

Community Heritage Register

Information Package

This document is for informational purposes only. For the most current regulations and procedures, please consult the BC Local Government Act, relevant RDCK bylaws, or contact the RDCK Planning Department directly.

rdck.ca

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1. What is the Community Heritage Register (CHR)?

The RDCK Community Heritage Register (CHR) is an official list of heritage resources — including buildings, places, landscapes, and cultural practices — that the Regional District of Central Kootenay recognizes as having heritage value or character.

It is authorized under Section 598 of the BC *Local Government Act*, which allows local governments to formally identify heritage properties. These properties are not legally protected by default but are highlighted for their cultural, historical, aesthetic, spiritual, scientific, or social importance.

The CHR:

- **Raises awareness** of the RDCK’s diverse heritage resources.
- **Supports planning and decision-making** by providing contextual information to staff, directors, and the public.
- **Guides conservation priorities** and can help secure funding for heritage initiatives.
- **Honours both tangible and intangible heritage**, from historic buildings to Indigenous knowledge, traditions, and community stories.

Heritage resources on the register are aligned with eight regional themes identified through community engagement and research. These themes include:



2. Why is the Community Heritage Register (CHR) important?

The CHR plays a central role in how the RDCK recognizes and supports heritage across the region. Its importance goes beyond listing buildings — it reflects community identity, informs decision-making, and supports reconciliation and sustainability.

A Planning and Policy Tool

- The CHR is a **non-regulatory heritage planning tool**

A Community Storytelling Tool

- The CHR is rooted in **community values**.

A Conservation and Sustainability Tool

- While the CHR itself does not provide legal protection, it promotes **stewardship and pride**, encouraging voluntary conservation.

A Tool for Reconciliation and Equity

- The CHR recognizes **diverse ways of knowing and remembering**:

A Transparent and Accountable Process

- The RDCK’s CHR uses a **standardized framework**

3. What does It mean to be on the CHR?

Being listed on the Community Heritage Register means a place, building, or cultural resource has been officially recognized by the RDCK for its heritage value. It reflects what matters to the community — whether it’s an old hall, a gathering place, or a traditional story passed down through generations.



4. What can be nominated to the CHR?

The RDCK Community Heritage Register welcomes a wide range of heritage resources — not just buildings. A nomination can include anything that helps tell the story of a place, community, or cultural practice.

Types of resources you can nominate

You can nominate **tangible** or **intangible** heritage resources, including:

Resource Type	Examples
Buildings	Historic houses, halls, stores
Groups of Buildings	Streetscapes, residential blocks, mill sites
Cultural Landscapes	Parks, historic trails, village sites, cemeteries
Structures	Bridges, lookouts, monuments, fences, water towers
Communities / Areas	Historic neighbourhoods, townsites, Indigenous settlements
Intangible Resources	Traditional knowledge, local festivals, naming practices
Other	Artifacts, landmarks, or anything meaningful to your community

If you're unsure whether something qualifies — contact the RDCK Planning Department. They're happy to guide you.

What makes a good nomination?

A strong nomination includes:

- ✓ A clear **connection to RDCK heritage themes** (like waterways, settlement, activism, stories, etc.).
- ✓ Historical background or community memories tied to the resource.
- ✓ A reason why it matters — socially, culturally, spiritually, environmentally, or economically.

