

Policy Title: Community Heritage Register Eligibility Criteria and Process		Policy Number: P154
Policy Category: Planning and Development		
Approval Date: May 11, 2026	Policy Owner: Planning and Development Services	
Approved by: CVRD Board	File Reference: 0340-50	

1. PURPOSE

The purpose of this policy is to outline eligibility criteria for the inclusion of real property on the CVRD Community Heritage Register and to establish a process for adding and removing properties from the Register. The Community Heritage Register and this Policy are enabled by the following bylaws:

- Bylaw No. 316, being the "Heritage Conservation Extended Service Establishment Bylaw No. 2183, 2000, Amendment No. 1, 2014"
- Bylaw No. 319, being the "Electoral Area 'B' Heritage Conservation Service Establishment Bylaw No. 319, 2014"
- Bylaw No. 320, being the "Electoral area 'C' Heritage Conservation Service Establishment Bylaw No. 320, 2014"

2. SCOPE

This Policy applies to all land in the CVRD's Electoral Areas A, B, and C, excluding Denman and Hornby Islands.

3. DEFINITIONS

"Heritage property" means any historic place that is legally protected (e.g. by bylaw or covenant) or, in the opinion of the CVRD Board, has sufficient heritage value to justify its conservation.

"Heritage value" is identified using the five categories outlined in the Canada's Historic Places [*Standards and Guidelines for the Conservation of Historic Places in Canada*](#), as outlined here:

- Aesthetic: Refers to the sensory qualities of a historic place (seeing, hearing, touching, smelling, and tasting), often expressed through design, materials, craftsmanship, and setting.

- Historic or Cultural: Refers to the associations a place has with past events, historical themes, or cultural practices, as well as its ability to evoke ways of life or memories of the past.
- Scientific: Refers to the ability of a historic place to provide evidence that contributes to understanding and appreciation of a culture, often reflected in its form, materials, design, or construction.
- Social: Refers to the meanings attached to a place by a community in the present, which may differ from historical or cultural value and may relate primarily to contemporary use or identity.
- Spiritual: Refers to places that hold religious or spiritual meaning for a community or group of people.

"Real property" includes "buildings, structures, and other improvements affixed to the land," as defined in Part 15 of the *Local Government Act*.

"Statement of Significance" means a document prepared by a nominator of real property for inclusion on the Community Heritage Register that describes the historic place, explains its heritage value, and outlines the place's character-defining elements.

4. ELIGIBILITY

To be eligible for inclusion on the CVRD Community Heritage Register, the following conditions must be met:

- a. The identified property is real property as defined in Part 15 of the *Local Government Act*.
- b. The property must meet the definition of "heritage property" as defined above.
- c. The nominator must prepare and submit a Statement of Significance which:
 - i. Describes the real property (e.g. location, size, relevant physical characteristics)
 - ii. Explains why the place is of value to the community, however defined, by relating the local place to the five categories outlined in the Definitions section of this policy.
 - iii. Outlines the character-defining elements that must be conserved for the place to continue to have heritage value.
 - iv. Meet the required documentation standards. A register record must meet the minimum documentation requirements identified in the BCRHP Documentation Standards Handbook, including information

on the identification, formal recognition, location, description, documentation, and images of the historic place.

5. PROCESS FOR INCLUSION

The process for real property to be included on the CVRD Community Heritage Register is as follows:

- a. A nominator will prepare a nomination package, which will include a Statement of Significance and any other information requested by CVRD staff to support the review process as permitted or authorized in relevant CVRD bylaws.
- b. CVRD staff will review the nomination package for completeness and will work with the nominator to address any omissions or outstanding issues.
- c. CVRD staff will prepare a report to the Electoral Areas Services Committee (EASC) with a recommendation to include the property on the Register or to refuse its inclusion.
- d. A decision to include a property will be made by the CVRD Board (i.e. electoral area directors).

6. PROCESS FOR REMOVAL

- a. Real property listed on the Community Heritage Register can be removed by a CVRD Board resolution.
- b. Listed buildings should be removed from the Register if it has been fully destroyed, demolished, or removed and if the only heritage value pertained to the built form. Listings can remain if other heritage values remain despite the destruction, demolition, or removal of an associated building.

7. ROLES AND RESPONSIBILITIES

- a. It is the role of the CVRD Board to consider nominations for inclusion on the CVRD Community Heritage Register and to accept or refuse those nominations.
- b. It is the role of a nominator to prepare a Statement of Significance to support the proposal for nomination.

REVISION HISTORY

Approval Date	Approved By	Description of Change