

# CENTRETOWN AND MINTO PARK

## HERITAGE CONSERVATION DISTRICT PLAN



View of Metcalfe Street with Victoria Memorial Museum building in the background, c. 1916.

**Credit:** Susan Rorwick Collection: Metcalfe Street, Southview: [ca. 1916] City of Ottawa Archives/CA002976

**Prepared by:** Sally Coutts Heritage Consulting Inc.

**On behalf of:** City of Ottawa, Heritage Planning Branch

**Final Draft:** June 2022

# CONTENTS

<b>Part A: HCD Overview .....</b>	<b>1</b>
<b>1.0 PURPOSE OF THE PLAN .....</b>	<b>2</b>
<b>1.1 HOW TO READ THE PLAN.....</b>	<b>2</b>
<b>1.2 FREQUENTLY ASKED QUESTIONS .....</b>	<b>3</b>
<b>2.0 Policy Framework .....</b>	<b>4</b>
2.1 Provincial and Municipal Policy and Legislation .....	4
Integration with Other Municipal Documents.....	6
<b>3.0 Centretown and Minto Park Heritage Conservation District Plan.....</b>	<b>6</b>
3.1 Description of Districts/ Boundaries.....	6
Centretown.....	6
Minto Park .....	7
3.2 Objectives.....	7
3.3 Statement of Cultural Heritage Value .....	8
3.4 Description of Heritage Attributes .....	11
List of Attributes of the Districts.....	11
Streetscape and Public Realm.....	12
House-Form/ Residential Attributes .....	13
Apartment Buildings.....	13
Commercial and Mixed Use/ Historic Main Street Building Types .....	14
3.5 Contributing and Non-contributing Properties .....	14
<b>Part B: Policies and Guidelines for Managing Change .....</b>	<b>17</b>
<b>4.0 Summary of Policies and Guidelines.....</b>	<b>17</b>
4.1 General Policies.....	18
<b>5.0 Demolition and Relocation .....</b>	<b>19</b>
<b>6.0 Conservation and Repair: Contributing Properties .....</b>	<b>20</b>
6.1 Roofs and Rooflines.....	20
6.2 Exterior Walls.....	21
6.3 Windows and Doors .....	22
6.4 Front Porches, Sunrooms and Balconies.....	23

# CONTENTS (CONT'D)

6.5 Architectural Details and Attributes .....	24
6.6 Commercial and Mixed Use: Storefronts .....	25
6.7 Commercial and Mixed Use: Upper Storeys .....	26
<b>7.0 Alterations .....</b>	<b>27</b>
7.1 Alterations: Existing Buildings .....	27
Utility Equipment .....	27
Chimneys .....	28
New Dormers .....	28
Windows and Doors .....	29
Porches, balconies and canopies .....	29
7.2 Alterations: Commercial and Mixed Use Buildings .....	30
7.3 Alterations to Non-contributing Properties (all building types) .....	31
<b>8.0 Additions .....</b>	<b>32</b>
8.1 Additions to Existing Properties (Contributing and Non-contributing) .....	32
8.2 Additions to Contributing Commercial or Mixed use Buildings .....	33
8.3 Additions to Non-contributing Properties .....	34
<b>9.0 New Construction .....</b>	<b>35</b>
9.1 New Houses and Apartment Buildings .....	36
9.2 New Construction: Incorporating Contributing Buildings .....	37
9.3 New Construction: Mid and High Rise Buildings .....	38
9.4 New Commercial and Mixed Use Buildings .....	40
9.5 Landmark Buildings .....	41
9.6 Museum of Nature Special Character Area .....	43
<b>10.0 Minto Park .....</b>	<b>45</b>
10.1 Buildings Around the Park .....	45
10.2 Park Guidelines .....	45
<b>11.0 Public and Private Landscaping .....</b>	<b>46</b>
11.1 Streets, trees and landscaping in the public realm .....	46
11.2 Parks .....	48
11.3 Front yards and Private Landscapes .....	49
Houses .....	49

# CONTENTS (CONT'D)

Apartment Buildings.....	49
11.4 Parking, Garages, and Driveways.....	49
11.5 Security Features .....	50
<b>12.0 Other Public Realm Considerations .....</b>	<b>51</b>
12.1 Street Furniture.....	51
12.2. Murals .....	51
12.3 Signage .....	51
12.4. Lighting .....	52
<b>Part C: Implementation and the Heritage Permit Process .....</b>	<b>53</b>
<b>13.0 Process Overview .....</b>	<b>53</b>
13.1 Alterations Not Requiring a Heritage Permit.....	54
13.2 Heritage Permit Process.....	54
13.3 Community Consultation.....	54
13.4 HCD Plan Review.....	54
<b>Part D: Appendices.....</b>	<b>55</b>
Appendix A: Glossary.....	55
Appendix B: List of Contributing and Non-contributing buildings.....	57
Appendix B1: Properties Designated Under Part IV of the <i>Ontario Heritage Act</i> .....	70
Appendix C: Flow Chart for Obtaining a Tree Permit.....	71

## LIST OF FIGURES

Figure 1: How to Read the Plan .....	3
Figure 2: Historic properties on Somerset Street West in Somerset Village .....	7
Figure 3: Map of Minto Park HCD .....	8
Figure 4: Historic commercial buildings on Bank Street.....	9
Figure 5: Historic commercial buildings on Elgin Street .....	9
Figure 6: Historic photo of the former Imperial Theatre, ca. 1938, where Barrymore's Music Hall exists today at 323 Bank Street.....	10
Figure 7: The Shefford housing co-op, a historic apartment building in Centretown.....	10
Figure 8: Public Service Alliance of Canada Building (PSAC), a modernist office building constructed as PSAC's headquarters .....	11
Figure 9: Ottawa Women's Monument in Minto Park .....	11

# LIST OF FIGURES (CONT'D)

Figure 10: Map of Contributing/ Non-contributing/ Part IV properties within the HCDs.....	15
Figure 11: Historic Birkett House.....	20
Figure 12: Campbell House with a variety of roof elements and dormers.....	20
Figure 13: An example of Centretown's historic brick at 355 Waverley Street, including detailed string courses and voussoirs.....	21
Figure 14: Examples of different window types and details like leaded glass.....	22
Figure 15: Examples the HCDs' porch types, balconies and canopies .....	23
Figure 16: Examples of intricate wood work in the gable, brackets, corbeling detailed brick work, as well as iron cresting.....	24
Figure 17: Commercial flat roofed building on Bank Street with ground floor retail.....	25
Figure 18: Examples of commercial and mixed use buildings on Bank and Elgin with traditional upper storeys.....	26
Figure 19: Variety of dormers and detailed brick chimneys.....	28
Figure 20: This balustrade was repaired and restored. A sympathetic, contemporary horizontal rail was added above the original top rail to meet the Ontario Building Code requirements .....	29
Figure 21: Examples of detailed historic porches .....	30
Figure 22: Examples of sensitively designed and located additions.....	32
Figure 23: A sensitively designed addition located to rear of the buildings.....	33
Figure 24: A compatible contemporary building constructed at the corner of Gladstone Avenue and Kent Streets .....	35
Figure 25: This project once complete will incorporate two contributing historic buildings into a larger apartment building behind.....	37
Figure 26: Image of a new construction on McLeod Street, with stepped back upper floors that provide massing relief and transition down to the lower scale properties in the middle of the block.....	39
Figure 27: The properties within the area shown on this map must consider the policies and guidelines in Section 9.6.....	43
Figure 28: Historic photo (left) looking south on Metcalfe Street with the Victoria Memorial Museum (now Museum of Nature) in the background. Current photo(right).....	44
Figure 29: Photo of the Minto Park near Elgin Street.....	45
Figure 30: Residential front yards with mature trees. Front yard parking areas are encouraged to be converted back to soft landscaping .....	46
Figure 31: New street trees on Bank Street .....	47
Figure 32: Top: Minto Park; Middle: Museum of Nature grounds; Bottom: Jack Purcell Park.....	48
Figure 33: Historic apartment buildings with soft landscaping and walkways like those of the Athalone apartment building.....	49
Figure 34: Examples of rear garages along Lewis Street.....	50
Figure 35: Painted mural on the temporary construction fencing at Bank and Lisgar Streets .....	51
Figure 36: Examples storefronts on Bank Street with signage .....	52



# PART A: HCD OVERVIEW

## Background

Heritage Conservation Districts (HCDs) are one way that the *Ontario Heritage Act* provides for the [conservation](#) of cultural heritage resources. Heritage Conservation Districts form an integral part of Ottawa's cultural heritage and contribute to an understanding and appreciation of the cultural identity of the city. District designation enables City Council to manage and guide future change in the district, through adoption of a district plan with policies and guidelines for the area.

The Centretown Heritage Conservation District study was initiated by City Council in 1996 in reaction to growing concerns about the disappearance of heritage buildings in the area and the loss of neighbourhood character. Julian Smith and Associates, the heritage consultants engaged to undertake the Study, conducted extensive research, prepared a Heritage Survey Form for every building in the HCD, completed streetscape analyses and held public consultations. As a result of this work, the consultant team put forward a number of recommendations for the area, including the boundaries of the HCD and guidelines for buildings and streetscapes, which were adopted by City Council and the Centretown Heritage Conservation District was designated through By-law 269-97 in 1997. The current boundaries of the Centretown HCD were determined as a result of an Ontario Municipal Board hearing and remain in place.

This Plan also provides policies and guidelines for the

Minto Park Heritage Conservation District that was designated as the result of community activism in the late 1980s (See Figure 3). At the time of designation, a management plan and guidelines were not approved by City Council: this plan will be the first for Minto Park. For the very specific policies and guidelines associated with Minto Park, see Section 10.0.

At the time of designation of the two districts, there was no requirement under the *Ontario Heritage Act* for heritage conservation district plans, however, changes to the *Ontario Heritage Act* in 2005 provided for the adoption of plans in previously-designated districts. This Plan has been prepared as part of a City of Ottawa initiative to have council approved heritage conservation district plans for all of the City's pre-2005 heritage conservation districts.

# 1.0 PURPOSE OF THE PLAN

The purpose of this HCD Plan is to provide guidance on the [conservation](#) of the Centretown and Minto Park Heritage Conservation Districts' cultural heritage value. The Plan is for the use of property owners and other members of the Centretown community, architects, designers, and planners, as well as by politicians and City staff.

As a document to be used by a wide range of stakeholders, the Plan is an important tool to assist in the [Preservation](#) of the character of the Centretown and Minto Park Heritage Conservation Districts. It will guide homeowners, business people, landlords and City heritage staff in making decisions regarding change in the Districts, ensuring that the character of the community persists as development proceeds where appropriate.

# 1.1 HOW TO READ THE PLAN

The Centretown and Minto Park Heritage Conservation Districts were designated in 1997 and 1988 respectively for their cultural heritage value. This Plan below applies to both districts. It describes the Districts' cultural heritage value, [heritage attributes](#) and significance and provides policies and guidelines to achieve the statement of objectives of the Plan.

The Plan is divided into four parts:

- Part A provides an overview of the policy framework that will support the HCDs and outlines their cultural heritage values, attributes and the statement of objectives of the Plan;
- Part B provides policies and guidelines for the [conservation](#) and [alteration](#) of existing resources, the [public realm](#) and new construction;
- Part C provides an overview of how the Plan is intended to be implemented through the heritage permit process and when a heritage permit is required;
- Part D provides a glossary of defined terms used in the Plan (Appendix A) as well as Appendices B and B1 which list the properties by category (i.e. [Contributing](#) or [Non-contributing](#)) and a list of properties designated under Part IV of the *Ontario Heritage Act*. Appendix C provides additional information and a flow chart outlining the process for a tree permit as per the City of Ottawa Tree Protection By-law.

Property owners contemplating changes within the Districts should familiarize themselves with the Plan's content when preparing for a potential project and contact Heritage Planning staff to discuss potential projects. While the Plan should be read as a complete document, Part B should be reviewed closely as it provides the technical guidance and policies that apply to all projects, according to the property's category (i.e. [Contributing](#) or [Non-contributing](#)), the type of work being undertaken (i.e. work on an existing element vs. an [alteration](#) or new construction project) and whether there are any considerations with respect to the [public realm](#). Multiple sections of the Plan could apply to a single project.

All terms in [blue](#) throughout this document have been defined and these definitions can be found in Appendix A.

Figure 1: How to read the plan

Quick Reference Guide	<b>General</b>	<b>Types of Alterations</b>
	<ul style="list-style-type: none"><li>• Objectives - Section 3.2</li><li>• Statement of Values - Section 3.3</li><li>• List of Attributes - Section 3.4</li><li>• General Policies - Section 4.1</li><li>• Implementation and Heritage Permit Process - Section 13</li></ul>	<ul style="list-style-type: none"><li>• Demolition - Section 5.0</li><li>• Contributing Properties<ul style="list-style-type: none"><li>» Conservation and Repair - Section 6</li><li>» Alterations - Section 7.1 and 7.2</li><li>» Additions - Section 8.1 and 8.2</li></ul></li><li>• Non-contributing Properties<ul style="list-style-type: none"><li>» Alterations - Section 7.3</li><li>» Additions - Section 8.3</li></ul></li><li>• New Construction - Section 9</li><li>• Minto Park - Section 10</li><li>• Public Realm and Private Landscaping - Sections 11 and 12</li></ul>

## 1.2 FREQUENTLY ASKED QUESTIONS

### What is a heritage conservation district?

Heritage conservation districts are areas of special meaning within a community that feature a concentration of historic buildings, landscape features and streetscapes that tell the story of the place. Heritage conservation districts allow municipalities to conserve the special qualities identified in each district.

### What is a heritage conservation district plan?

The *Ontario Heritage Act* (2005, as amended) requires that a heritage conservation district plan be prepared by a municipality when it designates a heritage conservation district and makes provisions for the preparation of plans for districts that were designated prior to 2005. Heritage conservation district plans describe the cultural heritage value of districts and provide guidance to property owners, architects and developers to ensure that change within the district preserves its cultural heritage value, as defined in the plan.

### What does owning a property in a heritage conservation district mean for property owners?

District designation is intended to help ensure that [alterations](#) and new construction respect the district's [heritage attributes](#) and special character. Owners of properties in heritage conservation districts, whether they be single detached residences or larger commercial structures can obtain advice from heritage staff regarding changes to their properties and may be eligible for heritage grants or other financial incentives. In addition, they must obtain a heritage permit for exterior [alterations](#) but are not required to restore their property or provide any kind of public access to it.

Owning a property in a heritage conservation district does not require an owner to undertake [alterations](#) beyond the necessary maintenance standards for heritage buildings, nor does it require an owner to restore a property to an earlier period.



## 2.0 POLICY FRAMEWORK

The HCDs will be regulated by federal, provincial and municipal legislation and policies. These include “The Standards and Guidelines for the Conservation of Historic Places in Canada,” the Provincial Policy Statement (2020), the *Ontario Heritage Act*, the City of Ottawa Official Plan, the Centretown Secondary (proposed Central and East Downtown Core Secondary Plan) and Community Design Plans, the Zoning By-law and other municipal by-laws.

### 2.1 Provincial and municipal policy and legislation

This section applies to current plans and by-laws and will apply to future by-laws, as amended.

#### *Ontario Heritage Act*

The *Ontario Heritage Act* (the Act) regulates the protection of cultural resources within the province. A property that has been formally protected under the provisions of the Act is referred to as a “designated” property. According to Part V, Section 41.1 (2) of the Act, a municipality may pass a by-law adopting a heritage conservation district plan for any districts designated prior to 2005. According to Section 41.1 (5) a plan shall include:

- a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;
- b) a statement explaining the cultural heritage value or interest of the heritage conservation district;
- c) a description of the [heritage attributes](#) of the heritage conservation district and of properties in the district;
- d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and
- e) a description of the [alterations](#) or classes of [alterations](#) that are minor in nature and that the owner of property in the heritage conservation district may carry out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under Section 42. 2005, c. 6, s. 31.

This Plan has been prepared to meet the requirements outlined above.

#### **Provincial Policy Statement, 2020**

The Provincial Policy Statement, (PPS), issued under Section 3 of the Planning Act, provides policy direction on matters of provincial interest related to land use planning and development. The Planning Act requires municipal and provincial land use planning decisions to be [consistent](#) with the PPS.

Section 2.6 of the PPS provides specific direction for the protection of built heritage. Section 2.6.1 states that significant [Built heritage resources](#) and [Cultural Heritage Landscapes](#), “shall be conserved.” Policy 2.6.3 provides that planning authorities shall not permit development and site [alteration](#) on lands adjacent to protected heritage property except where the proposed development has been evaluated and it has been demonstrated that the [heritage attributes](#) of the property have been conserved. The evaluation may take the form of a [Heritage Impact Assessment \(HIA\)](#).

#### **City of Ottawa Official Plan, 2003 (in Force)**

The City of Ottawa Official Plan (the “Official Plan”) is a comprehensive policy document that guides development in the city, providing direction for managing the size, location, and built form compatibility of different land uses and the provision of municipal services and facilities. The Official Plan is a municipality’s guiding land use planning document and sets out a vision for its growth.

Section 2.5.5 of the Official Plan provides direction regarding the protection of cultural heritage resources in the city. Section 2.5.5 (25) of the Official Plan states that:

Individual buildings, structures, sites and [Cultural Heritage Landscapes](#) will be designated as properties of cultural heritage value under Part IV of the *Ontario Heritage Act*, and areas of the city will be designated under Part V of the *Ontario Heritage Act*.

Centretown has been designated since 1997, achieving this goal. Other policies of the Plan are applicable to the District, including the requirement for a [Heritage Impact Assessment](#)

## Official Plan, 2021

City Council approved a new Official Plan in November 2021 and is awaiting Ministerial approval by the Province. Once approved by the Province, it will replace the previous Official Plan and will be a policy document that stakeholders must consider when dealing with cultural heritage resources. Section 4.5 of the new Official Plan, "Cultural Heritage and Archaeology," contains policies to achieve the City's goal to protect cultural heritage resources. This section provides the authority for Council to designate and manage heritage conservation districts.

## Centretown Secondary Plan

The Centretown Secondary Plan was adopted by City Council in 2013 and has been carried forward under the new Official Plan, as part of the Central and East Downtown Core Secondary Plan. It addresses heritage conservation in Section 4.4 and recommends that the District's heritage plan be updated and that new guidelines for buildings and street-scapes be developed, specifically stating that the updated plan shall consider:

- The diversity of buildings within the Centretown HCD and the objective of this plan to accommodate population growth and new, contemporary buildings within the Centretown HCD and shall develop appropriate infill guidelines;
- More comprehensive descriptions and guidelines for individual buildings and streetscapes;
- Architectural guidelines for new buildings, and additions to existing buildings;

In addition, the Secondary Plan recommended a review of the existing classifications of the buildings within the Centretown HCD. The re-inventory of the Centretown Heritage Conservation District was completed as part of a larger project to inventory the entire Centretown neighbourhood and the revised inventory, including new classifications, was completed in 2020.

The policies and guidelines in the Sections of this HCD Plan below, acknowledge "the diversity of buildings within the Centretown HCD" and were developed to "accommodate population growth and new contemporary buildings" as directed in the Secondary Plan.

## Centretown Community Design Plan

The Centretown Community Design Plan (CDP) was adopted in 2013. It is not a statutory document but was adopted by Council and provides design-related guidance for development within Centretown. One of the goals of the plan was to "provide a strategy to preserve and protect the best of Centretown's heritage assets." This HCD Plan was written with regard to these directions and has policies that reflect its goals.

## Tree Protection By-law, 2020-340

On January 1, 2021, the City's new Tree Protection By-law came into effect. The primary purpose of the City of Ottawa's Tree Protection By-law is to ensure that trees are protected from injury or destruction. The by-law has guidelines to follow when working around trees. One of the goals of this HCD Plan is to protect and enhance the tree cover in Centretown and Minto Park in a manner that is [consistent](#) with the ongoing role that trees have played as character-defining elements of the streetscape.

The new by-law means that permits are required to remove trees based on their size and category of tree. Please see Appendix C for more information.

## Parks Canada's "Standards and Guidelines for the Conservation of Historic Places in Canada"

In 2008, City Council adopted Parks Canada's "Standards and Guidelines for the Conservation of Historic Places in Canada". The "Standards and Guidelines" are a set of [conservation](#) principles and guidelines that offer guidance for sound decision-making when making interventions to historic places. The "Standards and Guidelines" use a values-based approach to [conservation](#) and stress the importance of understanding each historic place prior to embarking on interventions, such as [restoration](#), [Rehabilitation](#) and adaptive re-use. They will apply to any interventions to properties within the boundaries of the HCDs along with the policies and guidelines in this Plan.

## Integration with Other Municipal Documents

Other municipal documents that support the goals and objectives of this Plan include but are not limited to:

- Zoning By-law (2008-250)
- Property Standards By-law (2013-416)
- Permanent Signs on Private Property By-law (2016-326)

## Conflicts between the HCD Plan and other municipal by-laws

Section 41.2 (2) of the *Ontario Heritage Act* states:

In the event of a conflict between a heritage conservation district plan and a municipal by-law that affects the designated district, the plan prevails to the extent of conflict but in all other respects the by-law remains in full force.

# 3.0 CENTRETOWN AND MINTO PARK HERITAGE CONSERVATION DISTRICT PLAN

## 3.1 Description of Districts/ Boundaries

### Centretown

The Centretown Heritage Conservation District (HCD) was designated in 1997 through By-law 269-97. It consists of the central core of the larger Centretown neighbourhood, located immediately south of Parliament Hill. It grew from a few isolated houses and shops in the mid-19th century into a completely built-out neighbourhood featuring a mix of residential and commercial structures by the beginning of the First World War in 1914.

The Centretown HCD is generally square, bounded on the east by Elgin Street, on the south by Argyle and Arlington Streets, on the west by Kent Street and on the north by Lisgar Street, with a jog north to Gloucester Street. The District's commercial areas are primarily located on Bank and Elgin Streets and the residential areas are focused on the east-west streets that transect the neighbourhood. The current boundaries of the HCD were determined when the district was designated and are not being altered as part of this Plan.