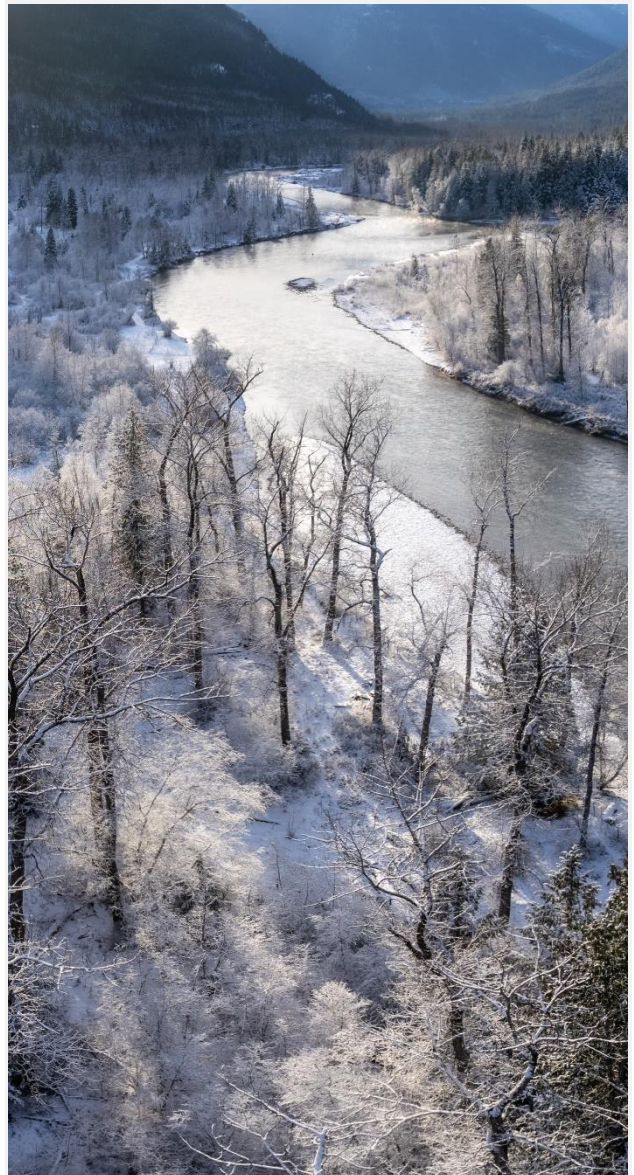
Remember: **You don't need to be a heritage expert** to nominate. Lived experience and local knowledge are valued just as much as technical details.

5. Who can submit a nomination?

Anyone with a connection to a place, building, or story in the RDCK can help shape the Community Heritage Register. You **don't need to own the property** or be a historian to nominate something that matters.

Why your voice matters

Heritage lives in community memories, experiences, and stories — not just bricks and mortar. Whether it's an old building, a community gathering space, a traditional practice, or a local trail, **your perspective helps ensure that what matters to people today is remembered tomorrow.**



6. How to nominate a resource to the CHR: step-by-step guide

Submitting a nomination to the RDCK's Community Heritage Register is a simple process — and staff are available to guide you along the way.

Step 1: fill out the nomination form

Appendix A


The form asks for basic details:

- Name and location of the resource
- Historical facts or background
- Why the place matters (heritage and community values)
- Your contact details
- Optional: community stories, concerns, or photos

Step 2: submit the form

Send the completed form and any supporting materials (photos, newspaper clippings, documents) to:

 **By Email:** plandept@rdck.bc.ca

 **Or In Person:**

- RDCK Office – Nelson: 202 Lakeside Drive
- RDCK Office – Nakusp: 204 6th Avenue NW
- RDCK Office – Creston: 531B-16 Avenue S


You'll receive a written acknowledgment within 10 business days.

Step 3: prepare a statement of significance (SOS)

Appendix B

After your nomination is received, the RDCK will ask you to complete a **Statement of Significance (SOS)**. This is a short but important document that describes:

- What the place is
- Why it matters (heritage values)
- What features should be preserved (character-defining elements)

 *Need help?* Examples are available in the [Community Heritage Register Report](https://rdck.ca/wp-content/uploads/2024/11/2020-10-21-CHR-report_final.pdf) : https://rdck.ca/wp-content/uploads/2024/11/2020-10-21-CHR-report_final.pdf

7. What happens after you submit a nomination?

Once you submit your nomination and complete the Statement of Significance (SOS), it goes through a thoughtful review process to decide whether it will be added to the Community Heritage Register.

Step 1: staff review

The RDCK Planning Department will:

- **Check that all forms are complete**
- **Review supporting documents** like maps, images, or stories

If anything is missing, staff will follow up and ask you to revise and resubmit.


Step 2: heritage nomination referral and evaluation by the Advisory Planning and Heritage Commission (APHC)

The RDCK Planning Department will:

- **Circulate the nomination** to relevant RDCK departments, external agencies, First Nations, and other stakeholders for review and comment.

If your Electoral Area has an **Advisory Planning and Heritage Commission (APHC)**:

- The APHC will **review the nomination and Statement of Significance (SOS)**.
- Based on the feedback received, RDCK staff may request **clarifications or revisions** from the nominator.

 *If your area does not have an APHC, a **heritage review panel** may be appointed by the Electoral Area Director to carry out the same evaluation process.*

Step 3: decision by the RDCK Board

Following the evaluation, staff will submit the nomination to the **RDCK Rural Affairs Committee**.

