

Newfoundland and Labrador Provincial Historic Commemorations Program

The Newfoundland and Labrador Provincial Historic Commemorations Program (PHCP) is a provincial government initiative designed to highlight distinctive aspects of the province's history, culture, and heritage. Through this program, the province will publicly recognize:

- EXCEPTIONAL PEOPLE FROM THE PAST who have played a significant role in our history and culture
- OUTSTANDING HISTORIC EVENTS that illustrate aspects of our history and culture
- UNIQUE PLACES that epitomize or illustrate aspects of our culture and heritage
- DISTINCTIVE CULTURAL TRADITIONS AND PRACTICES
- TRADITION BEARERS

In this citizen-driven program, the people of Newfoundland and Labrador can nominate people, places, events, distinctive cultural traditions and practices, and tradition bearers that they feel are provincially significant and worthy of recognition and commemoration by the province.

Individuals and organizations are invited to participate in the program by submitting their nominations for historic commemoration to the provincially appointed Newfoundland and Labrador Provincial Historic Commemorations Board (see address below), according to the attached guidelines.

For further information, please contact:

Kate Wolforth
Provincial Historic Commemorations Program
PO Box 8700
St. John's, NL A1B 4J6

P / (709) 729-6901
F / (709) 729-7989
E / katewolforth@gov.nl.ca



ABOUT THE NOMINATION AND REVIEW PROCESS

Anyone interested in submitting a recommendation for commemoration is invited to review the nomination guidelines, program guidelines, and eligibility criteria, complete a nomination form accordingly, and submit it to the Provincial Historic Commemorations Board. Receipt of all nominations is confirmed in writing. The Board reviews nominations on a case-by-case basis, in accordance with the Provincial Historic Commemorations Program's guidelines and evaluation criteria. All nominating parties will be kept updated about the progress of their nomination.

WHAT IS THE PROVINCIAL HISTORIC COMMEMORATIONS BOARD?

The Provincial Historic Commemorations Board (PHCB), appointed by the Government of Newfoundland and Labrador, is a six-member body that meets semi-annually to review public nominations for commemorative designation. Its representatives are drawn from a range of citizens who have far-reaching experience in the fields of culture and heritage. It is an "advisory committee": its mandate is to review nominations and offer advice to the Minister of Tourism, Culture and Recreation about commemoration designations. Its meetings are held *in camera* and its recommendations remain confidential until the Minister has reviewed and approved them.

STEP BY STEP: THE NOMINATION PROCESS

1. When a nomination is received, the PHCB Secretariat acknowledges receipt by mail or email and reviews it for completeness and conformity to program guidelines and eligibility criteria. If all requirements are met, the nominee is notified that the submission will be forwarded to the Board for consideration. If a nomination requires additional information, the nominee is requested to supply it. Nominations that do not meet program guidelines and/or eligibility criteria are not forwarded to the Board; nominees are notified of the decision and the reasons for it.
2. The Board reviews submissions and compiles a preliminary list of candidates for designation.
3. Researchers prepare academic papers on each candidate. This stage may involve consultation with community organizations, Aboriginal groups, and other relevant parties, if deemed necessary by the Board.
4. The Board reviews the academic papers and makes recommendations for designation to the Minister of Tourism, Culture and Recreation.
5. The Minister reviews and approves all submissions forwarded by the Board.

Successful nominations are commemorated through a ceremony, online multi-media e-plaque and additional educational and outreach initiatives. Successful nominations may receive funding of up to \$2,500 to undertake local awareness-raising and legacy projects.

On average, 2-5 commemorations are designated each year. The application and designation process takes about 12-18 months.

Newfoundland and Labrador Provincial Historic Commemorations Program

NOMINATION GUIDELINES

Individuals, groups, and/or organizations may nominate a person, place, event, distinctive cultural tradition or practice, or tradition bearer for commemoration by submitting a nomination form to the Provincial Historic Commemorations Board (PHCB) for evaluation.

All submissions should be typewritten (not hand-written), in narrative (sentence) form, and contain all of the following information:

1. NOMINEE CONTACT INFORMATION

Submissions should include the full name of a contact person (and the organization he/she represents, if applicable), a complete mailing address, a telephone number (home and office, if applicable), facsimile number, and email address (if applicable).

2. IDENTIFICATION OF THE NOMINATED SUBJECT

Nominees should clearly identify—and provide specific information about—the person, place, event, distinctive cultural tradition or practice, or tradition bearer being submitted for consideration by the Board.

A SPECIAL NOTE ABOUT PLACE NOMINATIONS: Please provide a specific location (civic address or geographic coordinates) as well as the name, address, telephone number of—and signed letter of consent from—the property owner(s) connected to the place you are nominating. The PHCB will not consider any nomination to designate a place if it does not include the written consent of the property owner(s).

3. HOW THE NOMINATED SUBJECT MEETS THE ELIGIBILITY CRITERIA

Briefly explain how or why the nominated person, place, event, distinctive cultural tradition or practice, or tradition bearer should be considered of provincial significance (refer specifically to the related Program Guideline category).

Generally a nominated subject will be deemed to be provincially significant if:

- it is singularly outstanding and/or exceptional

- it has historic or cultural importance to the province as a whole
- it is an outstanding example of an enduring theme, pattern, or tradition in the province's history and heritage

4. EXISTING RECOGNITION

Note any existing heritage designations, and include the text on existing plaques and/or the official reason for designation.

A SPECIAL NOTE ON ELIGIBILITY: Please read the Program Guidelines carefully. In some categories, subjects that have already received some form of designation will not be eligible for commemoration under this program.

5. DOCUMENTATION

All nominations that claim "historical significance" must be supported by references. Cite the source of your historical information, such as a major historical work, an oral tradition, or other source. Documentation should also include historical photographs or other graphic materials.

A SPECIAL NOTE ABOUT PLACE NOMINATIONS: The following documentation and photographs are required for place nominations:

- current photographs of the buildings and structures on the site, as well as of geographic features or artifacts
- interior and/or exterior details, if relevant
- building plan(s) and elevation(s), if available
- a site plan and/or photograph of the site
- for cultural landscapes, an aerial view, if available

6. SUGGESTIONS FOR FURTHER RESEARCH

Nominees should suggest additional sources of information that support their submission, if applicable. These might include: historical sources, photographic collections, documentation, literature references, and knowledgeable people (provide names, addresses, and telephone numbers).

7. PROPONENTS/INTERESTED PARTIES

All nominations need to demonstrate community support; submissions should include:

- a list of people or groups who support the nomination—such as

- a list of people (with contact information) who can offer additional information about and support for the nominated subject.

Nominees should also include the names, addresses, telephone and fax numbers, and email addresses of individuals or organizations that may be affected if the nominated subject is granted designation.