The District, a part of the much larger Centretown neighbourhood, includes over 600 properties, including 15 properties designated under Part IV of the *Ontario Heritage Act* and two National Historic Sites, the John R. Booth House, 252 Metcalfe Street and the Victoria Memorial Museum, 240 McLeod Street, now known as the Museum of Nature. The policies and guidelines in this Plan apply to all buildings designated under Part IV of the *Ontario Heritage Act*, in accordance with Section 41 (2).

## Minto Park

The Minto Park Heritage Conservation District was designated in 1988 as a result of a community initiative. The HCD consists of the City-owned park bounded by Elgin, Gilmour, Cartier and Lewis Streets and the properties that surround it. The District is primarily residential and its properties are a mix of intact, late 19th and early 20th century houses, representing architectural styles and types popular at the time. Some of these have been converted to office uses, but retain their residential architectural expression.

### 3.2 Objectives

The principal objective of a heritage conservation district plan is to protect and conserve the cultural heritage value of the district as expressed in its Statement of Cultural Heritage Value and Attributes.

The objectives of the Centretown and Minto Park Heritage Conservation District Plan are:

1. To encourage community awareness of, and support for, the **conservation** of the Districts' heritage values and attributes in order to share its history and promote their special character;
2. To ensure the retention and **conservation** of the cultural heritage values and **heritage attributes** of the Districts' as expressed in the Statement of Cultural Heritage Value and Description of Attributes;
3. To promote approaches to repairs, **alterations**, additions and new construction that make thoughtful, legible and where applicable, reversible changes to properties within the Districts;
4. To provide guidance for appropriate **restoration**, repair and on-going maintenance of all buildings within the Districts;
5. To preserve the Districts' traditional roles as high-density residential areas, home to a wide range of people in a mix of housing types;
6. To retain and conserve buildings, structures and open spaces that contribute to the cultural heritage value and appearance of the Districts;
7. To ensure that new construction and development on vacant lots, underdeveloped lots and on large parcels that is intended to further the intensification goals of the City is compatible with the cultural heritage value and attributes of the Districts and reflects their history, character and development patterns;
8. To ensure that new construction and development on vacant, underdeveloped lots and on large parcels where there are **Contributing** buildings respects the character of those buildings through their retention and the sympathetic design of the new structure[s];
9. To ensure that new construction surrounding the Canadian Museum of Nature is sympathetic to, and respectful of the museum's cultural heritage values and its role as a landmark within Centretown, including the views to and from, as identified in Section 3.4;
10. To maintain and enhance the distinctive commercial character of Bank and Elgin Streets through the use of harmonious materials and architectural details and the maintenance of their historic street walls;
11. To maintain, conserve, and enhance the historic residential character of the Centretown and Minto Park Heritage Conservation Districts particularly as exemplified in its intact historic streetscapes (identified in Section 3.4), through the use of harmonious materials, architectural details or other design measures, including those streets where houses have been converted to commercial uses;
12. To conserve and enhance the tree canopy within the Districts; and
13. To recognize, honour and highlight underrepresented histories or stories associated with the cultural heritage value of the Centretown and Minto Park HCDs through commemorative and interpretive efforts, together with the community.



Figure 2: Historic properties on Somerset Street West in Somerset Village. Credit: ERA Architects Inc





Figure 3: Map of Minto Park HCD

### 3.3 Statement of Cultural Heritage Value

Statement 41.1 5 (b) of the *Ontario Heritage Act* requires that a heritage conservation district plan include a "Statement of Cultural Heritage Value." These statements and their accompanying list of [heritage attributes](#) are the foundation of heritage conservation district plans.

#### Statement of Cultural Heritage Value

Both Centretown and Minto Park, as part of the City of Ottawa are built on unceded Algonquin Anishinabe territory. The peoples of the Algonquin Anishinabe Nation have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture this land.

The cultural heritage value of the Centretown and Minto Park Heritage Conservation Districts lies in their role as early residential neighbourhoods within the larger area of Centretown with a mix of housing types including large architect-designed houses for the wealthy, primarily located along Metcalfe Street leading to the Victoria Memorial Museum (now known as the Canadian Museum of Nature), high style and vernacular detached dwellings, row houses, and apartment buildings constructed for the middle class, and small working class dwellings. In addition, its value is derived from its associated commercial corridors and institutions.

The development of the Districts, primarily built from the 1870s until 1914, are closely linked to Parliament Hill and its functions. Their proximity to Parliament Hill and pleasant neighbourhood character resulted in them being the home of a number of prominent Canadians throughout their long history.



Figure 4: Historic commercial buildings on Bank Street



The development of Centretown began in the 1870s with the extension of streets south from Upper Town. The subdivision and sale of the By and Stewart Estates (the site of the Museum of Nature) prompted much residential construction in the area, including a number of larger houses for leaders of Ottawa society. In the 1880s, horse drawn street cars ran along Bank Street and in 1891 the electric street railway was extended along Bank Street as far south as Lansdowne Park, increasing ease of access to the growing area. Services followed and by the 1880s, there were a number of commercial buildings lining Bank Street south of Laurier Avenue, although for many years these were interspersed with single detached dwellings. Eventually Bank Street was the area's main commercial street and was lined by flat-roofed commercial structures, typically with retail uses at grade and with apartments or offices above. To a lesser extent parts of Elgin Street also developed as a commercial thoroughfare.

For many years, a large proportion of the Districts' inhabitants worked either on Parliament Hill or in shops and offices nearby, establishing strong links between the areas that are evident today in the street layout and land uses.

Figure 5: Historic commercial buildings on Elgin Street



As a neighbourhood with a wide range of housing types, Centretown has been the home of a cross-section of Ottawa society, including prominent politicians, and lumber barons, as well as diplomats, civil servants, students, labourers and small business owners. Noted for its transitory population, Centretown has traditionally been the Ottawa neighbourhood of choice for members of Parliament. Among them former prime ministers William Lyon MacKenzie King, Joe Clark and Kim Campbell. The neighbourhood was also home to lumber baron J.R. Booth, hardware merchant Thomas Birkett, ethnologist and folklorist Marius Barbeau and author Timothy Findley.

Prominent 19th and 20th century residents included Sir Clifford Sifton, whose policies led to the settling of the West and Duncan Campbell Scott, a poet and civil servant. Both men were involved in the establishment of the residential school system that removed First Nations children from their homes and families and sent them to boarding schools where they were forbidden from speaking their language and were the victims of abuse and neglect. Generations of First Nations children were sent to residential schools, the difficult legacy of which continues today.

The houses around Minto Park were particularly desirable as they faced the park, with its attractive pathways and amenities. They demonstrate a wide range of styles and types, typical of the larger Centretown area.



**Figure 6: Historic photo of the former Imperial Theatre, ca. 1938, where Barrymore's Music Hall exists today at 323 Bank Street. Credit: Archives of Ontario/ RG 56-11-0-179-5.**



**Figure 7: The Shefford housing co-op, a historic apartment building in Centretown.**

As an early Ottawa neighbourhood, Centretown was also the home of a number of local institutions that served the neighbourhood and the city as a whole. These included, the Protestant Orphan's Home (demolished 1935) which was replaced by the Elgin Theatre in 1937, many churches, and Elgin Street Public School. Other clubs and institutions were also located in the HCDs. The City's Central Library, a Carnegie Library was located to the north of the Centretown HCD at the corner of Metcalfe Street and Laurier Avenue, across the street from the YMCA. The area was also the site of four theatres, the Phoenix (originally Rialto), the Elgin, the Somerset, and the Imperial theatres (the former occupant of Barrymore's) theatres.

Throughout its history, new arrivals have gravitated to Centretown, as a downtown neighbourhood with a range of housing options. By the end of the 19th century, there was an established Chinese community in Centretown, with Dominion Chalmers Church, 355 Cooper Street, offering Christian instruction in Chinese as early as 1893. There was also a significant Jewish community in Centretown in the early 20th century, with many members of the community operating small businesses such as fruit stores and tailor shops on Bank and Elgin Streets.

A significant population of single women also lived in Centretown starting in the early 20th century. Many young women moved to the area when the civil service expanded to respond to the crisis of the First World War, often working in positions previously occupied by men. Others left farms in the Ottawa Valley where there were no opportunities for young women, often becoming domestic servants or working in shops. Many of these women remained in Centretown, living in boarding houses, single rooms or in the modern apartment buildings found throughout Centretown.

In addition to its links to Ottawa's role as the national capital, Centretown has heritage value for its association with important themes in local history. The neighbourhood has a long association with early community activism and affordable housing. Minto Park itself was created following a petition from residents of Lewis and Gilmour Streets to the City of Ottawa Board of Park Management. The City purchased the land from J.R Booth and created Minto Square. In the 1960s and 70s rapid change and development occurred in Centretown with low rise residential buildings being replaced with concrete slab high rises or office buildings. The Centretown Citizens Ottawa Corporation (CCOC) was formed in 1974 as an off-shoot of the Centretown Citizens Community Association, with the goal of maintaining Centretown's residential character by creating affordable stable rental housing. The CCOC now owns almost 1600 units. There are also several examples of housing co-ops including the Shefford, 300 Cooper Street, an early 20th century apartment building, and the Abiwin Co-op, 299 Somerset Street West, which incorporates several historic buildings.



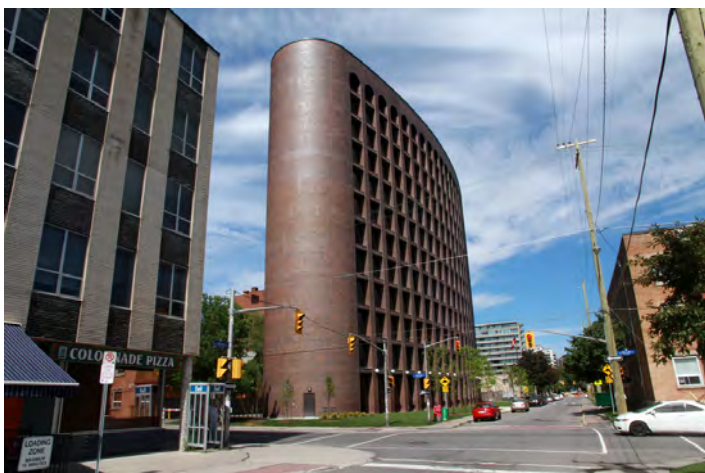


Figure 8: Public Service Alliance of Canada Building (PSAC), a modernist office building constructed as PSAC's headquarters.

Over time, many residents chose to stay in the area because of its mixed character and eventually Centretown became associated with a diverse range of people. Ottawa's Gay Village was established here and many early events in the city's gay rights movement happened in the neighbourhood. Centretown continues to be the site of many of Ottawa's LGBTQ2S activities.

Minto Park has played a role for many years as a rallying point for protests and marches on Parliament Hill because its central location and open spaces made it relatively simple to organize large numbers of people prior to marching on Parliament Hill. The politicization of the space increased when it became the site of the City's memorial to the École Polytechnique shootings and has remained a place to protest violence against women and hold vigils.

Centretown's cultural heritage value is also associated with national institutions and headquarters and foreign legations that reflect Ottawa's role as the nation's capital. Some of these include the Nigerian High Commission, the Hungarian Embassy, the Ukrainian Embassy, the Museum of Nature, the Public Service Alliance of Canada (PSAC) Headquarters and the Royal Society of Canada. Other smaller organizations and lobby groups have offices throughout Centretown, and even when they have no street presence, they contribute to the character of Centretown as a neighbourhood influenced by the proximity of Parliament Hill.



Figure 9: Ottawa Women's Monument in Minto Park

The Museum of Nature plays a special role in the Centretown area and the Centretown HCD in particular, as a beloved and much-visited landmark. The green spaces around it are a valuable urban amenity and feature outside displays associated with the Museum. Originally the site of the Stewart Estate, the Museum remains a focal point of the south end of the neighbourhood. Currently flanked by structures built as single detached dwellings, the low rise character of McLeod and O'Connor Streets provides an attractive setting for the Museum that enhances its status as a landmark in the neighbourhood.

### 3.4 Description of Heritage Attributes

**Heritage attributes** are the elements within a district that express its cultural heritage value and that should be conserved. They include buildings, streets and open spaces that contribute to the character of the district. **Heritage attributes** can range from physical features, such as building materials or architectural features, to overall spatial patterns, such as street layout and topography.

#### List of Attributes of the Districts

The attributes that reflect the cultural heritage value of the Centretown and Minto Park Heritage Conservation Districts as neighbourhoods for all, the growth of which was influenced by Parliament Hill and the functions of the federal government, include:

- Their proximity to Parliament Hill and the traditional downtown core;

- The rich variety of architectural forms including:
  - » Detached dwellings ranging from grand architect-designed houses for the wealthy to modest working-class structures, semi detached and row houses,
  - » The high concentration of pre-First World War apartment buildings;
  - » The flat roofed commercial structures on Bank and Elgin Streets that form a continuous street wall and typically feature commercial at grade and residential or offices above;
  - » The many churches that reflect the character of the community in the 19th and 20th century, such as: Église Unie St-Marc at 325 Elgin Street, Knox Presbyterian Church at 120 Lisgar Street and Dominion-Chalmers United Church at 355 Cooper Street.
- The buildings that illustrate its function as a neighbourhood in a national capital, including the Museum of Nature and its landmark setting, The Public Service Alliance of Canada (PSAC) Building, numerous embassies and national headquarters, and offices for non-governmental agencies;
- The neighbourhood's amenities including parks, churches and recreational and community spaces that reflect its function as a residential area;
- The predominance of red brick as a building material for a range of building types, including both residential and commercial types;
- The remaining street and park trees that serve as reminders of the former dense tree cover in the HCDs;
- The low-rise house-form buildings on McLeod and O'Connor Streets that form a strong urban edge and an attractive setting to the Museum, a beloved local institution;
- Bank and Elgin Streets, the commercial heart of the neighbourhood, that continue to serve as traditional main streets; and
- The groupings of similar houses that surround Minto Park that indicate the lot-by-lot development pattern in the HCD and the work of individual builders anxious to capitalize on the park when marketing their new houses.

## Streetscape and Public Realm

The attributes of the streetscape and [Public Realm](#) of the Centretown and Minto Park Heritage Conservation Districts that reflect their cultural heritage value:

- Grid block pattern created when the area was first surveyed in 1826 which was followed as new parcels were released for sale and subdivided;
- The layering of buildings from different eras and with varied uses on individual blocks that together illustrate the development and history of housing in the HCDs;
- The narrower blocks found on Gilmour, Lewis and Frank Streets, one of which became Minto Park, with some remaining through lots;
- The predominance of smaller scale residential structures on the east-west streets;
- The relationship between the houses surrounding Minto Park and the park itself;
- The remaining mature street trees on the residential streets and within the HCDs' parks;
- Similarly sized lots found on residential east-west streets, and commercial north-south streets;
- The greenspace adjacent to the Victoria Memorial Museum, now the Museum of Nature;
- The function of Metcalfe Street as a connector to Parliament Hill and the views looking north to the Parliament Buildings from the Museum of Nature and vice versa;
- The historic layout of the pathways of Minto Park, its trees and flowerbeds; and
- The Ottawa Women's Monument that honours the lives of local women and girls murdered by men and to the victims of the École Polytechnique shootings in Minto Park.

## House-Form / Residential Attributes

- The groups of similar building styles and types including flat roofed, Italianate-inspired singles, semis and rows;
- The high style Queen Anne Revival houses featuring characteristic red brick cladding, complex rooflines with decorative architectural details and elements such as a variety of window types, porches, chimneys, and dormers;
- The more modest gable end-to-street houses on Flora Street;
- The hipped roofs with gabled front bay and side hall plan;
- The relatively **consistent** front yard **Setbacks** on the east-west residential streets;
- The historically **soft landscaped** front yards with narrow front walkways and low metal fences; and
- Intact streetscapes with groups of properties that together express and reflect the unique historic qualities of the HCDs such as:
  - » Somerset Street West between Metcalfe and Bank Streets, known as Somerset Village;
  - » The south side of Lewis Street between O'Connor and Metcalfe Street;
  - » Frank Street between Metcalfe and O'Connor Streets;
  - » The south side of MacLaren Street between O'Connor and Bank Streets;
  - » Gilmour Street between Bank and Kent Streets;
  - » Metcalfe Street between Waverley and Somerset Streets; and
  - » The houses that surround Minto Park.

## Apartment Buildings

The Centretown HCD has a high concentration of early 20th century apartment buildings constructed to house members of Ottawa's growing middle class, many of whom worked in the public service, who were arriving to the City in the early decades of the 20th century, looking for work and respectable housing close to Parliament Hill and downtown federal office buildings. These include the Shefford Apartments, the Mayfair, the Duncannon, the Palace Court Apartments (now the Annedale), the Windsor Arms, the Chamberlain, and the Trafalgar Apartments.

Attributes associated with this housing type include:

- Flat-roofed, brick buildings, typically less than five storeys tall, with a variety of architectural expressions, featuring details associated with including Edwardian Classicism, late Queen Anne Revival, Italianate and Tudor Revival styles;
- Large balconies with wooden columns;
- Rectangular, U or H shaped plans; and
- Impressive entrances often with a transom featuring the name of the building above the entrance, which is frequently distinguished by double glass doors.

Street walls are formed when the front walls of the buildings on a street are all built out to the sidewalk.



## Commercial and Mixed Use / Historic Main Street Building Types

The Centretown and Minto Park Heritage Conservation Districts are distinguished by two commercial main streets: Bank Street which runs through the core of the Centretown HCD and Elgin Street that defines the east boundary adjacent to Minto Park. Gladstone Avenue also has commercial buildings between Bank and Kent Streets.

Attributes associated with the commercial and mixed-use/main street building type are:

- The flat-roofed commercial structures that feature retail at grade with up to three floors of commercial or residential above;
- The architectural details associated with the late 19th and early 20th main street structures, stylistically influenced by Edwardian Classicism and the Italianate style, with a particular emphasis on horizontal elements. Details include:
  - » decorative parapets, cornices with details such as corbels and dentils,
  - » stone lintels and brick voussoirs, decorative red brick detailing such as stringcourses,
  - » channels, pillars and pilasters,
  - » regular fenestration patterns, oriel and bay windows;
- The lack of front and side lot line [Setbacks](#) of the main street structures that create a one to four storey street wall on Bank and Elgin Streets, typical of commercial streets of the late 19th and early 20th centuries;
- Buildings that are either attached or immediately adjacent to one another;
- Vernacular commercial buildings with narrow frontages at regular intervals and larger commercial buildings featuring frontages divided into narrow bays;
- The remaining historic storefronts that generally feature central recessed entrances flanked by display windows, with the entrances to the upper floors alternating with the store entrances;
- The vertical rhythm of the commercial block facades, created by bands of vertically oriented windows; and
- Upper storeys characterized by a mix of window shapes including round arched and rectangular, that occupy 50 - 75% of the upper walls.

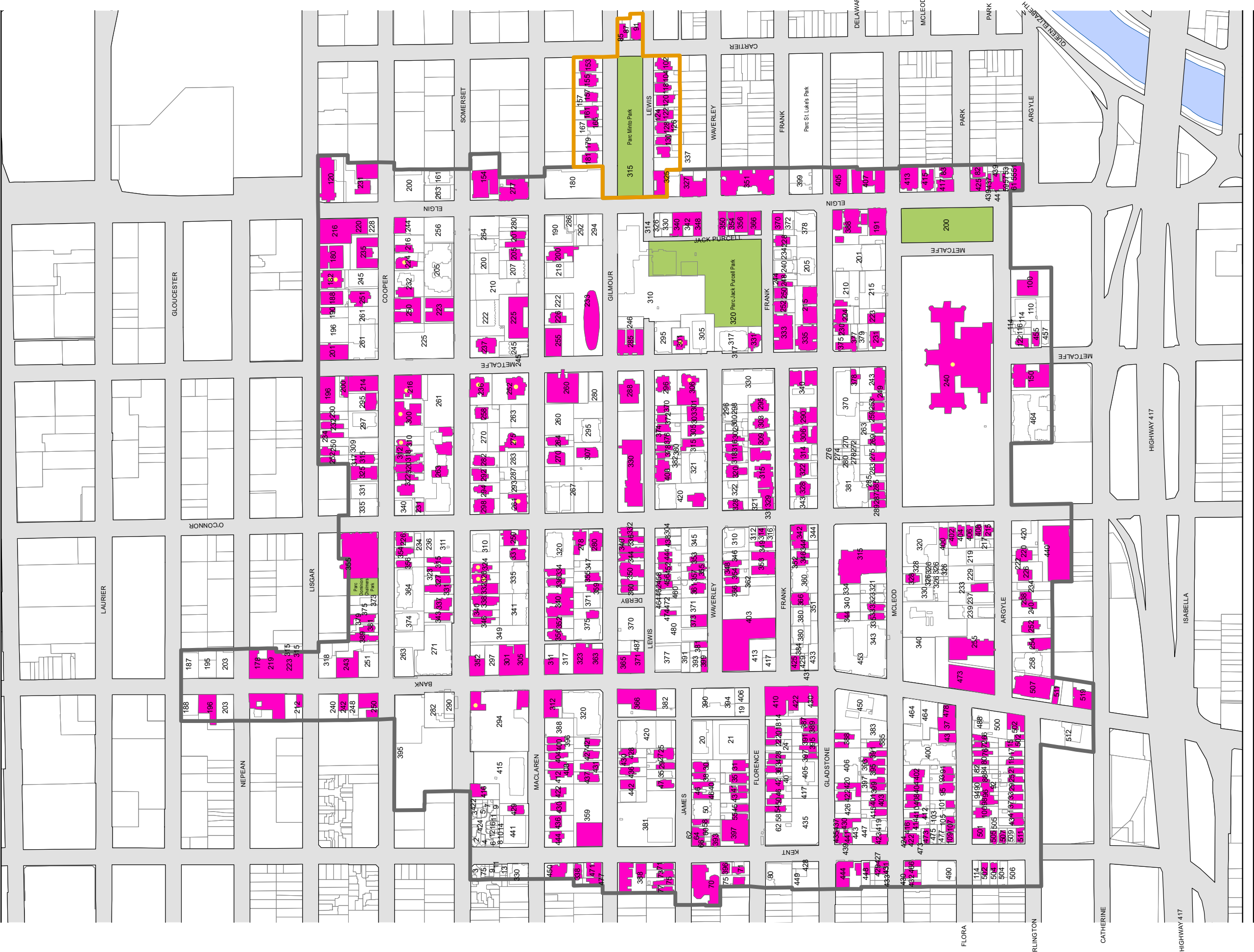
## 3.5 Contributing and Non-Contributing Properties

In 2018 the City of Ottawa acted upon direction in the 2013 Centretown Secondary Plan to review the categories assigned to buildings and to update the Centretown Heritage Conservation District Plan and retained ERA Architects to undertake the project. The project involved the inventorying of the entire Centretown neighbourhood from the Rideau Canal to the east, Bronson Avenue to the west, Gloucester Street to the north and the Queensway to the south. An Historic Context Statement was prepared and a methodology developed for the inventory that involved on-site recording of resources and their subsequent classification into five groups:

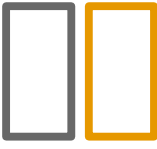
- Significant Resources;
- Character-Defining Resources;
- Character-Supporting Resources;
- No Classification; and
- Vacant (at the time of inventory)

Based on the findings of the inventory, the consultants put forward a series of recommendations, including that that properties classified as Significant Resources (SR), Character-Defining Resources (CDR) and select Character-Supporting Resources (CSR) should provisionally be categorized as [Contributing](#) Resources within the Centretown and Minto Park HCDs. For a list of the properties and their category please see Appendix B. For information on a properties individual classification, please contact Heritage Staff and review the Heritage Survey Form held on file.