The Committee will:

- **Review the full nomination package**, including the SOS, evaluation, and any feedback received and determine whether to forward the nomination to the RDCK Board.

If supported by the Rural Affairs Committee, the nomination will be presented to the **RDCK Board for final consideration and approval.**

Step 4: notification

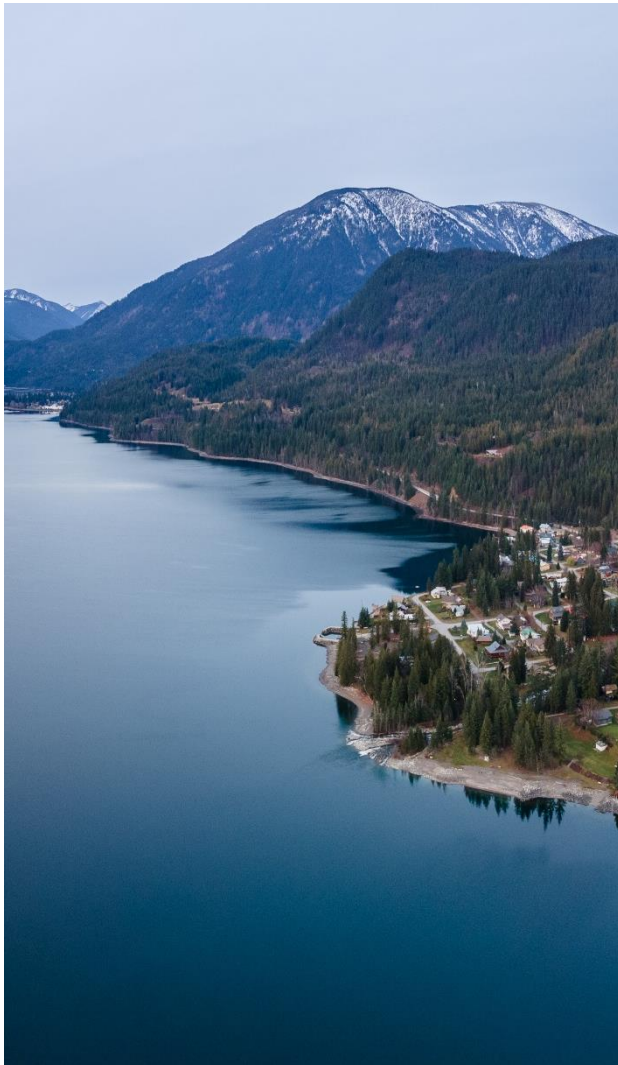
If approved:

- The RDCK will notify **you (the nominator)** and the **property owner**
- The **BC Heritage Minister** will also be informed (as required under the *Local Government Act*)

Step 5: registration and mapping

The RDCK will:

- Add the resource to the official Community Heritage Register
- Update the RDCK **Web Map.**



8. Contact information

Have questions? Need help with your nomination? We're here to support you.

Phone: (250)352-1536

Toll Free: 1-800-268-7325 (BC)

Email: plandept@rdck.bc.ca

Website: rdck.ca

Address: Planning Department,
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

- It is recommended that the applicant consult RDCK Planning Department before submitting an application.
- A pre-application meeting may be scheduled to answer the questions regarding the process.

Notice of collection of personal information

The personal information on the Community Heritage Register – Nomination Form and Statement of Significance Form is being collected in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay.

If you have any questions about the collection, use or disclosure of this information, please contact:

- Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca, or
- RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4



Appendix A: REGIONAL DISTRICT OF CENTRAL KOOTENAY Community Heritage Register – Nomination Form

1. Heritage Resource Information

Heritage Resource Name/s: _____

Address / Community (if applicable): _____

Resource Type (please check one):

Building Group of Buildings Community Cultural Landscape Structure

Intangible Resource (please describe): _____

Other (please describe): _____

2. Historical Information

Known historical facts about the heritage resource:

(Include information about age, materials, style, scale, construction, condition, historical events, etc.)

