritage. (paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. How has their work impacted the advancement, understanding, and appreciation of heritage in their community? In the sector?

Upload the Following Supporting Material:

Ruby Nobbs Distinguished Service:

- 3 + Impact statements
- General timeline of experience
- Relevant photographs & documents (newspaper clippings, etc.)

Outstanding Impact Volunteer :

- 2 + Impact statements
- Documents from initiative/or project
- Relevant photographs & documents (newspaper clippings, etc.)



NOTE FOR NOMINATORS: Outside of your overview of the project (question 1), please answer questions using brief bullet point sentences.

Nomination Worksheet : Professional Achievement

Lifetime Achievement: *Recognizing heritage professionals who have made a career-long, cumulative impact and contribution to the practice and understanding of heritage in BC.*

Emerging Heritage Professional: *Recognizing heritage professionals who have worked the sector for under 10 years, and nonetheless made an impact on the advancement and understanding of heritage in BC.*

Eligibility: Professionals working in the heritage sector within fields such as ... Archaeology & Anthropology, Conservation, Craft & Trade, Cultural Tourism, Education, Environmental Assessment, History, Architecture and Landscape, Engineering, Historic Sites, Museums and Archives, Planners, Public Sector, etc.

Questions:

1. Provide an overview of the individual's work and leadership in the heritage sector.
(paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. How has their work impacted the advancement, understanding, and appreciation of heritage in the sector? In the public?
3. How have they demonstrated innovation, adaptability, and resilience in the sector?

Upload the Following Supporting Material:

Lifetime Achievement:

- 3 + Impact statements
- General timeline of experience
- Relevant photographs & documents (newspaper clippings, etc.)

Emerging Heritage Professional:

- 2+ Impact statements
- Relevant photographs & documents (newspaper clippings, etc.)



NOTE FOR NOMINATORS: Outside of your overview of the project (question 1), please answer questions using brief bullet point sentences. Answering *Additional Considerations* questions is not mandatory, however providing answers where relevant will strengthen your nomination.

Nomination Worksheet :

Indigenous and Diverse Cultures: reconciliation, redress, and expanded recognition

Recognizing initiatives and programs that contribute to the ongoing commitment in an organization to inclusivity, including reconciliation and/or redress, and expanded recognition, and have taken tangible steps that have made differences in how they operate, develop, and deliver programs, and inspire their communities.

Eligibility: Tangible and intangible heritage ; Internal (changes within an organization), external (public facing events, programs) ; Partnerships

Questions:

1. Provide an overview of the initiative or program advancing inclusivity, reconciliation, redress, and expanded recognition. What were its goals and what was achieved?
(paragraph, 200 words or less. This will be used on our website as the description of the nominee)
2. For Indigenous nominations: List which UNDRIP articles and/or TRC Calls to action are integrated into the program and how they were achieved.
3. For all nominations: Explain the value of this project for the affected community. How did community engagement and integration play a role?
4. List the communities impacted by this project, and how they were engaged.

Additional Considerations:

1. If the program introduced innovations to the field, what were they, and what was their impact? To the community? To the sector?

Upload the Following Supporting Material:

- 3+ impact statements from community members, including one who was not directly involved in the initiative or program
- Relevant plans, reports documents
- Relevant photographs

Supporting Materials

- For all categories, PDF documents or scanned images of letters, news clippings, or other materials may also be uploaded.
- Statements of Impact should :
 - Be under 200 words (1 page double spaced max.)
 - Explain how they became aware of the nominee (ex. worked with them, participated in the program, was consulted as a community member).
 - Describe how the nominee impacted them or their community positively.
 - Share why they believe the nominee should receive an award.
- Nominators agree to Heritage BC using submitted photos and statements for promotional purposes, if the nominee is selected as a winner.

Levels of Recognition and Criteria

Levels of Recognition

Recognition

Demonstrates strong quality of work, completed with the implementation of best practices and heritage values.

Honour

Demonstrates impressive quality of work, including following best practices, incorporating heritage values, resulting in a significant impact.

Outstanding

Should be upheld as an example of best practice, and its impacts may include increasing standards due to new innovations. Embodies Heritage Values.

Criteria Considered

Quality

Nominee demonstrates a quality of work that is consistent with previous awards winners.

Impact

Nominee contributes to heritage conservation, the practice of heritage, and/or sustainability and growth in their community.

Heritage Values

Nominee's work and impacts align with Heritage BC's values.

Heritage BC Values

Equity: Consistently prioritizing diverse needs and addressing barriers. We support an (expanding) Heritage sector by seeking out, listening to and representing diverse communities, sites, landscapes, perspectives and stories.

Collaboration: Centering work on projects and initiatives that are people driven and community focused. We focus on engaging community and partnerships to build connectivity that enriches and enhances our work.

Informed Progress: Actively evaluating feedback, results and processes to inform our work. We make thoughtful choices and changes that contribute to impactful programs, community resilience and a sustainable/adaptable sector.

Integrity: Strong principles inform Heritage BC's accountability as a trusted advisor in the sector. We strive to understand and show up for evolving conversations in our community.