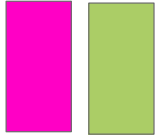
Figure 10: Map of Contributing/ Non-contributing/ Part IV properties within the HCDs. Footprints and colours are for illustrative purposes only. Please contact heritage staff to confirm status.



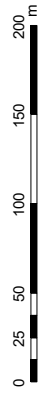
Centretown and Minto Park Heritage Conservation Districts /  
Secteur de Conservation des Biens Culturels - Centretown et Parc Minto



Contributing building /  
Bâtiment contribuant à la valeur patrimoniale



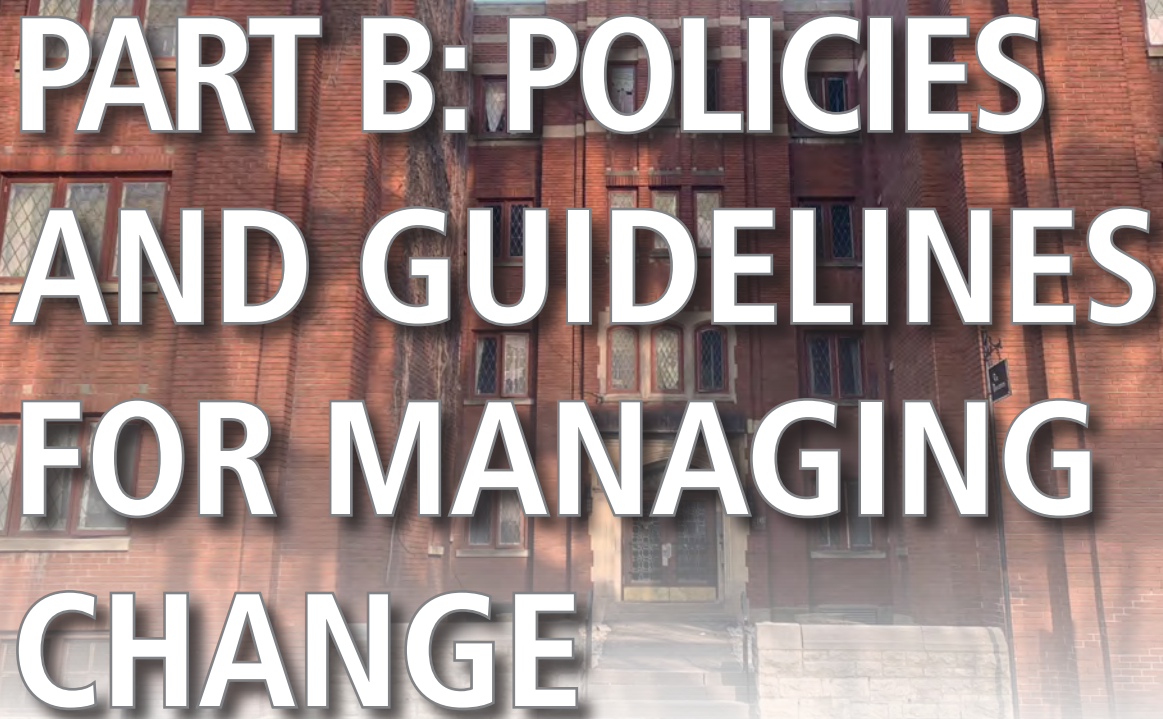
Individually Designated Buildings Part IV of OHA /  
Édifices désignés individuellement Partie IV



**Contributing properties** are considered to have design, historic and/or associative value or contextual value, as determined through the inventory. For the purposes of this Plan **Contributing properties** are those classified as Significant Resources, Character- Defining Resources and Character-Supporting Resources and are intended to be retained and conserved. These properties were determined to contribute to the Districts' heritage character. There may be instances when a property classified as a Character-Supporting Resource may be considered for demolition as part of a project that meets other city-building goals.

**Non-contributing** properties identified in the inventory as "No Classification" are those that do not express or reflect the area's heritage character. For the purposes of this Plan, **Non-contributing** buildings may be demolished but a heritage permit is still required and the provisions in Section 5.0 of this Plan apply. Properties that were vacant at the time of the inventory are also considered to be **Non-contributing** and development of them is subject to the requirements of this Plan, in particular Section 9.0 for "New Construction."





# PART B: POLICIES AND GUIDELINES FOR MANAGING CHANGE

## 4.0 SUMMARY OF POLICIES AND GUIDELINES

The policies and guidelines in this section anticipate change in the Centretown and Minto Park HCDs. Historic buildings will be restored, added to and adapted for new uses. Vacant lots will be developed and some buildings may be replaced. When considering change, proponents should have regard to Parks Canada's "Standards and Guidelines for the Conservation of Historic Places in Canada", the Statement of Cultural Heritage Value, and the [heritage attributes](#) of the Districts.

Part B below includes a set of general policies to provide overarching direction to both HCDs, as well as sections relating to the most common types of [alterations](#):

- Demolition and Relocation;
- [Conservation](#) and Repair;
- [Alterations](#);
- Additions;
- New construction;
- Landscaping; and
- Streetscape and the [Public Realm](#).

In addition to these, a separate section has been included to provide direction that pertains specifically to the Minto Park HCD.

Each of these sections has been further organized into **Policies (in bold font)** and Guidelines (regular font). The policies provide direction for conserving the Districts' cultural heritage values and managing change; these are the required components of the plan and are not discretionary unless otherwise indicated. The guidelines provide both general guidance as well as specific technical instructions for achieving the associated policy, acknowledging that there may be a variety of strategies that could satisfy any given policy.

These sections are intended to provide information and direction to stakeholders in order to ensure that change in the Districts is sympathetic to the streetscapes, individual buildings and [public realm](#), as well as the cultural heritage value of the HCDs. The policies and guidelines are intended to conserve the [heritage attributes](#) and cultural heritage value of the Districts while allowing them to evolve and accommodate change. While these sections should address the most common situations or types of [alterations](#), any situations not contemplated in this Plan will be considered on a case-by-case basis with Heritage staff and may include consultation with the community. Applications that are considered "situations not contemplated" will be evaluated for their impact on the cultural heritage value and attributes and for their compliance with the intent and objectives of this Plan.

For the purpose of clarification, when a policy or guideline notes “the District”, it will be interpreted to mean “the District in which it is located”, unless otherwise indicated.

## 4.1 General Policies

1. The cultural heritage values and character of the Districts as defined in the Statement of Cultural Heritage Value and the Description of **Heritage Attributes** shall be maintained and conserved.
2. Demolition of **Contributing** buildings as defined in Section 3.5 will not normally be supported. In order to be considered, applications must meet the prescribed criteria as outlined in Section 5.
3. Repair and **restoration** of **heritage attributes** of individual buildings will be considered before replacement.
4. Where development is proposed that involves the retention of **Contributing** buildings within the project, these buildings shall be conserved and enhanced according to Parks Canada’s “Standards and Guidelines for the **Conservation** of Historic Places in Canada” and the policies and guidelines of this Plan.
5. Where development is proposed on a vacant site that has been identified through the Official Plan or Secondary Plan as a site for intensification, the proposed development will comply with the objectives, policies and guidelines of this Plan and shall reflect the cultural heritage value and **heritage attributes** defined in this Plan.
6. The ongoing regular maintenance of **Contributing properties** is encouraged as it is the best way to prevent deterioration of **heritage attributes** and is the most cost-effective means of preserving **heritage attributes**. Enforcement of the City’s Property Standards By-Law (By-Law 2013-416, as amended) shall be undertaken by City staff. Enforcement will have regard for Parks Canada’s “Standards and Guidelines” and the policies and guidelines of this Plan.
7. When a proposed change in the HCDs has the potential to adversely affect the cultural heritage value of the HCDs as defined in the Statement of Cultural Heritage Value, the City may require a **Heritage Impact Assessment**.
8. Where development is proposed adjacent to the boundaries of the HCDs, Council, through its Official Plan policies, may require a **Heritage Impact Assessment**.
9. All public works undertaken by the municipality will respect the cultural heritage value of the Districts and meet the objectives, policies and guidelines found in this Plan.
10. The existing tree canopy will be maintained and enhanced. Individual trees identified as having special significance (i.e memorial trees) shall be conserved for as long as they remain healthy and safe. The appropriate permits required by the Tree Protection By-law will be obtained prior to tree removal and may include planting of replacement trees.
11. Applications for demolition, **alteration** or new construction within the HCDs may require the submission of Tree Information Report or Tree Conservation Report or Tree Conservation Report.
12. The **public realm** and pedestrian environments of the Districts will be improved and maintained at every opportunity in a manner which enhances their cultural heritage value.
13. Future amendments to the City of Ottawa Official Plan, Secondary plans and the Zoning By-Law shall be in accordance with the objectives set out in this Plan.



## 5.0 DEMOLITION AND RELOCATION

The Centretown and Minto Park HCDs are comprised of many buildings of varying age, style and function. Of the total 749 properties in the Centretown HCD 62% are **Contributing** and the remainder are **Non-contributing**. In Minto Park, all the properties within the HCD boundary are categorized as **Contributing**.

There may be opportunities in the Districts for the removal of certain Character-Supporting Resources (CSRs) if their removal will accomplish other city building goals. Any application to demolish must be carefully considered and replacement buildings must comply with the policies and guidelines of this Plan.

These policies are not intended to facilitate or promote the demolition of **Contributing** properties that have been allowed to deteriorate, known as “demolition by neglect”. The City has developed tools to take stronger action on vacant and at-risk buildings, such as the Property Standards By-law. These tools encourage rehabilitation and adaptive reuse of those buildings and discourage deferred maintenance. The policies below support those tools.

### Policies

1. Demolition, relocation or partial demolition of **Contributing** properties will not normally be supported.
2. Any application to demolish an existing building must be accompanied by plans for its replacement. New construction must be compatible with, and sympathetic to, the character of the HCD and meet the policies and guidelines of this Plan. In the rare instances when a replacement building is not proposed immediately, the proponent should submit plans for greening the property until its re-development.
3. At least one of following must, as determined by Heritage staff, be included as part of a complete application under the *Ontario Heritage Act* for the demolition of a **Contributing** building:
  - » Confirmation through an assessment by a structural engineer with expertise in heritage buildings or the City's Chief Building Official that there is structural instability or damage resulting from an extraordinary circumstance;
  - » Confirmation through an assessment and rationale provided by a qualified heritage professional that the building is damaged/compromised/ or altered to the extent that it no longer contributes to the cultural heritage value of the HCD;
  - » An analysis of the building that demonstrates that alternative retention options (such as **preservation, rehabilitation, restoration, reinvestment, adaptive re-use, mothballing** etc.) have been meaningfully considered.
4. The City may require the submission of a **Heritage Impact Assessment**, an engineer's report or may require for a peer review of any professional reports or opinions on a potential demolition.
5. Demolition of certain Character-Supporting Resources may be considered where the applicant can demonstrate that:
  - » the attributes of the building or reasons that express its contribution to the HCD and its streetscape have been compromised or altered;
  - » the history of the property will be appropriately recorded and commemorated as part of the new development;
  - » the proposed replacement building meets the policies and guidelines outlined in Section 9; and
  - » the proposed redevelopment will facilitate achieving broader city-building goals.
6. In the rare instance that a **Contributing** property is approved for demolition, the City will require that the building be recorded and the information be deposited at the City of Ottawa Archives.
7. When demolition is contemplated, property owners are encouraged to consider salvage and reuse of historic materials.



Figure 11: Historic Birkett House Credit: ERA Architects Inc



Figure 12: Campbell House with a variety of roof elements and dormers. Credit: ERA Architects Inc

## 6.0 CONSERVATION AND REPAIR: CONTRIBUTING PROPERTIES

The following policies and guidelines address existing buildings and seek to encourage their [conservation](#), [restoration](#) and maintenance. The overall aim of the following section is to ensure that original material, [heritage attributes](#) and heritage fabric are retained rather than replaced where possible and if retention is not possible that replacement components respect the existing heritage character of the property and the District in which it is located. Accordingly, Sections 6.1-6.7 are intended to apply to [Contributing](#) properties. See Section 7.3 for undertaking [alterations](#) to properties categorized as [Non-contributing](#).

City Heritage staff should be consulted prior to the commencement of any project to determine what permits are required and to seek advice regarding best practices.

### 6.1 Roof and Rooflines

There are a wide variety of rooflines within the Centretown and Minto Park HCDs. The predominant form on the commercial streets (Bank and Elgin) is flat, often with a parapet, while the residential streets feature flat-roofed singles, semis and row houses, modest gable-end to street structures and the complex often hipped rooflines of the Queen Anne Revival style.

### Policies

1. Conserve and retain historic roof forms (profile and roof forms), materials and details (e.g. soffits, eaves, bargeboard, parapets, cornices and finials).
2. Conserve and retain historic chimneys that contribute to the character of the streetscape or are [heritage attributes](#) of individual buildings.
3. Conserve and retain historic slate roofs.

### Guidelines

- a) Where original roofing material is missing, property owners are encouraged to restore the roof to its historic material. Original roofing materials are often indicated on Goad's Fire Insurance Plans, available through Library and Archives Canada.
- b) New roofing materials should complement the building's historic character. The use of modern materials to imitate historic materials (e.g. slate, cedar shingles, standing seam metal, etc.) may be supported. When asphalt, composite or metal shingles are used, they should be in a colour that complements the building.
- c) Character-defining chimneys should be retained and regularly maintained. Non-functioning chimney that contributes to the cultural heritage value of the building should be retained and capped.

Figure 13: An example of Centretown's historic brick at 355 Waverley Street, including detailed string courses and voussoirs.



- d) The character-defining elements of turrets, gables and decorative dormers should not be covered by siding.
- e) If eavestroughs are desired to minimize water damage, they should be discretely located, be of appropriate materials and colour and installed in a manner to ensure water is directed away from building.
- f) If an historic slate roof is beyond repair, consider the use of composite shingles that mimic slate. Consult with heritage staff prior to selecting alternatives to genuine slate.

## 6.2 Exterior Walls

Historically, most of the buildings in the Districts were clad in brick, although there are a number of modest wood and stucco clad frame buildings. In addition, there are a few stone buildings, mostly churches, and a number of more recent buildings that feature a variety of cladding types.

## Policies

1. **Conserve, maintain and repair historic masonry, stucco and wood exterior cladding.**
2. **Do not conceal historic masonry or cladding with new materials; painting brick or stone is not appropriate.**

## Guidelines

- a) Lime-based mortar should be used when repointing historic brick and masonry as cement mortar prevents moisture from escaping through the mortar and causes brick damage. Care should be taken to match the colour and joint profile of the mortar; using a mason experienced in lime-based mortar is encouraged.
- b) Should repair or replacement cladding be necessary, work should be made in-kind. For example, wood siding should be replaced with wood siding.
- c) Replacement bricks should match the existing in size, colour and texture.
- d) Cleaning of brick and stone buildings should be undertaken using gentle non-abrasive methods. Sand blasting is not an appropriate method. Prior to cleaning masonry, a test patch should be undertaken and city heritage staff notified of the project to determine if a permit is required.
- e) Owners are encouraged to remove inappropriate contemporary cladding (stucco, vinyl and aluminum siding, also brick and stone) as the materials can have a negative effect on historic masonry. When inappropriate materials have been removed, original materials should be repaired and restored, where possible, or replace in a traditional or contemporary material such as fibre-cement board, that is compatible with the building and the streetscape.
- f) Avoid the use of External Insulation Finish Systems (EIFS) vinyl or aluminum siding as such products have the potential to obscure historic character and lack authenticity.



## 6.3 Windows and Doors

Windows and doors play an integral role in defining the heritage character of a building. There are a huge variety of windows within the Centretown and Minto Park HCDs, ranging from simple two-over-two windows that typify the area's more modest houses to the elaborate stained glass windows of the many Queen Anne Revival style houses and the distinctive windows of the pre-First World War apartment buildings. The area's late 19th and early 20th century commercial buildings also feature distinctive storefront windows at grade and large sash windows above.

Well-maintained historic windows can last much longer than contemporary replacements. There are practical and economical approaches to repair historic windows including painting, re-puttying or caulking, and weather stripping. Heritage staff can provide advice on appropriate methods of **restoration** of historic windows and appropriate replacement windows as necessary.

### Policies

1. Consider window **restoration** and **Rehabilitation** before replacement; weatherstripping, new putty and the replacement of cracked panes are ways to increase energy efficiency without necessitating window replacement. New exterior or interior storm windows are also an appropriate way to increase energy efficiency.
2. Conserve and retain historic windows and doors, including their form, design and details (e.g. sills and lintels, surrounds, sidelights and transoms etc.), and proportion, particularly those that are decorative, or feature leaded or stained glass. Consider **restoration** wherever possible.

3. Conserve the overall fenestration pattern on primary façades.
4. Conserve the traditional door openings, which often featured the storefront door and a secondary door that lead to upper floors.

### Guidelines

- a) If original or historic windows and doors are beyond repair, replacement windows and doors should match the originals in design, size, proportion, glazing pattern and detailing, based on documentary and photographic evidence.
- b) The material of replacement windows should match originals; however, alternate materials may be considered in consultation with heritage staff; where windows are not visible from the street, replacement windows may reference the historic form and proportions with modern materials.
- c) When a building has later or replacement windows to be replaced, the new windows should be compatible with the character of the building's original windows in terms of design, materials, size, proportion, glazing pattern and detail.
- d) When considering energy efficient replacement windows to replace windows that are beyond repair, ensure that the replacement windows match the appearance, size, design, proportion and profile of the existing historic windows and that the new windows are durable, repairable and recyclable.



Figure 14: Examples of different window types and details like leaded glass.

Figure 15: Examples of the HCDs' porch types, balconies and canopies.



## 6.4 Front porches, sunrooms and balconies

Porches, porticoes and balconies are primarily found on residential buildings throughout the Centretown and Minto Park HCDs. There are a variety of porches, porticoes and balconies that animate the streetscapes, providing a link between the public and private realm. Most ground floor porches and upper floors balconies are open, while second floor sunroom are enclosed. They are usually wooden with wooden or brick columns and stone piers. Elaborate front porches with decorative balustrades and trim are features of the Districts' Queen Anne Revival houses. Many of the apartment buildings constructed before 1914 feature distinctive balconies.

### Policies

1. **Conserve historic front entrances, sunrooms and balconies including decorative elements such as railings and balustrades, columns, piers, and brackets.**

### Guidelines

- a) The removal of historic porches is discouraged.
- b) Historic wooden porches and balconies should be regularly inspected and maintained. More than other parts of a historic building, they are prone to deterioration due to their exposure to the elements.
- c) Historic decorative metal balconies are found on some apartment buildings. They should be retained and inspected for deterioration and maintained appropriately.
- d) Owners are encouraged to engage a heritage professional with experience in historic porch [restoration](#) when considering porch work.
- e) Where a porch or balcony is badly deteriorated, it should be conserved, not replaced. Where components are beyond reasonable repair, new components should match the originals in terms of design and detail, with the same materials, style and size, as closely as possible.
- f) If a property owner wishes to restore an existing porch or reinstate one that is missing, the design should be based on documentary evidence (e.g. historic photographs). If no such evidence exists, the porch should be based on local examples on similar buildings. Owners should work in consultation with heritage staff to determine an appropriate porch design.
- g) Any changes to railing heights are required to meet the standards of the Ontario Building Code (OBC). As part of the Building Permit process, owners should discuss options under Part 11 of the OBC that would allow for the retention of the existing railings with heritage staff and a Building Official.
- h) Materials for porch [restoration](#) projects should be based on historic evidence. Fibreglass, metal and vinyl were not used traditionally in historic porch construction. Wood is the most appropriate material for porch [restoration](#) projects for elements including but not limited to decking, railings and columns.
- i) Masonry piers that support historic porches should be conserved. Repairs should be made in-kind.



## 6.5 Architectural Details and Attributes

Architectural details such as decorative brick work, terra cotta trim and panels, metal primary and secondary cornices, bargeboard and decorative trim distinguish many buildings in Centretown and Minto Park. These details bring richness and variety to the buildings and streets of the Districts.



Figure 16: Examples of intricate wood work in the gable, brackets, corbeling detailed brick work, as well as iron cresting.