3. Heritage and Community Values

(What values are associated with this resource? You may refer to the Community Heritage Register Report at: https://rdck.ca/wp-content/uploads/2024/11/2020-10-21-CHR-report_final.pdf)

Community identity and sense of place

Preserving history, with the past informing the future

Heritage as a driver for economic development and tourism

Uniqueness and diversity of people in the RDCK

Wild environment, natural beauty, outdoor recreation

Other (please describe): _____

4. Nominator Information

Name(s):

Contact (email and/or phone):

5. Community Feedback or Testimonials (Optional)

(Has the resource received public recognition or community support? Are there any stories, testimonials, or quotes you'd like to share?)

6. Potential Threats to the Resource (Optional)

(Are there any known or potential risks to the resource? e.g. deterioration, demolition, lack of maintenance, etc.)

7. Consent for Use of Materials

I consent to the RDCK using any photographs, written material, or documentation submitted with this nomination for public purposes.

Name: _____

Signature: _____

Date: _____

Please note that this is for information collection purposes only; this nomination form does not automatically add a resource to the Heritage Register nor protect it.

Please return this form by email to plandept@rdck.bc.ca or in person to the RDCK offices in Nelson (202 Lakeside Drive), Nakusp (204 6th Avenue NW) or Creston (531B-16 Avenue S). **Please attach or enclose any background documentation such as photos, documents, newspaper clippings and links**

Thank you for helping to identify the RDCK's heritage resources!



Appendix B: REGIONAL DISTRICT OF CENTRAL KOOTENAY Community Heritage Register – Statement of Significance Form

Upon written acknowledgment of the RDCK Heritage Nomination submission, the RDCK Planning Department will request a Statement of Significance (SOS) from the nominator.

You may refer to the Community Heritage Register Report for RDCK heritage values and themes at: https://rdck.ca/wp-content/uploads/2024/11/2020-10-21-CHR-report_final.pdf

1. Identification

Common Name:

Other Name(s):

Street Address / Location Description:

Electoral Area: _____

PID: _____

Locality / Neighbourhood: _____

Optional: Latitude _____

Longitude _____

2. Ownership and Custodianship

Ownership or Stewardship (if known):

Public (Federal)

Public (Provincial)

Public (Local)

Private

Non-profit

First Nation

Religious Institution

Unknown

Current Owner or Operator (optional):

Currently in Use?:

Yes

No

Occasionally

Describe use (optional):

Related RDCK Heritage Themes (Tick at least one)

<input type="checkbox"/>	Dominance of the Waterways	<input type="checkbox"/>	Governance, Social Activism and Resistance	<input type="checkbox"/>	Transportation and Trade
<input type="checkbox"/>	Lake and Mountain Environment	<input type="checkbox"/>	Resource Extraction and Industry	<input type="checkbox"/>	Inhabiting the Land
<input type="checkbox"/>	Culture, Learning and Recreation	<input type="checkbox"/>	Agriculture and Food Security		

How does the resource illustrate these theme(s)?

Level of Significance: Local Regional Provincial National

c. Character-Defining Elements

In point form – what features must be preserved to retain heritage value?

Attributes that embody RDCK themes or values:

4. Context and Supporting Information (Optional)

Documentation Location:

Associated Dates:

Type: Construction C Construction Circa CC Major Renovation R Community use U Major Event E	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Remarks

Architect / Designer / Builder (if known):

Historic and Current Functions:

Function	Description	Period Historic H Current C	Remarks

Recognition:

Formal Recognition	Reference	Recognition Date

Local Context:

Indigenous Cultural Significance, Oral Histories or Living Memory, Community Feedback or Testimonials, Threats to Resource, Current Physical Condition / Conservation Needs

5. Submission Checklist

- Completed SOS (Sections 1–3)
- Context and Supporting Information (Section 4)
- Minimum 1 clear image
- Recent and historical images
- Annotated map or aerial photo showing boundaries
- Supporting documents (e.g., research, news clippings, architectural drawings)

6. Consent for Use of Materials

I consent to the RDCK using any photographs, written material, or documentation submitted with this form for public purposes.

Name: _____

Signature:

Date:

7. Nominator / Preparer

Name: _____

Date: _____

Contact Info (email or phone):

Please note that this is for information collection purposes only; this Statement of Significance form does not automatically add a resource to the RDCK Community Heritage Register nor protect it. Please return this form by email to plandept@rdck.bc.ca or in person to the RDCK offices in Nelson (202 Lakeside Drive), Nakusp (204 6th Avenue NW) or Creston (531B-16 Avenue S). Please attach or enclose any background documentation such as photos, documents, newspaper clippings and links

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