### Policies

1. Conserve, maintain and repair existing character-defining elements.
2. Do not cover, remove or obscure existing character-defining attributes on the primary façade of buildings (and on side elevations on **Corner Lots**).

### Guidelines

- a) Do not add decorative trim, such as bargeboard, finials when there is no evidence that the building had such details. If evidence related to an individual property is not available, but there are similar buildings nearby that feature decorative trim, they can be used when re-installing architectural elements is contemplated.
- b) Property owners are free to choose paint colours for architectural details and building attributes and are encouraged to contact heritage staff for advice on historic paint colours.

Traditionally, multiple paint colours were often used to highlight many of the detailed elements such as porches, cornices or decorative bargeboard. Particularly for buildings in the Queen Anne Revival style, palettes often included off white, mustard yellows, olive green, red, or brown. Owners should consider undertaking a paint scraping sample to see what colours may have been used before. Black and greys should be avoided as they tend to hide rather than highlight detailed elements.

Figure 17: Commercial flat roofed building on Bank Street with ground floor retail.



## 6.6 Commercial and Mixed Use: Storefronts

Bank and Elgin Streets have been the principal commercial streets in Centretown since the 19th century. The storefronts that line the streets share certain characteristics, such as recessed front doors, often with transoms, flanked by wide plate glass windows, with secondary doors that lead to the upper floors. As the focal point of commercial activity in the area, storefronts in the Centretown HCD have been altered frequently and few original examples remain. The [rehabilitation](#) or [restoration](#) of inappropriately altered storefronts will improve the quality of the [public realm](#) and the pedestrian experience.

### Policies

1. Conserve remaining historic components, including stone, brick and cast iron columns, historic plate glass windows with metal or wood bulkheads/kickplates, original or early doors and transoms, decorative wood or metal first floor cornices.
2. Conserve the historic arrangement of storefronts (recessed store entrances, secondary doors, cornices, sign bands, etc.), when historic materials and signs have been removed and replaced.

### Guidelines

- a) Historic transoms, plate glass display windows, first floor cornices, columns and pilasters (brick, stone or cast iron), bulkheads and other storefront elements should be retained and restored wherever possible.
- b) Where character-defining historic storefront elements are missing, their reinstatement is encouraged. Use historic photographs and surviving physical evidence to assist in determining the proposed interventions.
- c) Where original storefront elements have been concealed by inappropriate cladding, sign bands etc., removal of the later interventions and repair of the remaining elements is encouraged.
- d) When considering storefront replacement when existing storefront elements are beyond repair, ensure that new elements replace the deteriorated ones in kind and that their appearance, size, design, proportion and profile reflects the original. The retention of recessed entries is particularly important.



Figure 18: Examples of commercial and mixed use buildings on Bank and Elgin with traditional upper storeys. Credit: ERA Architects Inc



## 6.7 Commercial and Mixed Use: Upper Storeys

Most historic commercial buildings on Bank and Elgin Streets are up to four storeys in height, with the ground floors devoted to shops and the upper floors to either offices or apartments. Some housed amenities such as meeting halls. The upper floors of these buildings generally feature bay windows and large, symmetrical, rectangular windows, frequently with decorative brick or metal trim, square or segmental arches with voussoirs, decorative wooden or metal secondary and primary cornices and stringcourses.

### Policies

1. **Conserve remaining historic components, including stone, brick and cast iron columns, decorative brickwork, stone trim and stringcourses, historic window openings and trim, bay windows and decorative wood or metal cornices.**

### Guidelines

- a) Historic window details, such as voussoirs, decorative brick work, terra cotta panels, cornices and other architecture details should be retained and restored wherever possible.
- b) Where character defining historic upper storey commercial elements are missing, their reinstatement is encouraged. Use historic photographs and surviving physical elements to assist in determining the proposed interventions.
- c) Where original upper storey elements have been concealed by inappropriate cladding and when original windows have been blocked in to accommodate smaller windows, removal of the later interventions and repair of the remaining elements is encouraged.
- d) When considering the replacement of upper storey elements when the existing elements are beyond repair, ensure that the replacement elements match in kind the appearance, materials, size, design, proportion and profile of the original.

# 7.0 ALTERATIONS

A thorough understanding of the cultural heritage value of a building, its attributes and how it contributes the HCD is necessary before undertaking an intervention to ensure that it is appropriate and respects not only the building's cultural heritage value but also the value of the District as a whole. Stakeholders would benefit from obtaining information on the property and its setting prior to beginning the design process. Heritage Survey Forms with such information for each property are held on file with staff.

The policies and guidelines below in Section 7.1 and 7.2 relate to existing **Contributing** properties and Section 7.3 should be applied to **Non-Contributing** properties; these Sections aim to address the most common types of **alterations** undertaken in heritage **conservations** districts. In addition to these requirements, the **heritage attributes** of properties in the relevant District that are designated under Part IV of the *Ontario Heritage Act*, should be maintained and enhanced in any proposed **alteration** to the property. Please see Appendix B-1 for a list of the Part IV properties in the Centretown Heritage Conservation District and the Map in Figure 10. At the time of writing, there are no Part IV designated properties in the Minto Park Heritage Conservation District.

Proposals not contemplated below will be considered on a case-by-case basis by heritage staff

## 7.1 Alterations: Existing Buildings

The residential buildings in the Districts vary widely in style and type, from the elaborate high style Queen Anne Revival buildings surrounding Minto Park to the modest gable end to street and flat roofed brick singles, semis and rows through the areas. Apartment buildings range from small walk-ups to large multi-unit buildings. The Districts also feature a number of stone and brick churches displaying influences of a variety of styles.

The following sections provides guidance for the most common types of **alterations** and applies all buildings in the HCDs, houses that have been converted to offices, shops, restaurants or other commercial uses but retain their house form elements and character.

## Policies

1. **Alterations** to buildings will be compatible with, subordinate to and distinguishable from the existing **Contributing** property and neighbouring **Contributing** properties, particularly those within intact streetscapes.
2. **Alterations** will be compatible with surrounding **Contributing** properties as well as the cultural heritage value and attributes of the District. They will consider:
  - » **Materials, scale, form, proportions and massing, height and location on the lot.**
3. It is acknowledged that barrier-free access is a goal for all. New elements such as ramps or railings required to allow for barrier-free access will be compatible in scale, materials and design with the existing building.

## Guidelines

- a) When considering **alterations** to **Contributing** properties, consideration should be given to the reasons a property was determined to contribute to the cultural heritage value of the HCD and indicated in the property's Heritage Survey Form. Heritage Survey Forms as held on file with staff and are available upon request.
- b) The adaptive reuse of large historic single detached houses into multiple dwelling units is often a good way to protect and give new life to significance heritage buildings. When considering the conversion of an existing building into multiple units, avoid **alterations** that would result in the loss of historic attributes or negatively impact a building's character or its streetscape.

## Utility Equipment

The following section recognizes that there may be opportunities to add new features that allow for improved energy efficiency if they are compatible with, and do not detract from the cultural heritage value or attributes of the HCDs and of existing **Contributing** properties. It also recognizes that modern equipment such as HVAC units, heat pumps, hydro or water meters are found in all urban areas and that their installation is to be expected.



## Policies

1. **Alterations** for energy efficiency will be considered if they are compatible with, and do not detract from the cultural heritage value or attributes of the District and of its **Contributing properties**.
2. When detached dwellings are converted to multi-unit apartment buildings, locate new hydro meters, fire escapes and fire doors away from the front façade or in a manner which expresses the original detached character of the house and its cultural heritage value.

## Guidelines

- a) Solar panels should be located so that they are not visible from the street or as discretely as possible and be installed in a way that minimizes damage and impact to the heritage fabric of the building.
- b) Modern utilities and other equipment such as (but not limited to) hydro or water meters, satellite dishes, vents and ducts or HVAC units should be located away from primary facades (and side elevations on **corner lots**), or in an inconspicuous location wherever possible or when technical requirements allow. They should be installed in a manner that does not damage the building.

## Chimneys

### Guidelines

- a) The design, location and materials of new chimneys should respect and complement the historic style and existing cladding materials of the building.

## New Dormers

The buildings in the Districts feature a variety of types of dormers. Dormers are frequently character-defining elements of historic buildings and contribute to the style and design expression of buildings, particularly houses. Adding new dormers can provide additional living space in attics.

## Policies

1. New dormers will be designed and located in a manner that does not obscure or detract from the heritage character of the existing building nor detract from the cultural heritage value or attributes of the District.

## Guidelines

- a) New dormers should not become the dominant feature on a roof.
- b) Dormers should not extend above or beyond the ridge of the roof or beyond the eaves line.
- c) Designs for new dormers should:
  - » consider the design, location, style, proportions, window openings, roof form and materials of historic dormers in the District;
  - » be compatible with the style and proportions of the windows and façade of the building
- d) Cladding materials on dormer windows should be compatible with the materials of the existing building.
- e) Where they are visible from the street, the roof form, size and pitch of new dormer windows should be compatible with the architectural character of the street and the District.



Figure 19: Variety of dormers and detailed brick chimneys.

## Windows and Doors

The repair, **restoration** or rebuilding of historic windows is preferred (see Section 6.3 above); however, there are occasions when existing windows are beyond repair and replacements are needed. A Heritage Permit is typically required for all new windows and property owners should contact Heritage staff early in their window replacement project to ensure compatibility.

### Policies

1. **Conserve the design of original windows including their original opening styles and muntin patterns when installing new replacement windows.**

### Guidelines

- a) Replicate the original window design including window type (e.g. sash, casement etc.) and muntin bar pattern, when installing new replacement windows.
- b) Sash windows should be replaced with sash windows and casement windows replaced with casement windows. Modern horizontal sliders and single panes of glass should be avoided.
- c) True divided lights (windows with individual panes of glass) in new windows are preferred.
- d) If it is not possible to have true divided lights, the muntin bars used should match the original window pattern (e.g. six over one, eight over eight etc.) and should be profiled and located on both the exterior and interior of the glass. If a sealed unit is proposed, a frame matching the muntin pattern within the sealed window should be considered.
- e) When considering replacement windows and doors, property owners are encouraged to replace wooden windows and doors with new wooden windows and doors. If aluminum-clad wood, steel, fiberglass or other materials are being considered, the design of the replacement unit (number of panes, type of window, method of opening) should be compatible with the character of the building and reflect the character of the original windows. Replacement windows should be of wood, aluminum-clad wood or other materials supported by the City's heritage staff.

- f) New window or door openings should be discreetly located and should reflect the design, rhythm and scale of the historic patterns of all openings. The creation of new window openings on the front façade is discouraged.
- g) The size and shape of window openings on the front façade or that are visible from the street should not be altered.
- h) When upgrading curtain wall systems to be energy efficient, retain the window openings, window-pane size and muntins.

## Porches, Balconies and Canopies

The policies and guidelines in this section are intended to help individual property owners and the owners of apartment buildings who wish to make significant changes to an existing porch through expansion etc., to rebuild a porch that has been removed or to build a new porch where none has previously existed.

### Policies

1. **New porches or **alterations** to existing porches, balconies or canopies must be compatible with the existing building and the street in scale, materials, design, proportions and detailing. Where it is available, use historical information such as photographs to inform the design, or use local porches on similar buildings in the District for inspiration.**

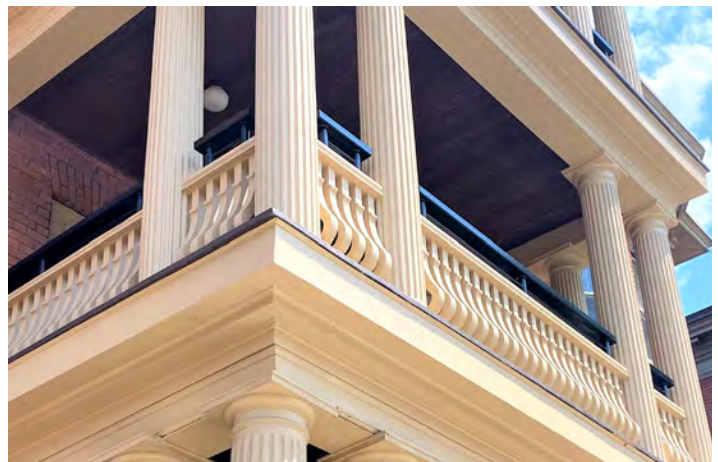


Figure 20: This balustrade was repaired and restored. A sympathetic contemporary horizontal rail was added above the original top rail to meet the Ontario Building Code requirements.



## Guidelines

- a) The introduction of new porches, balconies or canopies may be appropriate if they are designed and located in a manner that is compatible with the existing building and the character of the Districts.
- b) The enclosing of open porches or balconies may be appropriate if the character of the porch or verandah is retained. Enclosures will be considered on a case-by-case basis.
- c) When a porch enclosure is proposed, its design should be compatible with the rest of the building, retain as many of the building elements as possible and be designed to be reversible. Consideration should be given to using as much glass as possible when enclosing a porch to retain the openness of the existing porch.
- d) Traditional materials should be used for porch **alterations**. Selected alternate materials may be used after consultation with heritage staff.
- e) Canopies were often used over front and side doors to provide protection from the weather where there is no porch or verandah. These canopies should be retained. The design of a new canopy should complement the building and reflect the character of others found in the HCDs.
- f) New roof top terraces should be located away from the front façade, with their railings and fixtures located as discretely as possible. The design and materials of new terraces and their elements should be compatible with the character of the building on which they are located.

## 7.2 Alterations: Commercial and Mixed Use Buildings

Many of the main street commercial buildings within the Centretown HCD have been altered as the commercial needs of the community changed. Many traditional “over the store” apartments were abandoned or converted to office or storage space, windows were blocked in and replaced by inappropriate modern units, cornices were removed and new storefronts were added.

## Policies

1. The historic main streets in Centretown define its character as a 19th century neighbourhood with a wide range of building types and functions. When contemplating changes and renewal, make every effort to ensure that **alterations** evoke the character of the historic commercial buildings of the District.

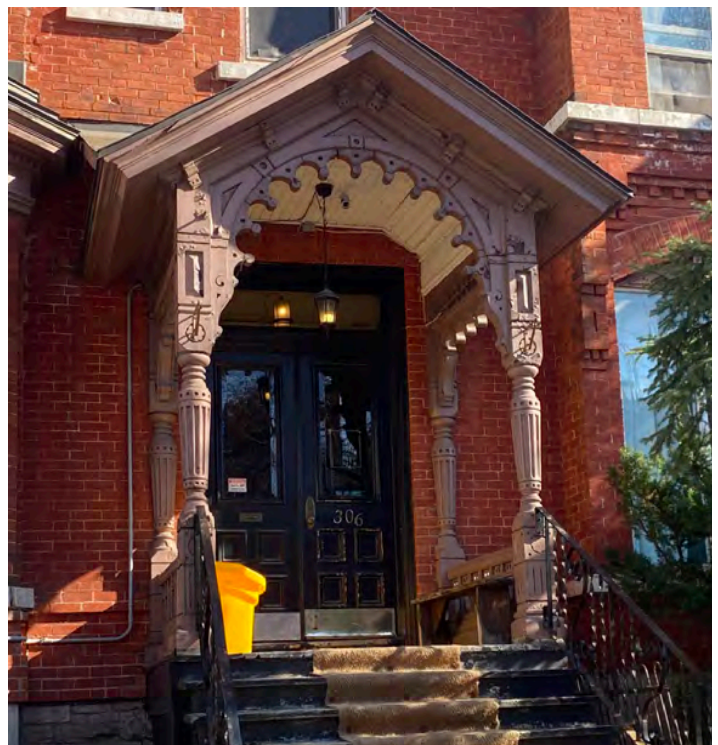


Figure 21: Examples of detailed historic porches.

## Guidelines

- a) Consider removing blocked in windows and inappropriate later windows from the upper storeys of commercial buildings. Replacement windows should be based on historic evidence, if available. If there is no evidence, examples from nearby buildings can be used for guidance.
- b) When updating storefronts for new owners, make every effort to uncover original storefront elements. If they no longer exist, design the new storefront to evoke the traditional qualities of the street by including a secondary cornice, bulkhead, recessed doorway and signage.
- c) New roof top terraces should be located away from the front façade, with their railings and fixtures located as discretely as possible. The design and materials of new terraces and their elements should be compatible with the character of the building on which they are located.

### 7.3 Alterations to Non-Contributing Properties (all building types)

A number of buildings in the Districts are considered to be “Non-contributing.” Ensuring that these properties are both appropriately maintained and sensitively modified is important to the general character of the Heritage Conservation Districts. Although it is not necessary to conserve the elements of these properties that do not support the cultural heritage value of the HCDs, efforts should be made to ensure that interventions to them will enhance and not detract further from the area’s cultural heritage value. Heritage staff can be consulted when searching for ways to increase the compatibility of Non-Contributing properties.

## Policies

1. **Alterations** will be compatible with surrounding **Contributing** properties as well as the cultural heritage value and attributes of the District. They will consider the building’s materials, scale, form, proportions and **massing**, height and location on the lot.
2. Where possible, when renovating or upgrading a **Non-contributing** property, ensure that repairs or approaches to replacement support the heritage character of the District. For example, artificial stone could be replaced by manufactured wood, picture windows by rectangular windows, wrought iron railings and concrete porches by wooden porches.

## Guidelines

- a) Consider removing 20th century cladding materials such as vinyl, aluminum and/ or artificial stone and either restoring the original material if it still exists underneath or replacing it with a material that reflects the character of the area.
- b) When undertaking energy upgrades to windows of **Non-contributing** buildings, the replacement windows could reflect the character of windows found in the area.
- c) When inappropriate replacement porches have been added or where porches have been removed, use examples from the neighbourhood when designing new ones.
- d) It is acknowledged that barrier-free access is a goal for all. New elements such as ramps or railings required to allow for barrier-free access should be compatible in scale, materials and design with surrounding **Contributing** properties.



Figure 22: Examples of sensitively designed and located additions.



## 8.0 ADDITIONS

The Centretown and Minto Park Heritage Conservation Districts together are the site of a wide range of building types, ranging from large, architect-designed structures built for single families and most of which now serve commercial or institutional uses, to smaller singles, semi-detached and row houses. Houses are generally located centrally on the lot and span nearly the entire width, resulting in narrow side yards. Rear yards vary in depth, but given the Districts' small side yards, additions will most often be accommodated to the rear of existing houses. The Centretown HCD also features a number of main street commercial buildings, including a number of low rise (between 1-4 storeys) buildings on Elgin and Bank Streets.

The following Section provides general direction for constructing additions to all existing properties within the HCDs, followed by more specific direction depending on building type (i.e commercial and mixed use types) in Section 8.2 or category (i.e **Non-contributing**) in 8.3.

### 8.1 Additions to Existing Properties (Contributing and Non-contributing)

#### Policies

1. New additions will be physically and visually compatible with, subordinate to, and distinguishable from the existing **Contributing** property.
2. New additions will be designed to be compatible with surrounding **Contributing** properties, particularly properties within or across the street from an intact streetscape.
3. New additions will respect the following:
  - » The scale, form, proportions and **massing**, height, and location on the lot of the building to which they are being added.
  - » Materials and architectural characteristics such as fenestration patterns, the design of windows and doors, datum lines and other vertical or horizontal reference points of the subject property and surrounding buildings.
4. New additions will contribute to and not detract from the defined cultural heritage value and attributes of the District.
5. In general, additions will most often be located in the rear yard. Exceptions may be considered for flat roofed buildings and in those cases, will meet the intent of the policies and guidelines in Section 8.2.
6. Applications for new additions must account for the retention and protection of trees as outlined in the Tree Protection By-law.

Figure 23: A sensitively designed addition located to rear of the buildings.



## Guidelines

- a) Property owners are encouraged to retain an architect, designer and/or heritage professional when designing an addition to a building in either District.
- b) New additions to **Contributing** buildings should be of their own time and aim to strike a balance between imitation of historic character and pointed contrast in order to complement and respect the cultural heritage value of the HCD.
- c) New windows should be compatible with those of the existing building and its neighbours in size, window to wall ratio, shape and divisions.
- d) The rooflines and roof profile of historic **Contributing** buildings will be maintained and conserved.
- e) Conserve roof-related **heritage attributes** such as chimneys and dormers that are visible from the street.
- f) Cladding materials for additions should be sympathetic to the existing building and its neighbours. Materials that are commonly found in the District (i.e brick, stucco and wood) are the most appropriate, however, other materials may be supported if they complement the colour and expression of the existing building.

## 8.2 Additions to Contributing Commercial or Mixed Use Buildings

Many of the flat-roofed commercial or mixed use buildings in the Centretown and Minto Park HCDs are built to the lot lines, leaving little room for rear additions, as recommended above. In these cases, the following section will inform applications for such proposals, along with the general policies and guidelines for additions above in Section 8.1.

Some opportunities may exist for small (up to two storeys) additions to the roofs of flat-roofed commercial or mixed use structures to add housing or office space, if such additions can be designed and located appropriately. There may be other opportunities within the HCDs, particularly on Bank Street, to construct larger additions, above and behind existing commercial structures.

## Policies

1. Small and large roof top additions must be located sensitively to limit visual impacts and ensure that the **heritage attributes** of the building and streetscape are conserved.
2. In cases where a large rooftop addition (i.e over two storeys) is proposed, it is critical that the proposal does not necessitate dismantling and reconstructing existing heritage resources.
3. Consider the location, materials, and other design measures to mitigate negative impacts on the HCD and the existing building.
4. The overall height and **massing** of a rooftop addition must be carefully considered to avoid disrupting the proportions of the existing building. If located on a **corner lot**, consideration should be given to how additional **massing** can be mitigated on the side façade.

## Guidelines

- a) Roof top additions should be meaningfully **set back** from the main (front) façade to allow the original building to continue to be perceived as the dominant element of the streetscape.
- b) A rooftop addition should be proportionate in height to the historic building; they should not typically be more than two storeys, particularly if the existing building is two storeys or less.
- c) Rooftop additions should be extensively glazed or light in colour to minimize their impact.
- d) Railings on the roof of the existing building should be **set back** from the front and side facades and should be designed to have a minimal visual impact on the cultural heritage value of the building and District.
- e) If an addition is to be cantilevered over the existing building, design measures, materiality and location should be employed to ensure that the historic building's cultural heritage value and the role that it plays on the street is conserved.

## 8.3 Additions to Non-Contributing Properties

In addition to policies and guidelines in Sections 8.1 and 8.2, the following should inform additions to **Non-Contributing** properties.

### Guidelines

- a) Additions to **Non-Contributing** properties should contribute to and not detract from the cultural heritage value or attributes of the Centretown or Minto Park HCDs.
- b) Contemporary cladding materials for additions to **Non-Contributing** properties may be appropriate if they do not detract from the cultural heritage value of the HCD.
- c) Contemporary window materials or forms within additions on **Non-Contributing** properties may be appropriate if they do not detract from the cultural heritage value or attributes of the HCD.



# 9.0 NEW CONSTRUCTION

One of the main objectives of this Plan is to conserve and protect existing **Contributing** properties, streetscapes and spaces that express the Districts' cultural heritage value. While significant development has occurred since the designation of the District, the Centretown HCD in particular has a number of vacant or under-utilized lots, including surface parking lots, where construction is anticipated and encouraged by the Official Plan, Secondary Plan and Community Design Plan. The policies and guidelines in this section anticipate change, including increased height and density, but in a manner that is respectful of the Districts' cultural heritage value and attributes.

The Centretown Community Design Plan (2013) addresses infill development in its "Heritage Integration" Section 6.5 (p.105):

- » New development should be respectful of key heritage elements. This can include, but is not limited to building stepbacks, cornice lines, horizontal and vertical articulations, opening sizes, proportions and rhythm, and building materials. New development should maintain a cornice line **consistent** with the existing heritage building through appropriate step back(s).

The policies below reflect the direction of the Community Design Plan.

## Policies

1. New buildings shall contribute to, and not detract from the heritage character of the area as outlined in the Statement of Cultural Heritage Value and the list of the District's **heritage attributes**.
2. Respect the "Standards and Guidelines for the Conservation of Historic Places in Canada" when constructing new buildings: ensure they are "physically and visually compatible with, subordinate to, and distinguishable from the historic place." The level of distinction between new infill construction and its neighbours can be subtle.
3. The design of new buildings must respect and be sensitive to the HCDs' cultural heritage value and attributes in terms of:
  - » exterior materials and cladding;
  - » architectural elements and treatments such as window patterns and design, location of datum lines, roof profile and roof lines, overall vertical and/or horizontal proportions;
  - » existing pattern of building **setbacks**;
  - » **massing**, height and scale.
4. The front yard **setback** of a new building shall be **consistent** with its adjacent neighbours to ensure the continuity of the streetscape. Buildings that do not generally reflect the **setbacks** of the street are not appropriate.



Figure 24: A compatible contemporary building constructed at the corner of Gladstone Avenue and Kent Streets.  
Credit: ERA Architects Inc



5. **Respect the site's historic context and surrounding [Contributing](#) properties when constructing a new building by providing meaningful elements of transition between the new development, any existing heritage resources on site, and surrounding properties. This can be accomplished through the use of design measures such as, but not limited to:**
  - » the incorporation of setbacks, setbacks, architectural details and the use of complementary materials;
  - » the sensitive placement of new buildings on the site to provide appropriate distances between them and existing heritage resources or surrounding [Contributing](#) buildings; and
  - » maintaining architectural proportions and visual relationships within, and to the streetscape.
6. **Applications for new construction must consider the retention of existing protected trees (as defined by the Tree Protection By-law) and planting of future forest canopy.**

## Guidelines

- a) Property owners are encouraged to retain an architect who has experience in projects located in heritage conservation districts.
- b) New buildings should aim to be an appropriate balance between replication of historic character and pointed contrast, in order to complement and respect the cultural heritage value of the HCD.
- c) Traditional building materials in the Districts include brick, stucco or wood. New buildings should either include these materials or use materials that complement them in colour and texture.
- d) Windows may be wood, metal clad wood, or steel. Other materials may be considered by Heritage staff on a case-by-case basis.
- e) Consider the transparency and opacity of proposed materials. Lighter materials can be used for upper floors to help provide [massing](#) and visual relief when new buildings are of greater height and [mass](#) than existing heritage resources.

## 9.1 New Houses and Apartment Buildings

A wide variety of housing types, styles and structures characterize the Centretown and Minto Park HCDs. The east-west residential streets are lined with detached, semi-detached and row houses from simple cottages to grand, architect designed structures. Many early apartment buildings are also located on the east-west streets, often adjacent to house form buildings.

Infill opportunities may arise in the HCDs in most cases through the removal of [Non-contributing](#) buildings and new construction on vacant lots. Sympathetic infill construction is important to maintaining the heritage residential character that dominates the Districts.

In addition to the policies and guidelines in Section 9.0 above, the following section applies to new construction projects on the predominantly residential streets, most of which run east – west, perpendicular to Bank and Elgin Streets, including those on [corner lots](#).

### Policies

1. **Conserve and be sensitive to the character of surrounding [Contributing](#) properties, the cultural heritage values and attributes of the HCD, particularly within, or across the street from identified intact streetscapes.**
2. **Ensure that new construction on the east-west streets will be compatible with the HCD in terms of the building's position on the lot, scale, [massing](#), fenestration pattern and design, datum lines and other architectural elements.**

### Guidelines

- a) New low-rise building types should reflect the rhythm of early lot development, with gables, balconies or other features providing an appropriate scale.
- b) The roof profile and location of eaves lines or the roof parapet of new buildings should be designed so that the apparent overall height and form is compatible with that of neighbouring buildings.

- c) Small scale apartment buildings on residential streets, up to four storeys, should reflect the character of existing walk-up apartments in the HCD, and should generally feature flat roofs, cornices and symmetrically placed front entrances with simple door surrounds.
- d) Consideration should be given to U and H-shaped buildings for larger walk-up apartment buildings to reflect the character of earlier apartment buildings.
- e) Consider the typical historic window designs and materials found on nearby buildings when choosing windows for new construction.
- f) When new residential development is proposed across several lots, the proposed massing should be broken up or articulated to reflect the historic built form patterns and rhythms on the street.
- g) The foundations and ground floor elevations of new construction should be designed so that their height above grade is compatible and consistent with that of neighbouring properties.
- h) New parking is generally discouraged. If permitted by the Zoning Bylaw, minimize impact by providing garages or carports that are not attached to the residential building and located at the rear or side of the property. New uncovered parking spots, when provided, should be similarly located.

## 9.2 New Construction: Incorporating Contributing Buildings

In addition to Sections 9.0 and 9.1 above, the following section provides direction for projects where there is an opportunity to retain and incorporate an existing Contributing building into a larger development.

It should be noted that these policies are not intended to encourage façadism, but are meant to provide guidance in instances where an existing building is to be incorporated as part of a development.

### Policies

1. Given that the conservation of Contributing properties is one of the goals of this Plan, this type of proposal must meaningfully retain and incorporate existing Contributing buildings and their attributes in order to be considered. Meaningful retention allows for the continued understanding of the building's original three dimensional form and elements that convey how the property contributes to the HCD. To achieve this, the project must consider
  - » Height, width and depth;
  - » Shape and arrangement of volumes;
  - » Original roof form and roof lines;
  - » Character-defining elements and features such as chimneys, porches and other architectural details.
2. Projects that necessitate dismantling and reconstructing existing Contributing buildings in order to incorporate them into larger development are not appropriate. Consideration of such proposals will be informed by the applicable policies in Section 5 for Demolition and Relocation.
3. When a project incorporates existing Contributing building(s) into a larger development, those existing buildings will continue to be featured prominently on the lot and within the streetscape. The proposed development will complement the existing structure[s] through the use of compatible materials, fenestration pattern, relationship to the street or other measures.



Figure 25: This project once complete will incorporate two contributing historic buildings into a larger apartment building behind.

4. If a **Contributing** building is to be retained and incorporated into a development, retain it in its original location during the construction process. Where retention of the resource in situ is determined to pose unacceptable risks, as determined by an engineer or architect specialized in heritage **conservation**, the City may permit the temporary removal of the resource during the construction process, followed by its **restoration** after reinstatement in its entirety on the original site.
5. Avoid moving or permanently relocating existing **Contributing** properties. If relocation is determined to be necessary, the building must remain on its current site and retain its historic relationship with the same street.

## Guidelines

- a) Staff may require a **Heritage Impact Assessment** and Conservation Plan for any applications to relocate a **Contributing** building as part of a proposal.
- b) If relocating an existing **Contributing** building is determined to be appropriate, its contribution to the streetscape should be maintained, particularly in terms of orientation and **setback**.

## 9.3 New Construction: Mid and High Rise Buildings

General direction related to maximum building heights can be found in Schedule C of the Central and East Downtown Core Secondary Plan. Accordingly, there are opportunities within the Districts, particularly in the Centretown HCD, to construct multi-storey buildings. In addition to the policies and guidelines outlined in Sections 9.0-9.2 above, the following Section provides specific direction and guidance for how a new mid or high rise building could be designed sensitively within the HCDs' context.

### Policies

1. The **conservation** of the cultural heritage value and **heritage attributes** of the HCD and **Contributing** properties surrounding and across the street from a new mid or high rise building may constitute a limiting factor in terms of the height, scale or **massing** of development on the designated property.
2. As noted in Section 9.0, new buildings must respect a property's historic context and provide meaningful transition between existing and proposed buildings. Accordingly, mid and high rise buildings must be located on a lot of sufficient size and appropriate shape that can adequately provide such transition in **massing**, scale, and height on the subject site.
3. When a mid or high rise building is proposed adjacent to, or across the street from a lower scale **Contributing** property, careful consideration must be given to the use of podia/base sections as well as their architectural treatment to ensure the new building can be sensitively integrated into its historic context.
4. As provided in Schedule C of the Central and East Downtown Core Secondary Plan, the east-west streets west of Bank will primarily be four storeys or less in height. When a mid or high rise building is proposed on a consolidated parcel made up of more than one lot and is located on the primarily residential east-west streets west of Bank Street, the design of new building[s] must respect the historic character of the street, through façade articulation, scale and **massing** of new structures.



5. Conserve and maintain the established front yard **setback** on the street. In the instance of a **corner lot** consider the established **setbacks** on both streets.

## Guidelines

- a) New mid rise proposals should consider the guidelines outlined in the Centretown Community Design Plan Sections 6.4.2 and 6.4.3 with respect to how to achieve meaningful transition.
- b) Proposals for high rise buildings should have regard for the "City of Ottawa's Urban Design Guidelines for High-rise Buildings" and the guidelines for tall buildings within the Centretown Community Design Plan Section 6.4.4
- c) Reduce overshadowing and provide a human scale pedestrian environment by considering the use of podia for multi-storey new construction.
- d) Proposals for new mid and high rise buildings should focus on integration and compatibility of the lower floors/base with surrounding **Contributing** properties and streetscape, as these areas will have the greatest impact on character of the HCD. This can be achieved by using the patterns of the surrounding built form in terms of using similar and compatible materials, reflecting datum lines in cornices or other horizontal features, window designs or other references to the HCD.
- e) When new residential development is proposed across several lots, new development should be articulated to reflect the historic built form patterns and rhythms on the street.



Figure 26: Image of a new construction on McLeod Street, with stepped back upper floors that provide massing relief and transition down to the lower scale properties in the middle of the block.



## 9.4 New Commercial and Mixed Use Buildings

Bank and Elgin Streets are the historic main streets in the HCDs. The following may also inform projects on other commercial streets.

### Policies

1. Conserve and be sensitive to the character-defining historic street walls on the historic main streets within the HCDs.
2. Conserve and enhance the continuity of the streetscape as part of any new commercial or mixed use buildings by maintaining zero front and side yard **setbacks** on the historic main streets in the HCDs.
3. Where new commercial or mixed use development is proposed on a consolidated parcel made up of more than one lot and is located on a historic main street in the HCDs, the design of new building[s] must respect and reflect the fine-grained character of the historic main street created by small lots. This can be achieved by maintaining the pattern of entrances and windows, façade articulation, scale and **massing** of new structures.
4. Where new commercial or mixed used development is proposed on consolidated land parcels that is located on a commercial street but away from one of the historic main streets, the design of new buildings must respect and reflect the rhythm, scale and **massing** of the traditional built form that developed as a result of small lots.
5. To respect the traditional street walls on Bank and Elgin Streets, new commercial buildings beside or between flat-roofed structures, must also have flat roofs.
6. New commercial or mixed use developments shall reflect traditional building proportions on the street. Historically, commercial ground floors were slightly taller (approximately 4.5 metres) than each of the upper storeys to differentiate ground floor retail and residential upper floor uses.
7. Where a new commercial or mixed use building is located on a **corner lot** or is consolidated with a lot that is adjacent to a residential area, appropriate transition must be provided that considers the historic context and character of the surrounding properties.

### Guidelines

- a) To achieve the intent of Policy 1 above, new buildings on historic main streets should continue to reflect the historic character of their street walls. For example, when new construction on Bank Street is proposed, it should be located at the front lot line and **stepped** back below or at the fourth storey to reflect the character of the street and the height of the street wall.
- b) Decorative cornices and parapets should be considered when designing new commercial buildings on Bank and Elgin Streets to reflect historic patterns of those elements on the street.
- c) New buildings should respect the overall scale and **massing** of surrounding **Contributing** buildings.
- d) Upper floor access should be on the front façade to reflect the historic pattern of entrances.
- e) The height of the ground floor should respect the scale of the surrounding buildings. Should taller interior floor to ceiling heights be desired, traditional proportions and datum lines of historic buildings should be reflected on the exterior.
- f) Storefronts at grade should be transparent, with recessed entrances and articulated transoms. Windows should be large, with compatible divisions. Projecting cornices can be used to separate the ground and upper floors. Signage should maintain existing patterns of horizontal banding (see Section 12.3 for detailed signage guidance).
- g) Consider different ways to differentiate between the retail at grade and other uses above. This could include upper floor treatments that are more opaque, with smaller windows or different materiality.
- h) Reflect surrounding datum lines and rooflines to determine an appropriate height at which to initiate a **stepback** when a podium is contemplated.
- i) The street-facing façades of new large developments on Bank and Elgin Streets must be articulated to evoke the typical narrow façades of those streets.
- j) The street-facing façades of new large developments on streets other than Bank and Elgin Streets should reflect the existing pattern of the street and enhance its character.

## 9.5 Landmark Buildings

As part of the City of Ottawa's new Official Plan (2021), the Centretown Secondary Plan was consolidated to form part of the new Central and East Downtown Core Secondary Plan. The policies for Centretown are outlined in Section 4.4. Subsection 4.4.9 makes provisions for "Landmark Buildings," which it describes as buildings that make both "significant and exceptional contribution to the **Public Realm** and overall identity of Centretown." The Secondary Plan also says that while Landmark Buildings must respect the form and character of their surroundings, they may depart from the built form parameters for Centretown." Within the boundaries of the Centretown HCD, however, Landmark Buildings must conform to the policies of this Plan and meet the Objectives of this Plan, specifically the following:

- » To ensure that development on vacant lots, underdeveloped lots and on large parcels that is intended to further the intensification goals of the City is compatible with the cultural heritage value of the District and reflects their history, character and development patterns;
- » To ensure that new construction and development on underdeveloped lots and on large parcels where there are **Contributing** buildings respects the character of those buildings through their retention and the sympathetic design of the new structure[s].

The potential location of a Landmark Buildings is very tightly prescribed. They are not permitted in Local Neighbourhood or Corridor designations (with some exceptions as outlined in the Secondary Plan, policy 55 c ). Within the Local Mixed-Use designation they are limited to large corner properties fronting O'Connor, Metcalfe and Kent Streets, provided that the proposed development faces and is **Massed** to those streets. Proposals for Landmark Buildings within the Centretown HCD must have frontage on three streets. Due to these tight prescriptions, together with the other special Secondary Plan policies, there are only a few sites within the Centretown HCD where such a project could be considered; there are no potential sites within the Minto Park HCD.

The Landmark Building policies are clear that the intention is not to introduce tall buildings without a specific review and analysis of the impacts and implications. Section 3.9.5.5 states:

- » The specific context of the location of the proposal will be taken into account when determining building **massing**, building heights and the relationship of the [Landmark] project features to the streets.

In addition, the Landmark policies require that, prior to considering a proposal for a Landmark Building, a formal and rigorous application and review process that includes public consultation shall be developed for consideration by the appropriate standing committee of Council and ultimately must be adopted by Council.

Finally, the Landmark policies require that proposals:

- » ... be subject to an architectural design competition that includes City representation on the selection jury and/or, at the City's discretion, be subject to the City's specialized design review process within the framework of the Urban Design Review Panel, process to exercise a detailed peer review of landmark buildings ...

It is clear from the quoted text above, that Landmark buildings anywhere in Centretown will be the subject of a rigorous review process. Within the HCDs, this process is particularly important.

The overarching goal of the above new construction policies and guidelines is to ensure that new buildings are contextually appropriate and respect the cultural heritage value of the designated place, whereas the Landmark policies of the Secondary Plan encourages buildings that will stand out architecturally. New buildings in the HCDs require a Heritage Permit, and when a development is recommended for approval for a Landmark site, it will be required to meet both the policies and guidelines of this section of the Centretown HCD as well as the Landmark policies of the Secondary Plan.

In addition to the policies above in Sections 9.0-9.3, the following policies and guidelines would apply specifically to a proposal for a Landmark Building for the purposes of the implementation of the Section 4.4.9 Policy 55 of the Secondary Plan.

For clarity of the Policy 55 h), the term “designated property” shall be interpreted to mean properties designated under Part IV of the *Ontario Heritage Act*, or **Contributing** properties within the HCDs.

## Policies

1. The **conservation** of cultural heritage value and **heritage attributes** of the HCD and of **Contributing** properties surrounding or across the street from proposed Landmark Buildings may constitute a limiting factor in terms of the height, scale or **massing** of development on the designated property.
2. Demolition of a cultural heritage resource and the rebuilding of a facsimile of all or part of the building is not considered to be heritage **conservation** and shall not be contemplated for Landmark Buildings.
3. To be **consistent** with the Landmark Building policies of the Secondary Plan, a Landmark Building must be of exceptional design.
4. Landmark buildings shall respect the character of the HCD and reference any immediately adjacent **Contributing** properties. This could be accomplished through:
  - » complementary scale;
  - » architectural expression;
  - » the use of materials that reflect the character of the HCD;
  - » incorporation of design elements such as podia, cornices, and compatible fenestration patterns;
  - » public art, landscaping, programming of spaces must also be meaningfully incorporated into these developments.
5. Landmark Buildings must provide a suitable transition to ensure the **conservation** of the cultural heritage value not only of surrounding properties but also of the **heritage attributes** of the District as a whole.

6. If a Landmark Building is planned for a property that is the site of a **Contributing** heritage building, retain the **Contributing** building in its original place during the construction process. Moving it in its entirety elsewhere on the property may be contemplated, if its **heritage attributes** are conserved and its contribution to the streetscape and District is maintained.
7. When a Landmark Building is proposed within the boundaries of an HCD, it shall be the subject of an architectural design competition because of the importance of the HCD to the entire Centretown area.
8. In the rare instances that a **Contributing** building is not retained in its original location, its new location must reflect the character of the streetscape and the **heritage attributes** of the District. For example, a building should continue to face the same street after its relocation.

## Guidelines

- a) Designs for Landmark buildings should be an appropriate balance between contemporary expression and reference to the historic character of the HCD. The use of materials that are common to the HCD, echoing window patterns or traditional solid-to-void ratios, or contemporary interpretations of character-defining elements such as porches are some ways a proposal may achieve this balance.
- b) Proposals for a landmark building should focus on integration and compatibility with the surrounding HCD for the lower floors/base of the building. There may be more flexibility in architectural expression of the upper floors that have less of an impact on the **public realm**.
- c) Landmark buildings should provide a visual break at or below the fourth storey to complement the existing scale of the District. For example, this could be accomplished through the use of tower setbacks, a change in materials and colour, and/ or the introduction of cornices and stringcourses.
- d) The use of architectural fragments from heritage buildings as decorative elements in new construction is discouraged as it creates a false sense of history.



## 9.6 Museum of Nature Special Character Area

The Museum of Nature is the Centretown HCD's most important and well-known building. It is individually designated under Part IV of the *Ontario Heritage Act*, a National Historic Site, a classified federal heritage building and a beloved museum. Conserving and enhancing its setting when the opportunity arises will ensure that its cultural heritage value is preserved.

The streets surrounding the Museum are predominantly residential with the typical mix of singles, semis and walk-up apartment buildings found throughout the HCD. The front yard **setbacks** on O'Connor, McLeod and Argyle are regular and the front yards provide a landscape setting to the Museum that complements its grounds. The relatively uniform height of the structures (with the exception of the tower of the YMCA on Argyle Avenue and the apartment building at 201 McLeod Street), allows the Museum to be the focus of this part of the HCD.

In addition to the policies and guidelines for new construction above, the following policies and guidelines will be considered when reviewing development on the streets shown on the following map.

### Policies

1. New development will respect the established front yard **setbacks** on the surrounding streets to preserve the established street walls that encircle the museum.
2. New development will have regard for the character-defining elements identified in both the Museum's Federal heritage and Part IV designations.
3. The design and placement of new buildings on streets to the north of the Museum on McLeod, Metcalfe or Gladstone must respect its iconic location at the terminus of Metcalfe Street. This should be accomplished through retaining the current **setbacks** and predominate four storey street wall on Metcalfe Street between McLeod and Gladstone.
4. The north side of McLeod Street forms a strong urban edge across from the Museum of Nature's front façade. New development on the north side of McLeod Street will strengthen the urban edge and reflect the predominantly low-scale residential character of the street, complementing current heights and **setbacks**.

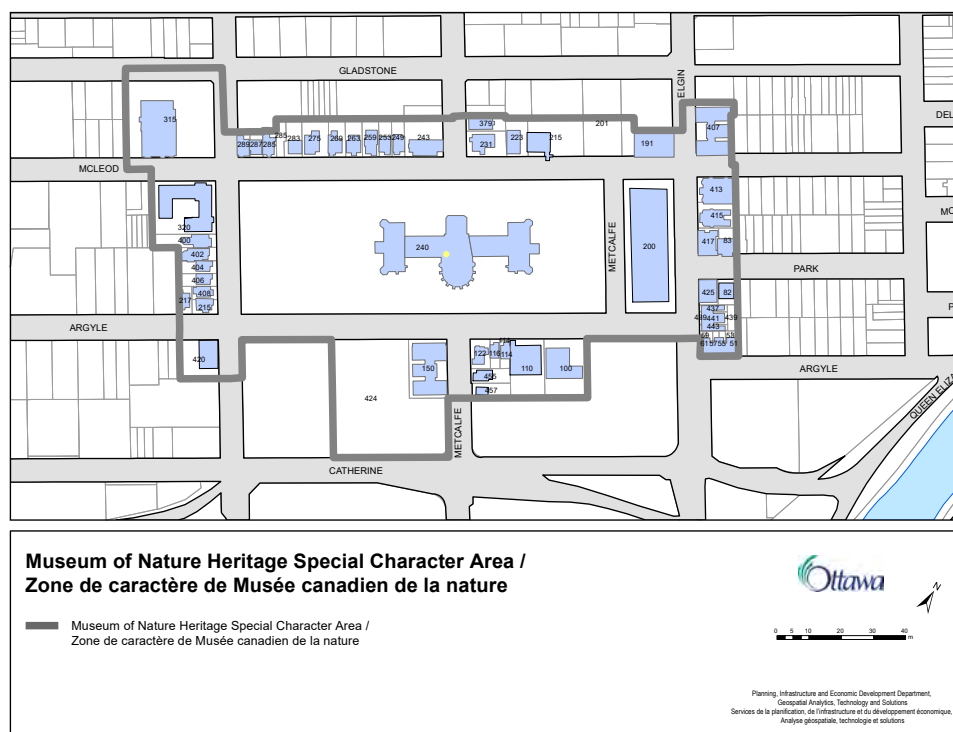


Figure 27: The properties within the area shown on this map must consider the policies and guidelines in Section 9.6.

Figure 28: Historic photo (left) looking south on Metcalfe Street with the Victoria Memorial Museum (now Museum of Nature) in the background. Credit: William James Topley/Library and Archives Canada/PA-009864. Current photo (right).



5. **New development will not create adverse impacts on the Landscape of Canada Garden, which was developed as part of the renovations to the Museum in 2016.**
6. **Lighting of buildings surrounding the Museum will be discreet, to allow the Museum to remain the focal point.**

### Guidelines

- a) New development should frame the views of the Museum from Metcalfe Street looking south to its main entrance, and from the entrance looking north on Metcalfe Street.
- b) New buildings on the streets surrounding the Museum should be subordinate to it in character and design, allowing the Museum to remain the focal point.
- c) Buildings should be clad in brick, stucco or wood to complement the stone of the museum. New buildings should not be clad in rough-cut stone to ensure the visual primacy of the Museum.
- d) Development or additions in the rear yards for properties on the north side of McLeod and the west side of O'Connor Streets should be designed to ensure that the low-rise character of the streetscape continues. New development should be no more than two storeys taller than the existing building on the property[ies].
- e) Development or additions in the rear yards of properties on streets other than McLeod and O'Connor should be designed to acknowledge the primacy of the Museum.
- f) Consideration should be given to the removal of the temporary parking spots on the west side of the Museum of Nature.
- g) Side additions may be permitted and will be located in a manner that permits the subject property to remain the dominant element in the streetscape.
- h) Lighting details (e.g what elements to light, type and location of fixtures, use of colour, temperature etc.) should be **consistent** with the National Capital Commission's Capital Illumination Plan's General Guidelines.

# 10.0 MINTO PARK

Minto Park is a very small HCD, consisting of the park and the buildings on Gilmour Street to the north, Cartier Street to the east, Lewis Street to the south and Elgin Street to the west. Named after Governor General Lord Minto, the square was planned and designed as an ornamental park with interlacing half circles, trees and flower beds. The buildings surrounding Minto Park were all constructed between 1892 and 1906 and remain highly intact, forming a coherent streetscape representing the changing architectural styles and building craftsmanship popular in Ottawa at the turn of the 20th century. They include a mixture of low-scale detached and semi-detached houses, some of which have been converted to office use as well as Église Unie St-Marc at the edge of the HCD at Elgin Street. Together, the buildings and their relationship with the park create a unique sense of place.

In addition to the policies and guidelines above, the following are specifically applicable to the Minto Park HCD and must be consulted by property owners when contemplating [alterations](#) within Minto Park or to its surrounding properties.

There are opportunities for infill development or large additions on existing lots without necessitating the demolition of existing structures. There are two developments on Gilmour Street that involved new construction to the rear of existing house-form buildings.

It should be noted that there are no entirely vacant lots in the Minto Park HCD and thus new structures would only be constructed through the loss of a building through fire or other extraordinary circumstance.



Figure 29: Photo of the Minto Park near Elgin Street.

## 10.1 Buildings Around the Park

### Policies

1. New development will respect the established front yard [setbacks](#) on the surrounding streets to preserve the important relationship between the buildings and Minto Park.
2. New development will respect the established street walls created by the existing buildings that surround Minto Park.
3. New development will avoid adverse impacts on the landscape or trees of Minto Park.

### Guidelines

- a) The removal of front yard parking and re-greening is strongly encouraged. Upon redevelopment or change of use, existing front yard parking should be removed and replaced with [soft landscaping](#) and new trees, where space allows.
- b) There are front verandahs and/ or second floor balconies on almost all the properties in the HCD. Property owners are encouraged to reinstate porches that have been removed based on examples from the HCD. New construction should feature front porches of a scale and character similar to others in the HCD.
- c) The retention of the existing pattern of lots is strongly encouraged.

## 10.2 Park Guidelines

- a) Remnants of Minto Park's original pathway system still exists and should be maintained and improved.
- b) The distinctive concrete base lamp standards should be retained.
- c) The Ottawa Women's Monument and the memorial trees located there have become an integral part of the park and should be respected.
- d) When they reach the end of their lifecycle, consideration should be given to the replacement of the park's furnishings, including the current garbage cans, benches and picnic tables with new furniture that complements the character of the park, while meeting the needs of its users.



# 11.0 PUBLIC AND PRIVATE LANDSCAPING

The landscape and **public realm** of Centretown and Minto Park properties are typical of many older urban neighbourhoods. The residential streets, formerly lined with trees, have lost much of their historic tree cover through disease, removal without replacement and old age. Some replanting has been undertaken, but the renewal of the urban forest in both HCDs should be a priority for heritage and environmental reasons. Planting space is very limited in some areas and efforts should be made to provide appropriate soil volume for new trees through the removal hard landscaping in front yards and in the **Right of Way**.

## 11.1 Streets, trees and landscaping in the Public Realm

The cultural heritage value of the Centretown and Minto Park HCDs would be enhanced through improvements to its streets, trees and commercial and residential streets.

### Policies

1. **Conserve and enhance the **public realm**, mature tree canopy and the character of front yards throughout residential parts of the HCD.**
2. **When contemplating changes to the **public realm**, including public streets and parks, the City and developers shall have regard to the character of the streetscape and the HCDs' heritage status.**
3. **Conserve existing street trees on Somerset between Bank and O'Connor Streets. These streets have become commercial but were initially residential.**



Figure 30: Residential front yards with mature trees. Front yard parking areas are encouraged to be converted back to soft landscaping.



4. Improve the quality of Centretown's commercial streets by implementing plans for street design that are sensitive to the character of these traditional main streets when the opportunity arises because of infrastructure renewal or other City capital projects.
5. Seek opportunities to plant additional trees in the streetscapes throughout the HCDs, including as part of development and infrastructure projects.
6. Tree removal is strongly discouraged and when undertaken, shall be in accordance with the Tree Protection By-law (2020-340, as amended).

## Guidelines

- a) New restaurant patios in the Right of Way, when permitted, should be located to avoid obscuring the façades of the buildings. Consideration should be given to railing heights and any attachments to the building should be reversible.
- a) The poured concrete sidewalks seen in the HCDs replaced wooden ones starting in the 1890s. The use of concrete scored to resemble brick or concrete pavers has no historic precedent. When sidewalks are replaced on commercial and residential streets, they should be poured concrete.
- b) Historically the commercial streets in Centretown did not have large canopy trees. However, in recent years there has been interest in planting new street trees on commercial streets for environmental and aesthetic reasons. Applicants should contact City Heritage and Forestry staff for appropriate species.
- c) Replacement trees in public verges should be deciduous and chosen based on their ability to thrive in Ottawa's environment. The use of native species is encouraged.
- d) Sufficient soil volumes should be provided for any new trees.



Figure 31: New street trees on Bank Street.



Figure 32: Top: Minto Park; Middle: Museum of Nature grounds; Bottom: Jack Purcell Park.

## 11.2 Parks

There are three parks located in the Centretown and Minto Park Heritage Conservation Districts. They are Minto Park, Jack Purcell Park, and the Dominion Chalmers Pocket Park on Cooper Street. Of the three, only Minto Park is associated with the period of historic development as it was laid out as park in the 1880s, as the properties around it were being developed. Jack Purcell Park was developed in 1972 after the city expropriated about 20 houses to allow for the construction of the adjacent community centre and park. Changes to these parks may require heritage permits and should be undertaken in consultation with Heritage Staff.

There is additional federally-owned green space in the Centretown HCD associated with the Museum of Nature, and historically known as the Victoria Memorial Museum.

### Policies

1. **Conserve and enhance the local parks within in the Heritage Conservation Districts. These parks play a vital role within the community and every effort should be made to augment and enhance their trees.**
2. **Consider reinstating historic elements of Minto Park and the area around the Museum of Nature. This may include reinstating paths and gardens using aerial photographs. Both parks were laid out in the late 19th, early 20th century, according to the fashion of the day. The removal of recent surface parking lots from the Museum site is strongly encouraged.**

### Guidelines

- a) Changes to benches, light standards, picnic tables and other street furniture should be undertaken in consultation with City Heritage staff. Heritage permits may be required.
- b) Replacement trees should be canopy trees and contribute to the greening of the Centretown and Minto Park HCDs.



Figure 33: Historic apartment buildings with soft landscaping and walkways like those of the Athalone apartment building.



## 11.3 Front yards and Private Landscapes

### Houses

Houses in the residential areas of the Districts are generally uniformly [set back](#) from the sidewalk and have open front yards. Originally, trees, lawns and foundation plantings typified front yards, but in recent years many lawns have been replaced by [soft landscaping](#) such as flower beds and shrubs. Narrow walkways lead from the sidewalk to the front porch or entrance.

### Policies

1. Conserve and reinstate the [soft landscaped](#) character of front yards (and side yards on [corner lots](#)), as well as mature trees on existing properties.
2. Retain existing front walkways.
3. Continue to prohibit the creation of front yard parking spaces. Remove existing front yard parking spaces upon redevelopment or change of use.
4. Maintain front yard [setbacks](#) for new construction in the HCDs. When a new structure is contemplated, its front yard [setback](#) must match those of its neighbours as closely as possible in order to maintain the special historic character of the residential streets.

### Guidelines

- a) Maintain or reinstate the historic [soft landscaped](#) character of front yards. The replacement of lawns by shrubs and flowerbeds is appropriate if the proportion of the property devoted to [soft landscaping](#) stays the same.

- b) Linear walkways (usually about one metre in width) oriented perpendicular to street are common and should be maintained.
- c) Low fences in front yards, [consistent](#) with the City's Fence By-law (2003-462), which limits heights to one metre in front yards, can be appropriate.

## Apartment Buildings

Centretown's early walk-up purpose-built apartment buildings were generally built with very small front yards, which were originally small lawns and often featured simple foundation plantings. Concrete walkways lead from the sidewalk to the front entrances. Others were built right at the sidewalk edge.

In the 1950s and 1960s many of Centretown's pre-First World War houses were torn down and replaced by concrete slab apartment buildings. Although many of these are [Non-contributing](#) buildings, their front yards still make a contribution to the District's streetscapes.

### Guidelines

- a) The replacement of [soft landscaping](#) with gravel or pavers is discouraged. Shrubs or perennials can offer a lower maintenance alternative to front yard landscaping than hardscaping.
- b) Concrete walkways leading to the front entrance are common and should be maintained.
- c) Low fences in front yards, [consistent](#) with the Fence By-law (2003-462), which limits heights to one metre in front yards, can be appropriate.

## 11.4 Parking, Garages, and Driveways

Historically front yards were lawns, and parking, when provided, was at the rear of lots within the HCDs. Garages or parking areas were generally located to the rear of a property and accessed by a driveway, often shared by adjacent neighbours. In parts of the Centretown HCD with through lots, garages were accessed from the street behind. Many houses did not have either a driveway or a garage, prompting the creation of front yard parking as automobile ownership increased in the 20th century. The conversion of houses into apartments or offices also contributed to the creation of front yard parking spots in order to accommodate tenants.

## Policies

1. Conserve and reinstate the historic pattern and character of vehicle parking and driveways. Front yard parking, although prevalent, is not appropriate. The greening of existing non-conforming front yard parking spots is encouraged to improve streetscape character.
2. Design new garages, when permitted, to be subordinate and compatible with surrounding **Contributing** properties. Mitigate negative impacts on the surrounding streetscape and respect the cultural heritage value and attributes of the District.
3. The conversion of **soft landscaping** in front yards to hard parking surfaces has a negative impact on the cultural heritage value of the HCDs and will not be supported.

## Guidelines

- a) Existing driveways should not be widened.
- b) Existing front yard parking spaces should be removed upon redevelopment or change of use.
- c) Explore the possibility of a front yard parking elimination program to assist in the re-greening of front yards in the Districts.
- d) New detached garages should be constructed to the side or rear of low rise residential buildings. Where space does not allow for a detached garage, attached garages should be **set back** from the front façade.
- e) Design new garages to be subservient to the principal building and to be compatible with the style of the principal building, including roof form and materials.



Figure 34: Examples of rear garages along Lewis Street.

- f) Avoid new below grade, integral garages that face the street as they interrupt the pattern of front yards and can negatively impact the streetscape.
- g) Garage doors should reflect the character of the house and of other historic garage doors in the Districts. Panelled wood doors, windows and a mechanism that permits the door to slide horizontally are preferred.
- h) For new mid and high rise buildings, locate drive aisles and entrances to garages away from the street whenever possible. Entrances to underground parking garages in offices, mixed use or multi-unit residential buildings should have a minimal impact on the experience of the street.

## 11.5 Security Features

Several countries have embassies and high commissions within the Heritage Conservation Districts. This Plan acknowledges the importance of safe, secure buildings for foreign-owned properties. Heritage staff will work closely with foreign legations to ensure that their security needs are met in a manner that respects the cultural heritage value of the property and the HCDs.

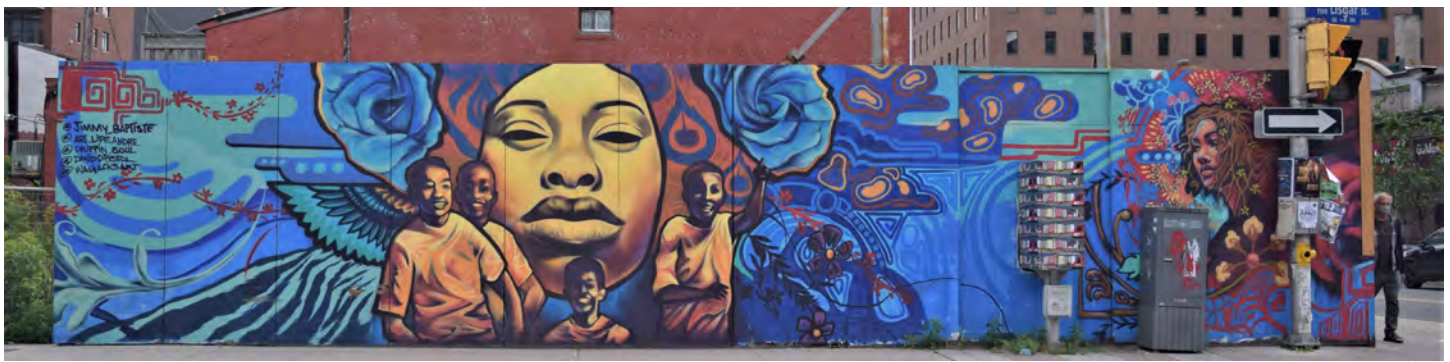
### Policies

1. **City Heritage staff will work closely with members of foreign legations to ensure that their security needs can be accommodated.**

### Guidelines

- a) When contemplating changes to the landscaping of properties that serve a diplomatic purposed to ensure that they are secure, new fences, gates, and parking areas will be designed to respect the cultural heritage value of the property and its streetscape.
- b) Shrubs and low hedges may be used to screen security fences and should be planted outside the fences.
- c) Discreetly located security huts may be required for some embassies. Heritage staff will work with the City's Office of Protocol and Global Affairs Canada to ensure that the security requirements of all embassies and high commissions are met in a manner that respects the Districts' cultural heritage value.

Figure 35: Painted mural on the temporary construction fencing at Bank and Lisgar Streets.



## 12.0 OTHER PUBLIC REALM CONSIDERATIONS

The character of infrastructure on the commercial main streets, mixed-use and the residential streetscapes of the Centretown and Minto Park HCDs were traditionally very utilitarian, featuring concrete sidewalks, hydro and streetcar poles and streetlights. In recent years there have been efforts to improve the quality of the commercial streetscapes on Bank and Elgin Streets. The sections below are intended to guide future changes within the [Public Realm](#).

### 12.1 Street Furniture

Minto Park and Centretown HCDs currently have a wide variety of street furniture that reflect their residential and commercial qualities.

#### Guidelines

- a) There is no need for cross-district conformity with regard to benches, newspaper boxes, bicycle racks and garbage and recycling bins, however, efforts should be made that when new street furniture is contemplated to make sure that it complements the streetscape character of the Centertown or Minto Park HCDs without being unduly historicist.

### 12.2. Murals

The City has several mural programs (the Residential Mural Program and the Paint It Up! Program) that have been extensively used in Centretown.

#### Guidelines

- a) New murals may be considered on previously-painted brick walls.
- b) When a mural is proposed on an unpainted masonry wall of a [Contributing](#) property, it should be painted on a different surface and affixed to the wall in a way that does not harm the masonry. Murals may be painted directly on the walls of a [Non-contributing](#) property.
- c) Heritage staff should be consulted when murals are contemplated for buildings in the Districts.

### 12.3 Signage

Any signage within the Centretown and Minto Park HCDs is regulated by the City's Permanent and Temporary Signs on Private Property By-laws (By-laws 2016-236 and 2004-239) as well as the Permanent Signs on City Roads By-law (2003-520), as amended from time to time; the policies and guidelines below are intended to be read in conjunction with their applicable provisions. Where there is a conflict between the Signs By-laws and this Plan, the policies and guidelines of this Plan shall prevail.



## Policies

1. **Signage must be compatible with the character and attributes of the property and the cultural heritage value of the applicable HCD.**
2. **Avoid covering windows, character-defining attributes or other architectural features of a building's façade when installing signage. Commercial signage on main streets was traditionally installed within a sign board, typically located above display windows and below a secondary cornice.**
3. **Signs must be attached in a manner that minimizes damage to a building's façade; for example, wherever possible, they should be fastened into the mortar joint rather than the brick face or within an existing signboard.**

## Guidelines

- a) In order to avoid covering important architectural features or new damage to a façade, consider incorporating signage into the valence of awnings above storefronts, on canopies, temporary sandwich boards, or other small-scale projecting or hanging signage types.
- b) Minimize the size and number of signs on a building as much as possible.
- c) Avoid plastic, or high-gloss materials in favour of traditional materials such as wood, metal (brass or bronze), glass or fabric.
- d) Individual letters applied to or painted on the face of the signboard are encouraged.
- e) Window lettering was used historically on the



Figure 36: Examples of storefronts on Bank Street with signage.

commercial streets in Centretown and may be considered for commercial buildings in the Districts.

- f) Corporate signage is expected to comply with these guidelines and may require some adaptation in order to be more sympathetic to a heritage building.
- g) Awnings can cover important features and detract from a cultural heritage value of the HCDs. These types of signs should be avoided and replaced where possible.

## 12.4. Lighting

### Policies

1. **Lighting of any signage must be compatible with the character-defining attributes of the building and not detract from surrounding properties. New internally illuminated signs are not appropriate. Gooseneck lights or similar fixtures for external illumination may be appropriate.**
2. **The illumination of properties within the HCD must respect and be sensitive to the cultural heritage value and attributes of the applicable HCD.**

### Guidelines

- a) Lighting of properties within the HCDs should focus on highlighting important character-defining elements of building. Fixtures should be located to focus on the building or element itself and should be down-facing in order to minimize light pollution.
- b) Consideration should be given to the appropriateness of the design of light fixtures and their location in relation to the existing building and its surrounding context in both the daytime and at night. Generally, fixtures and related components (e.g. wires, conduits etc.) should be attached so as to minimize damage to an existing building and located discretely, unless they play an aesthetic role.
- c) For residential buildings, lighting should be generally be a warm white light.
- d) Favour the human scale when selecting and locating fixtures on commercial or main streets.



# PART C: IMPLEMENTATION AND THE HERITAGE PERMIT PROCESS

## 13.0 PROCESS OVERVIEW

Well-considered [conservation](#) and new development within an HCD can serve to enhance its special qualities and character, however, the cumulative impact of minor or inappropriate changes can interrupt the visual cohesion, appearance and cultural heritage value of an area. The Heritage Permit process helps to ensure that even small [alterations](#) and development have minimal or no negative impacts on an entire District's heritage value and character. Major changes require Council's approval prior to the issuance of a permit, while others are approved by Heritage staff through delegated authority.

Applications for heritage permits will be reviewed for their consistency with the Statement of Objectives, and respect for the values of the Centretown and Minto Park HCDs as defined in the Statement of Cultural Heritage Value, the [Heritage Attributes](#) of the District as a whole, and the immediate setting of the property. Applications will also have regard to all relevant policies and guidelines contained above.

All properties located within the boundaries of each of the HCDs are designated and regulated under Part V of the *Ontario Heritage Act* regardless of age, type, style or status as [Contributing](#) or [Non-contributing](#). In general, any exterior [alterations](#) require a heritage permit issued under the authority of the *Ontario Heritage Act*, except those outlined in Section 13.1, and any exterior [alterations](#) shall comply with the policies and guidelines of this Plan.

Owners proposing to alter their property should consult with Heritage staff prior to submitting an application. Staff will advise the property owner if a heritage permit is required.

## 13.1 Alterations Not Requiring a Heritage Permit

The following interventions do not require a Heritage permit under the *Ontario Heritage Act*:

- Interior **alterations** or renovations;
- Insulating from the interior, weather stripping, caulking;
- Installation of eavestroughs and downspouts;
- Re-painting of wood, stucco, metal or previously painted masonry, or changing paint colour;
- Repaving of an existing driveway;
- Regular ongoing maintenance such as repointing and foundation repairs using heritage methods and materials, re-roofing in the same material, repairs to building elements in the same style, material, size, shape and detail, unless related to the grant program;
- Temporary or seasonal structures/ installations that are reversible such as, but not limited to: event tents, or bleachers;
- Restaurant patios that are not attached to the building, are reversible, and meet intent of the objectives, policies, and guidelines of this Plan;
- Minor **alterations** that do not have an impact on the cultural heritage values or attributes of the HCD and meet the policies and guidelines of this Plan such as but not limited to: **alterations** in rear yards such as the construction of a new landscaped patio area, deck or steps; removal/ replacement of rear decks; installation or removal of pools or hot tubs; new or replacement-fencing in accordance with Fence Bylaw etc.;
- **Alterations** to doors or windows of rear additions not visible from the street;
- Installation of signs that meet the policies and guidelines of this Plan and the appropriate Sign By-law provisions;
- Painted murals that meet the policies and guidelines of this Plan and the associated mural program documents;
- Replacement of windows and doors in **Non-contributing** buildings.

For all other types of work, a heritage permit is required. Depending on the scale of the projects, approval will be through delegated authority or by City Council, after

consultation with the municipal heritage committee.

## 13.2 Heritage Permit Process

Applications for permits under the *Ontario Heritage Act* must include sufficient information for City staff to be able to make informed decisions. This MAY include:

- A survey;
- Project description;
- Elevations on all sides;
- A site plan showing building location, fencing, plantings and other significant features, including the driveway;
- A landscape plan showing existing landscape and all trees, with those proposed for removal clearly marked and showing all proposed landscaping;
- Coloured front elevations showing the adjacent buildings;
- Grading plan;
- Perspective renderings/ streetscape views;
- List of materials;
- Heritage Impact Assessment, if required; and
- Tree Information Report or Tree Conservation Report, if necessary.

Contact a Heritage Planner to confirm what is required for your application and the permit fee, if applicable.

## 13.3 Community Consultation

After initial contact with City Heritage staff, individual applicants may wish to consult with the appropriate Committee of the Centretown Citizens Community Association before submission of an application that requires review by the municipal heritage committee. Heritage staff will coordinate a pre-application consultation meeting with the community association representative. The community association may also choose to provide initial comments on proposals in the HCDs for the applicant and staff to review.

## 13.4 HCD Plan Review

This Plan should be monitored and reviewed at minimum every 10 years to evaluate its long-term impact and effectiveness. Failure to do so does not render the Plan invalid.





# PART D: APPENDICES

## APPENDIX A: GLOSSARY

**Alter(ation):** "Alter" means to change in any manner, and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning (*Ontario Heritage Act*).

**Built heritage resource:** A building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. **Built heritage resources** are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers (Provincial Policy Statement).

**Consistent:** In this document, "**Consistent**" is interpreted to mean "similar to", but not necessarily "the same as" or "identical to", but "in agreement or coexistence with."

**Conservation:** All actions or processes that are aimed at protecting **Built heritage resources** and **Cultural Heritage Landscapes** and safeguarding the **Heritage Attributes** of a cultural heritage resource so as to retain its heritage value and extend its physical life.

**Contributing Properties:** Properties within the HCD that have been determined to contribute to the heritage character of the Districts (see Section 3.5 and Appendix B).

**Corner Lot:** A lot situated at the intersection of two streets (City of Ottawa Zoning By-Law).

**Cultural Heritage Landscape:** A defined geographical area of heritage significance, which has been modified by human activities and is valued by a community. It may involve a grouping of individual heritage features such as structures, spaces, archaeological sites, and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to, heritage conservation districts, villages, parks, gardens, battlefields, main streets, and neighbourhoods, cemeteries, trail ways, and industrial complexes of cultural heritage value (Provincial Policy Statement).

**Heritage Attribute[s]** means, in relation to real property, and to the buildings and structures on the real property, the principal features of the property, building or structure that contributes to its cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation and its visual setting; (Provincial Policy Statement, *Ontario Heritage Act*)

**Heritage Impact Assessment (HIA):** An arm's length, independent study to determine the impacts of proposed development on cultural heritage resources. An **HIA**, formerly known as a Cultural Heritage Impact Statement (CHIS) is required where a proposal has the potential to adversely impact a designated heritage resource (City of Ottawa Guide to Preparing CHISs).

**Mass(ing):** In this document, **Mass(ing)** is a term used to describe the shape or form of a building created by its walls and roof.

**Minor Alterations:** **Alterations** that are minor in nature and have been evaluated as having a neutral impact on the cultural heritage value and attributes of the HCDs.

**Non-Contributing Properties:** Properties within the HCDs that do not express or reflect the area's heritage character. Properties that were vacant at the time of the inventory are also considered to be **Non-contributing** (see Section 3.5 and Appendix B).

**Primary Façade:** In this document, **Primary Façade** is interpreted to mean the front or principal elevation of a building. Corner or through lots may have more than one **Primary Façades**.

**Preservation:** The action or process of protecting, maintaining and/or stabilizing the existing form, material and integrity of an historic place, or of an individual component, while protecting its heritage value (Standards and Guidelines).

**Public Realm:** The **public realm** is defined as the publicly owned places and spaces that belong to and are accessible by everyone. These can include municipal streets, lanes, squares, plazas, sidewalks, parks, open spaces and civic buildings and institutions.

**Rehabilitation:** The action or process of making possible a continuing or compatible contemporary use of a historic place or individual component for a continuing or compatible contemporary use, while protecting its heritage value (Standards and Guidelines).

**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, as accurately as possible, while protecting its heritage value (Standards and Guidelines).

**Right of Way:** The travelled portion of public streets, as well as the border area, which may include any sidewalks, boulevards, traffic circles or medians.

**Setback:** A distance between a lot line and a building. (City of Ottawa Zoning By-law) For the purposes of this Plan, front yard **Setbacks** are measured from the edge of the sidewalk to the front façade of the building. For clarity, projections such as porches or steps are not part of the front façade.

**Step back (s):** The setting back of the upper floors of a building from the lower floors. In a high-rise building, the step backs usually occur between the base and the middle, and the middle and the top. (City of Ottawa Urban Design Guidelines for High-Rise Buildings).

**Soft landscaping:** Means an area used for trees, shrubs, plants or other landscape elements excluding hard surfaced areas such as decorative stonework, retaining walls, walkways, or other hard-surfaced landscape.

**Verge:** The strip of **soft landscaping** between the edge of the road and the sidewalk.

APPENDIX B: List of Contributing and Non-contributing Properties

Final Inventory Category	Address	Street	Suffix EN	Unique ID
Contributing	85	CARTIER	ST	041170005
Contributing	87	CARTIER	ST	041170006
Contributing	91	CARTIER	ST	041170008
Contributing	315	ELGIN	ST	041180088
Contributing	325	ELGIN	ST	041180089-1
Contributing	337	ELGIN	ST	041180090-1
Non-contributing	337	ELGIN	ST	041180090-2
Contributing	153	GILMOUR	ST	041180081
Contributing	155	GILMOUR	ST	041180082
Contributing	157	GILMOUR	ST	041180276
Non-contributing	157	GILMOUR	ST	041180277
Contributing	161	GILMOUR	ST	041180084
Contributing	165	GILMOUR	ST	041180085
Non-contributing	167	GILMOUR	ST	041180086
Contributing	179	GILMOUR	ST	156860000
Contributing	179	GILMOUR	ST	156860000-2
Non-contributing	179	GILMOUR	ST	156860000-1
Contributing	181	GILMOUR	ST	041180257
Contributing	102	LEWIS	ST	041180099
Contributing	104	LEWIS	ST	041180098
Contributing	118	LEWIS	ST	041180097
Contributing	120	LEWIS	ST	041180096
Contributing	122	LEWIS	ST	041180095
Contributing	124	LEWIS	ST	041180094
Contributing	126	LEWIS	ST	041180093
Contributing	128	LEWIS	ST	041180092
Contributing	130	LEWIS	ST	041180091
Contributing	325	ELGIN	ST	041180089
Contributing	337	ELGIN	ST	041180090
Contributing	51	ARGYLE	AVE	041240162
Contributing	53	ARGYLE	AVE	041240161
Contributing	55	ARGYLE	AVE	041240160
Contributing	57	ARGYLE	AVE	041240159
Contributing	59	ARGYLE	AVE	041240158
Contributing	61	ARGYLE	AVE	041240157
Contributing	100	ARGYLE	AVE	041230063
Non-contributing	110	ARGYLE	AVE	041230064
Non-contributing	114	ARGYLE	AVE	041230058
Non-contributing	114	ARGYLE	AVE	041230059
Non-contributing	116	ARGYLE	AVE	041230057
Contributing	122	ARGYLE	AVE	041230056
Contributing	150	ARGYLE	AVE	041230055
Contributing	215	ARGYLE	AVE	041230038
Non-contributing	217	ARGYLE	AVE	041230037
Non-contributing	219	ARGYLE	AVE	041230036
Contributing	220	ARGYLE	AVE	041230013
Contributing	222	ARGYLE	AVE	041230014
Contributing	226	ARGYLE	AVE	041230015
Non-contributing	229	ARGYLE	AVE	041230035
Contributing	233	ARGYLE	AVE	041230034
Contributing	234	ARGYLE	AVE	041230027
Non-contributing	237	ARGYLE	AVE	041230033
Contributing	238	ARGYLE	AVE	041230026
Non-contributing	239	ARGYLE	AVE	041230032
Contributing	240	ARGYLE	AVE	041230025
Contributing	252	ARGYLE	AVE	041230024
Contributing	254	ARGYLE	AVE	041230022
Contributing	255	ARGYLE	AVE	156230000
Non-contributing	258	ARGYLE	AVE	041230023



# APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)

Contributing	15	ARLINGTON	AVE	041220202
Contributing	17	ARLINGTON	AVE	041220336
Contributing	19	ARLINGTON	AVE	041220337
Contributing	21	ARLINGTON	AVE	041220338
Contributing	25	ARLINGTON	AVE	041220339
Contributing	29	ARLINGTON	AVE	041220340
Contributing	33	ARLINGTON	AVE	041220341
Contributing	37	ARLINGTON	AVE	041220342
Contributing	41	ARLINGTON	AVE	041220343
Contributing	43	ARLINGTON	AVE	041220220
Non-contributing	187	BANK	ST	041150140
Non-contributing	188	BANK	ST	041140085
Non-contributing	195	BANK	ST	041150159
Contributing	196	BANK	ST	041140326
Non-contributing	203	BANK	ST	041150160
Non-contributing	210	BANK	ST	041140327
Contributing	212	BANK	ST	041140197-2
Contributing	212	BANK	ST	041140197-4
Non-contributing	212	BANK	ST	041140197-3
Non-contributing	212	BANK	ST	041140197-6
Contributing	212	BANK	ST	041140197
Contributing	212	BANK	ST	041140197-1
Contributing	212	BANK	ST	041140197-5
Contributing	219	BANK	ST	041150237
Contributing	223	BANK	ST	041150238
Non-contributing	240	BANK	ST	041140320
Contributing	242	BANK	ST	041140255
Contributing	243	BANK	ST	041150201
Non-contributing	248	BANK	ST	041140256
Contributing	250	BANK	ST	041140257-2
Contributing	250	BANK	ST	041140257-1
Non-contributing	250	BANK	ST	041140257
Non-contributing	251	BANK	ST	041150209
Non-contributing	263	BANK	ST	041190010
Non-contributing	271	BANK	ST	041190009
Non-contributing	282	BANK	ST	041190007
Non-contributing	290	BANK	ST	041190008
Non-contributing	294	BANK	ST	157040000-2
Contributing	294	BANK	ST	157040000-3
Non-contributing	294	BANK	ST	157040000-4
Contributing	294	BANK	ST	157040000
Contributing	294	BANK	ST	157040000-1
Non-contributing	297	BANK	ST	041190036
Contributing	301	BANK	ST	041190037
Contributing	305	BANK	ST	041190038
Contributing	311	BANK	ST	041190048
Contributing	312	BANK	ST	041190065
Non-contributing	317	BANK	ST	041190049
Non-contributing	320	BANK	ST	155560000
Contributing	323	BANK	ST	041190050
Contributing	363	BANK	ST	041190051
Contributing	365	BANK	ST	041190095
Contributing	366	BANK	ST	041190092-2
Contributing	366	BANK	ST	041190092
Contributing	366	BANK	ST	041190092-1
Contributing	371	BANK	ST	041190329
Non-contributing	377	BANK	ST	041190120
Non-contributing	382	BANK	ST	041190093
Non-contributing	390	BANK	ST	041190139
Non-contributing	391	BANK	ST	041190121

APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)

Non-contributing	393	BANK	ST	041190122
Contributing	399	BANK	ST	041190123
Contributing	403	BANK	ST	041190125
Non-contributing	406	BANK	ST	041190323
Contributing	410	BANK	ST	041190200
Non-contributing	413	BANK	ST	041190138
Non-contributing	417	BANK	ST	041190137
Contributing	422	BANK	ST	041190199
Contributing	425	BANK	ST	041190192
Non-contributing	429	BANK	ST	041190194
Contributing	430	BANK	ST	041190198
Contributing	430	BANK	ST	041190198-1
Contributing	430	BANK	ST	041190198-2
Non-contributing	431	BANK	ST	041190195
Non-contributing	433	BANK	ST	041190221
Non-contributing	450	BANK	ST	041190265
Non-contributing	455	BANK	ST	159030000
Non-contributing	464	BANK	ST	041220063
Non-contributing	464	BANK	ST	041220064
Contributing	473	BANK	ST	041230003
Contributing	473	BANK	ST	041230003-1
Contributing	473	BANK	ST	041230003-2
Contributing	478	BANK	ST	041220065
Non-contributing	488	BANK	ST	041220630
Contributing	502	BANK	ST	041220199
Contributing	502	BANK	ST	041220199-2
Contributing	502	BANK	ST	041220199-1
Contributing	507	BANK	ST	041230004
Contributing	511	BANK	ST	041230005
Non-contributing	512	BANK	ST	041220200
Contributing	519	BANK	ST	041230007
Non-contributing	2	BECKINGTON	PRIV	041190279
Non-contributing	3	BECKINGTON	PRIV	041190275
Non-contributing	4	BECKINGTON	PRIV	041190277
Non-contributing	5	BECKINGTON	PRIV	041190271
Non-contributing	6	BECKINGTON	PRIV	041190286
Non-contributing	7	BECKINGTON	PRIV	041190276
Non-contributing	8	BECKINGTON	PRIV	041190287
Non-contributing	9	BECKINGTON	PRIV	041190281
Non-contributing	10	BECKINGTON	PRIV	041190288
Non-contributing	11	BECKINGTON	PRIV	041190272
Non-contributing	12	BECKINGTON	PRIV	041190274
Non-contributing	14	BECKINGTON	PRIV	041190282
Non-contributing	16	BECKINGTON	PRIV	041190269
Non-contributing	205	CATHERINE	ST	041230006
Non-contributing	200	COOPER	ST	041160032
Contributing	216	COOPER	ST	041180016
Contributing	224	COOPER	ST	041180015
Contributing	232	COOPER	ST	041180014-2
Non-contributing	232	COOPER	ST	041180014
Non-contributing	232	COOPER	ST	041180014-1
Contributing	235	COOPER	ST	041150177
Non-contributing	245	COOPER	ST	041150178
Contributing	250	COOPER	ST	041180013
Contributing	251	COOPER	ST	041150179
Non-contributing	261	COOPER	ST	041150180
Non-contributing	261	COOPER	ST	041150181
Contributing	295	COOPER	ST	041150221
Non-contributing	297	COOPER	ST	041150222
Contributing	300	COOPER	ST	041180009

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Non-contributing	309	COOPER	ST	041150214
Contributing	310	COOPER	ST	041180008
Contributing	312	COOPER	ST	041180007
Contributing	315	COOPER	ST	041150223
Contributing	317	COOPER	ST	041150224
Contributing	318	COOPER	ST	041180006
Contributing	320	COOPER	ST	041180005
Contributing	322	COOPER	ST	041180004
Contributing	325	COOPER	ST	041150225
Non-contributing	331	COOPER	ST	041150226
Non-contributing	335	COOPER	ST	041150227
Non-contributing	340	COOPER	ST	041180001
Contributing	354	COOPER	ST	041190012
Contributing	355	COOPER	ST	041150289
Contributing	356	COOPER	ST	041190298
Non-contributing	364	COOPER	ST	156430000
Non-contributing	373	COOPER	ST	041150205
Non-contributing	374	COOPER	ST	156540000
Non-contributing	375	COOPER	ST	041150394
Contributing	379	COOPER	ST	041150206
Contributing	381	COOPER	ST	041150207
Contributing	389	COOPER	ST	041150208
Contributing	216	ELGIN	ST	041150234
Contributing	220	ELGIN	ST	041150235
Non-contributing	228	ELGIN	ST	041150176
Contributing	231	ELGIN	ST	041160056-1
Non-contributing	231	ELGIN	ST	041160056-3
Contributing	231	ELGIN	ST	041160056
Contributing	231	ELGIN	ST	041160056-2
Non-contributing	244	ELGIN	ST	041180017-2
Contributing	244	ELGIN	ST	041180017
Contributing	244	ELGIN	ST	041180017-1
Non-contributing	256	ELGIN	ST	041180018
Non-contributing	263	ELGIN	ST	041160054
Non-contributing	264	ELGIN	ST	041180295
Contributing	277	ELGIN	ST	041180077
Contributing	277	ELGIN	ST	041180077-1
Contributing	277	ELGIN	ST	041180077-2
Non-contributing	280	ELGIN	ST	041180040
Non-contributing	286	ELGIN	ST	041180061
Non-contributing	292	ELGIN	ST	041180062
Non-contributing	294	ELGIN	ST	041180063
Non-contributing	310	ELGIN	ST	041180282
Non-contributing	314	ELGIN	ST	041180245
Non-contributing	325	ELGIN	ST	041180089-2
Non-contributing	326	ELGIN	ST	041180210
Contributing	327	ELGIN	ST	041180110
Non-contributing	330	ELGIN	ST	041180211
Contributing	337	ELGIN	ST	041180090-4
Non-contributing	337	ELGIN	ST	041180090-3
Contributing	340	ELGIN	ST	041180212
Contributing	342	ELGIN	ST	041180213
Contributing	348	ELGIN	ST	041180214
Contributing	350	ELGIN	ST	041180217
Contributing	351	ELGIN	ST	041180111
Contributing	351	ELGIN	ST	041180111-2
Contributing	354	ELGIN	ST	041180218
Contributing	356	ELGIN	ST	041180219
Contributing	366	ELGIN	ST	041180220
Contributing	370	ELGIN	ST	041180199



APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)

Non-contributing	372	ELGIN	ST	041180198
Non-contributing	378	ELGIN	ST	041180197
Non-contributing	388	ELGIN	ST	041180191
Contributing	388	ELGIN	ST	041180191-2
Contributing	388	ELGIN	ST	041180191-3
Contributing	388	ELGIN	ST	041180191-4
Contributing	388	ELGIN	ST	041180191-1
Non-contributing	399	ELGIN	ST	041240261
Contributing	405	ELGIN	ST	041240003
Contributing	407	ELGIN	ST	041240004
Contributing	413	ELGIN	ST	041240005
Contributing	415	ELGIN	ST	041240006
Contributing	417	ELGIN	ST	041240007
Contributing	425	ELGIN	ST	041240009
Contributing	437	ELGIN	ST	041240093
Contributing	439	ELGIN	ST	041240097
Contributing	439	ELGIN	ST	041240094
Contributing	441	ELGIN	ST	041240095
Contributing	443	ELGIN	ST	041240096
Contributing	37	FLORA	ST	041220066
Contributing	43	FLORA	ST	041220067
Contributing	66	FLORA	ST	041220204
Contributing	72	FLORA	ST	041220205
Contributing	76	FLORA	ST	041220206
Contributing	80	FLORA	ST	041220207
Non-contributing	82	FLORA	ST	041220208
Non-contributing	84	FLORA	ST	041220209
Contributing	88	FLORA	ST	041220210
Contributing	90	FLORA	ST	041220211
Contributing	91	FLORA	ST	041220069
Contributing	92	FLORA	ST	041220212
Contributing	93	FLORA	ST	041220070
Contributing	94	FLORA	ST	041220213
Contributing	95	FLORA	ST	041220071
Contributing	96	FLORA	ST	041220214
Contributing	98	FLORA	ST	041220215
Contributing	100	FLORA	ST	041220216
Contributing	101	FLORA	ST	041220072
Non-contributing	103	FLORA	ST	041220073
Contributing	105	FLORA	ST	041220074
Contributing	107	FLORA	ST	041220075
Contributing	109	FLORA	ST	041220076
Non-contributing	114	FLORA	ST	041220224
Non-contributing	14	FLORENCE	ST	041190175
Contributing	18	FLORENCE	ST	041190174
Non-contributing	19	FLORENCE	ST	041190324
Contributing	20	FLORENCE	ST	041190173
Non-contributing	21	FLORENCE	ST	041190326
Contributing	22	FLORENCE	ST	041190172
Non-contributing	24	FLORENCE	ST	041190171
Contributing	28	FLORENCE	ST	041190170
Contributing	31	FLORENCE	ST	041190160
Contributing	34	FLORENCE	ST	041190169
Contributing	35	FLORENCE	ST	041190159
Contributing	36	FLORENCE	ST	041190168
Non-contributing	40	FLORENCE	ST	041190167
Contributing	41	FLORENCE	ST	041190158
Contributing	42	FLORENCE	ST	041190166
Contributing	43	FLORENCE	ST	041190157
Contributing	45	FLORENCE	ST	041190156

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	46	FLORENCE	ST	041190165
Contributing	50	FLORENCE	ST	041190164
Contributing	54	FLORENCE	ST	041190163
Contributing	55	FLORENCE	ST	041190155
Non-contributing	58	FLORENCE	ST	041190162
Contributing	71	FLORENCE	ST	041200244-2
Non-contributing	71	FLORENCE	ST	041200244
Non-contributing	71	FLORENCE	ST	041200244-1
Contributing	75	FLORENCE	ST	041200243
Non-contributing	80	FLORENCE	ST	041200268
Contributing	166	FRANK	ST	041240002
Contributing	228	FRANK	ST	041180200
Non-contributing	234	FRANK	ST	041180201
Non-contributing	240	FRANK	ST	041180202
Contributing	244	FRANK	ST	041180203
Contributing	248	FRANK	ST	041180204
Contributing	250	FRANK	ST	041180205
Contributing	252	FRANK	ST	041180206
Contributing	290	FRANK	ST	041180161
Contributing	295	FRANK	ST	041180151
Contributing	303	FRANK	ST	041180152
Contributing	306	FRANK	ST	041180160
Contributing	309	FRANK	ST	041180153
Contributing	314	FRANK	ST	041180159
Contributing	315	FRANK	ST	041180154-1
Contributing	315	FRANK	ST	041180154-2
Contributing	315	FRANK	ST	041180154-3
Contributing	315	FRANK	ST	041180154-4
Non-contributing	315	FRANK	ST	041180154
Contributing	322	FRANK	ST	041180158
Contributing	328	FRANK	ST	041180157
Contributing	329	FRANK	ST	041180262
Contributing	331	FRANK	ST	041180261
Contributing	342	FRANK	ST	041190183
Contributing	344	FRANK	ST	041190185
Contributing	346	FRANK	ST	041190186
Contributing	349	FRANK	ST	041190135
Contributing	352	FRANK	ST	041190187
Contributing	353	FRANK	ST	041190136
Non-contributing	360	FRANK	ST	041190188
Contributing	366	FRANK	ST	041190189
Non-contributing	380	FRANK	ST	041190190
Non-contributing	380	FRANK	ST	041190191
Non-contributing	384	FRANK	ST	041190193
Contributing	233	GILMOUR	ST	041180057
Non-contributing	246	GILMOUR	ST	041180283
Non-contributing	295	GILMOUR	ST	152730000
Contributing	307	GILMOUR	ST	041180053
Contributing	330	GILMOUR	ST	041180302
Contributing	332	GILMOUR	ST	041190102
Contributing	336	GILMOUR	ST	041190101
Contributing	340	GILMOUR	ST	041190100
Contributing	344	GILMOUR	ST	041190099
Non-contributing	347	GILMOUR	ST	041190056
Contributing	350	GILMOUR	ST	041190098
Contributing	350	GILMOUR	ST	041190098-1
Contributing	350	GILMOUR	ST	041190098-2
Contributing	355	GILMOUR	ST	041190055
Contributing	359	GILMOUR	ST	041190054
Contributing	360	GILMOUR	ST	041190097

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Non-contributing	370	GILMOUR	ST	041190096
Non-contributing	371	GILMOUR	ST	041190053
Contributing	375	GILMOUR	ST	041190052-1
Non-contributing	375	GILMOUR	ST	041190052
Non-contributing	375	GILMOUR	ST	041190052-2
Non-contributing	420	GILMOUR	ST	041190086
Contributing	421	GILMOUR	ST	041190079
Contributing	427	GILMOUR	ST	041190078
Contributing	428	GILMOUR	ST	041190085
Contributing	430	GILMOUR	ST	041190084
Contributing	431	GILMOUR	ST	041190077
Contributing	436	GILMOUR	ST	041190083
Contributing	437	GILMOUR	ST	041190076
Contributing	442	GILMOUR	ST	153150000
Contributing	442	GILMOUR	ST	153150000-1
Non-contributing	442	GILMOUR	ST	153150000-2
Contributing	471	GILMOUR	ST	041200126
Contributing	477	GILMOUR	ST	041200125
Non-contributing	205	GLADSTONE	AVE	041180196
Non-contributing	210	GLADSTONE	AVE	041180192
Non-contributing	210	GLADSTONE	AVE	041180192-1
Contributing	210	GLADSTONE	AVE	041180192-2
Contributing	215	GLADSTONE	AVE	041180195
Contributing	224	GLADSTONE	AVE	041180193
Contributing	230	GLADSTONE	AVE	041180184
Non-contributing	270	GLADSTONE	AVE	041180169
Non-contributing	272	GLADSTONE	AVE	041180168
Non-contributing	274	GLADSTONE	AVE	041180167
Non-contributing	276	GLADSTONE	AVE	041180166
Non-contributing	278	GLADSTONE	AVE	041180165
Non-contributing	280	GLADSTONE	AVE	041180164
Non-contributing	334	GLADSTONE	AVE	041190227
Non-contributing	340	GLADSTONE	AVE	041190228
Contributing	344	GLADSTONE	AVE	041190229
Non-contributing	351	GLADSTONE	AVE	041190222
Contributing	387	GLADSTONE	AVE	041190176
Contributing	388	GLADSTONE	AVE	041190245-1
Non-contributing	388	GLADSTONE	AVE	041190245
Contributing	388	GLADSTONE	AVE	041190245-2
Contributing	389	GLADSTONE	AVE	041190177
Contributing	391	GLADSTONE	AVE	041190178
Contributing	395	GLADSTONE	AVE	041190179
Contributing	397	GLADSTONE	AVE	041190180
Non-contributing	405	GLADSTONE	AVE	041190181
Non-contributing	406	GLADSTONE	AVE	041190244
Non-contributing	417	GLADSTONE	AVE	041190182
Contributing	420	GLADSTONE	AVE	041190243
Contributing	422	GLADSTONE	AVE	041190242
Non-contributing	426	GLADSTONE	AVE	041190241
Contributing	430	GLADSTONE	AVE	041190240
Contributing	444	GLADSTONE	AVE	041200423
Contributing	444	GLADSTONE	AVE	041200423-1
Contributing	444	GLADSTONE	AVE	041200423-2
Non-contributing	449	GLADSTONE	AVE	041200266
Contributing	320	JACK PURCELL	LANE	041180208
Contributing	320	JACK PURCELL	LANE	041180208-4
Non-contributing	320	JACK PURCELL	LANE	041180208-1
Non-contributing	320	JACK PURCELL	LANE	041180208-2
Non-contributing	320	JACK PURCELL	LANE	041180208-3
Non-contributing	20	JAMES	ST	041190327



**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	25	JAMES	ST	041190087
Contributing	27	JAMES	ST	041190088
Contributing	29	JAMES	ST	041190089
Contributing	30	JAMES	ST	041190143
Non-contributing	35	JAMES	ST	041190090
Contributing	38	JAMES	ST	041190144
Contributing	40	JAMES	ST	041190145
Contributing	46	JAMES	ST	041190082
Contributing	46	JAMES	ST	041190146
Contributing	47	JAMES	ST	041190091
Non-contributing	50	JAMES	ST	041190147
Contributing	58	JAMES	ST	041190148
Contributing	60	JAMES	ST	041190149
Contributing	62	JAMES	ST	041190150
Contributing	64	JAMES	ST	041190151
Contributing	66	JAMES	ST	041190152
Contributing	70	JAMES	ST	041200246
Contributing	71	JAMES	ST	041200163
Contributing	73	JAMES	ST	041200162
Contributing	75	JAMES	ST	041200161
Contributing	77	JAMES	ST	041200160
Non-contributing	330	KENT	ST	041200068
Contributing	338	KENT	ST	041200127
Contributing building	359	KENT	ST	041190075
Non-contributing	381	KENT	ST	041190081
Contributing	388	KENT	ST	041200164
Contributing	388	KENT	ST	041200164-1
Contributing	388	KENT	ST	041200164-2
Contributing	393	KENT	ST	041190153
Contributing	396	KENT	ST	041200245
Contributing	397	KENT	ST	041190154
Non-contributing	428	KENT	ST	041200267
Non-contributing	429	KENT	ST	159110000
Contributing	435	KENT	ST	041190236
Contributing	437	KENT	ST	041190237
Contributing	439	KENT	ST	041190238
Contributing	441	KENT	ST	041190239
Non-contributing building	443	KENT	ST	041190261
Contributing	448	KENT	ST	041200351
Contributing	466	KENT	ST	041220098
Contributing	466	KENT	ST	041220098-2
Contributing	466	KENT	ST	041220098-1
Contributing	473	KENT	ST	041220079
Contributing	473	KENT	ST	041220084
Non-contributing	475	KENT	ST	041220078
Non-contributing	477	KENT	ST	041220077
Non-contributing	490	KENT	ST	041220101
Contributing	501	KENT	ST	041220217
Contributing	502	KENT	ST	041220225
Contributing	504	KENT	ST	041220226
Non-contributing	504	KENT	ST	041220608
Non-contributing	505	KENT	ST	041220223
Contributing	505	KENT	ST	041220218
Non-contributing	506	KENT	ST	041220228
Contributing	507	KENT	ST	041220219
Non-contributing	509	KENT	ST	041220221
Contributing	511	KENT	ST	041220222
Contributing	370	LEWIS	ST	041180134
Contributing	372	LEWIS	ST	041180133
Contributing	374	LEWIS	ST	041180132

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	376	LEWIS	ST	041180131
Contributing	378	LEWIS	ST	041180130
Contributing	380	LEWIS	ST	041180129
Contributing	382	LEWIS	ST	041180128
Contributing	408	LEWIS	ST	041180126
Non-contributing	420	LEWIS	ST	152510000
Non-contributing	420	LEWIS	ST	152510000-1
Contributing	420	LEWIS	ST	152510000-2
Contributing	438	LEWIS	ST	041190104
Contributing	444	LEWIS	ST	041190105
Contributing	452	LEWIS	ST	041190292
Contributing	456	LEWIS	ST	041190291
Contributing	458	LEWIS	ST	041190263
Contributing	460	LEWIS	ST	041190262
Non-contributing	462	LEWIS	ST	041190314
Non-contributing	464	LEWIS	ST	041190313
Non-contributing	472	LEWIS	ST	041190109
Contributing	474	LEWIS	ST	041190110
Non-contributing	480	LEWIS	ST	041190111-2
Non-contributing	480	LEWIS	ST	041190111
Non-contributing	480	LEWIS	ST	041190111-1
Non-contributing	487	LEWIS	ST	041190330
Contributing	120	LISGAR	ST	041160062
Contributing	180	LISGAR	ST	041150233
Contributing	182	LISGAR	ST	041150232
Contributing	188	LISGAR	ST	041150231
Contributing	190	LISGAR	ST	041150230
Non-contributing	196	LISGAR	ST	041150229
Contributing	230	LISGAR	ST	041150217
Contributing	232	LISGAR	ST	041150216
Contributing	234	LISGAR	ST	041150215
Contributing	250	LISGAR	ST	041150213
Contributing	252	LISGAR	ST	041150212
Non-contributing	318	LISGAR	ST	041150200
Non-contributing	180	MACLAREN	ST	041180258
Non-contributing	190	MACLAREN	ST	041180060
Contributing	200	MACLAREN	ST	041180059
Contributing	201	MACLAREN	ST	041180041
Contributing	203	MACLAREN	ST	041180296
Contributing	205	MACLAREN	ST	041180042
Non-contributing	207	MACLAREN	ST	041180043
Non-contributing	218	MACLAREN	ST	041180058
Non-contributing	222	MACLAREN	ST	041180056
Contributing	225	MACLAREN	ST	041180044
Contributing	226	MACLAREN	ST	041180055
Non-contributing	260	MACLAREN	ST	041180050
Non-contributing	263	MACLAREN	ST	041180029
Contributing	264	MACLAREN	ST	041180049
Contributing	270	MACLAREN	ST	041180048
Contributing	275	MACLAREN	ST	041180030
Non-contributing	283	MACLAREN	ST	041180031
Non-contributing	287	MACLAREN	ST	156180000
Non-contributing	293	MACLAREN	ST	041180033
Non-contributing	320	MACLAREN	ST	041190059
Contributing	331	MACLAREN	ST	041190025
Contributing	334	MACLAREN	ST	041190060
Non-contributing	335	MACLAREN	ST	041190026
Contributing	336	MACLAREN	ST	041190061
Contributing	340	MACLAREN	ST	157760000
Contributing	340	MACLAREN	ST	157760000-2

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	340	MACLAREN	ST	157760000-3
Contributing	340	MACLAREN	ST	157760000-1
Non-contributing	341	MACLAREN	ST	041190027
Non-contributing	349	MACLAREN	ST	041190028
Contributing	352	MACLAREN	ST	041190063
Contributing	356	MACLAREN	ST	041190064
Non-contributing	388	MACLAREN	ST	041190066
Contributing	396	MACLAREN	ST	041190067
Contributing	400	MACLAREN	ST	041190068
Contributing	404	MACLAREN	ST	041190069
Contributing	408	MACLAREN	ST	041190070
Contributing	412	MACLAREN	ST	041190071
Non-contributing	415	MACLAREN	ST	041190043
Contributing	422	MACLAREN	ST	041190072
Contributing	429	MACLAREN	ST	041190047
Contributing	430	MACLAREN	ST	041190073
Contributing	436	MACLAREN	ST	041190302
Non-contributing	441	MACLAREN	ST	041190046
Contributing	444	MACLAREN	ST	041190303
Contributing	450	MACLAREN	ST	041200128
Contributing	191	MCLEOD	ST	041180190
Contributing	200	MCLEOD	ST	041230117
Non-contributing	201	MCLEOD	ST	041180189
Non-contributing	215	MCLEOD	ST	041180188
Contributing	223	MCLEOD	ST	041180187
Contributing	231	MCLEOD	ST	041180186
Contributing	240	MCLEOD	ST	041230116
Contributing	243	MCLEOD	ST	041180172
Contributing	249	MCLEOD	ST	041180173
Contributing	253	MCLEOD	ST	041180174
Contributing	259	MCLEOD	ST	041180260
Contributing	263	MCLEOD	ST	041180259
Contributing	269	MCLEOD	ST	041180299
Contributing	271	MCLEOD	ST	158750000-2
Contributing	271	MCLEOD	ST	158750000
Non-contributing	271	MCLEOD	ST	158750000-1
Contributing	283	MCLEOD	ST	041180178
Contributing	285	MCLEOD	ST	041180180
Non-contributing	285	MCLEOD	ST	041180179
Contributing	287	MCLEOD	ST	041180181
Contributing	289	MCLEOD	ST	041180182
Contributing	315	MCLEOD	ST	041190226
Non-contributing	320	MCLEOD	ST	157700000
Non-contributing	321	MCLEOD	ST	041190231
Non-contributing	323	MCLEOD	ST	041190232
Non-contributing	326	MCLEOD	ST	041230046
Non-contributing	326	MCLEOD	ST	041230047
Non-contributing	326	MCLEOD	ST	041230048
Non-contributing	326	MCLEOD	ST	041230049
Non-contributing	326	MCLEOD	ST	041230050
Contributing	328	MCLEOD	ST	041230045
Contributing	328	MCLEOD	ST	041230051
Non-contributing	330	MCLEOD	ST	041230052
Contributing	333	MCLEOD	ST	041190233
Contributing	335	MCLEOD	ST	041190234
Non-contributing	340	MCLEOD	ST	159690000
Non-contributing	360	MCLEOD	ST	041230153
Non-contributing	383	MCLEOD	ST	041190247
Contributing	385	MCLEOD	ST	041190248
Contributing	391	MCLEOD	ST	041190249



**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	393	MCLEOD	ST	041190250
Contributing	395	MCLEOD	ST	041190251
Contributing	397	MCLEOD	ST	041190252
Contributing	399	MCLEOD	ST	041190253
Non-contributing	400	MCLEOD	ST	156550000
Contributing	401	MCLEOD	ST	041190254
Contributing	402	MCLEOD	ST	041220061
Contributing	403	MCLEOD	ST	041190255
Contributing	404	MCLEOD	ST	041220060
Contributing	408	MCLEOD	ST	041220059
Contributing	410	MCLEOD	ST	041220058
Contributing	412	MCLEOD	ST	041220057
Contributing	414	MCLEOD	ST	041220081
Contributing	415	MCLEOD	ST	041190256
Contributing	416	MCLEOD	ST	041220080
Non-contributing	419	MCLEOD	ST	041190257
Contributing	422	MCLEOD	ST	041220083
Contributing	423	MCLEOD	ST	041190258
Contributing	424	MCLEOD	ST	041220082
Contributing	427	MCLEOD	ST	041200350
Contributing	429	MCLEOD	ST	041200349
Contributing	430	MCLEOD	ST	041220099
Non-contributing	431	MCLEOD	ST	041200348
Contributing	432	MCLEOD	ST	041220100
Non-contributing	433	MCLEOD	ST	041200347
Contributing	196	METCALFE	ST	041150218
Contributing	200	METCALFE	ST	041150219
Contributing	201	METCALFE	ST	041150228
Contributing	214	METCALFE	ST	041150220
Contributing	216	METCALFE	ST	041180010
Non-contributing	225	METCALFE	ST	041180012
Contributing	236	METCALFE	ST	041180026
Contributing	237	METCALFE	ST	041180035
Non-contributing	245	METCALFE	ST	041180046
Non-contributing	245	METCALFE	ST	041180045
Contributing	252	METCALFE	ST	041180027
Contributing	255	METCALFE	ST	041180054
Contributing	260	METCALFE	ST	156410000
Non-contributing	280	METCALFE	ST	041180052
Contributing	285	METCALFE	ST	041180066
Contributing	288	METCALFE	ST	041180065
Non-contributing	295	METCALFE	ST	041180221
Contributing	296	METCALFE	ST	041180135
Contributing	301	METCALFE	ST	041180222
Non-contributing	305	METCALFE	ST	041180223
Contributing	306	METCALFE	ST	041180136
Non-contributing	317	METCALFE	ST	152480000
Non-contributing	317	METCALFE	ST	041180256
Non-contributing	330	METCALFE	ST	041180150
Contributing	331	METCALFE	ST	041180209
Contributing	333	METCALFE	ST	041180207
Contributing	335	METCALFE	ST	041180194
Contributing	340	METCALFE	ST	041180162
Non-contributing	370	METCALFE	ST	041180170
Contributing	375	METCALFE	ST	041180183
Contributing	377	METCALFE	ST	041180273
Contributing	378	METCALFE	ST	041180171
Non-contributing	379	METCALFE	ST	041180274
Contributing	455	METCALFE	ST	041230060
Non-contributing	457	METCALFE	ST	041230061

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Non-contributing	464	METCALFE	ST	041230142
Non-contributing	464	METCALFE	ST	041230142-3
Non-contributing	464	METCALFE	ST	041230142-1
Non-contributing	464	METCALFE	ST	041230142-4
Non-contributing	464	METCALFE	ST	041230142-5
Contributing	178	NEPEAN	ST	041150236
Contributing	226	O'CONNOR	ST	041190013
Contributing	231	O'CONNOR	ST	041180002
Non-contributing	234	O'CONNOR	ST	041190014
Non-contributing	236	O'CONNOR	ST	041190015
Contributing	250	O'CONNOR	ST	041190024
Contributing	261	O'CONNOR	ST	041180034
Non-contributing	267	O'CONNOR	ST	041180047
Contributing	278	O'CONNOR	ST	041190058
Contributing	280	O'CONNOR	ST	041190057
Non-contributing	304	O'CONNOR	ST	041190103
Non-contributing	310	O'CONNOR	ST	155160000
Non-contributing	312	O'CONNOR	ST	041190132
Contributing	314	O'CONNOR	ST	041190133
Non-contributing	316	O'CONNOR	ST	041190134
Non-contributing	321	O'CONNOR	ST	041180263
Non-contributing	343	O'CONNOR	ST	041180156
Non-contributing	344	O'CONNOR	ST	041190184
Non-contributing	381	O'CONNOR	ST	041180163
Contributing	400	O'CONNOR	ST	041230043
Contributing	402	O'CONNOR	ST	041230042
Contributing	404	O'CONNOR	ST	041230041
Contributing	406	O'CONNOR	ST	041230040
Contributing	408	O'CONNOR	ST	041230039
Non-contributing	420	O'CONNOR	ST	041230012
Contributing	440	O'CONNOR	ST	041230011
Contributing	82	PARK	AVE	041240010
Contributing	83	PARK	AVE	041240008
Non-contributing	3	RADSTOCK	PRIV	041200393
Non-contributing	5	RADSTOCK	PRIV	041200392
Non-contributing	7	RADSTOCK	PRIV	041200391
Non-contributing	9	RADSTOCK	PRIV	041200390
Non-contributing	11	RADSTOCK	PRIV	041200389
Non-contributing	13	RADSTOCK	PRIV	041200388
Non-contributing	15	RADSTOCK	PRIV	041200387
Contributing	154	SOMERSET	ST W	041180285
Non-contributing	161	SOMERSET	ST W	041160039
Non-contributing	192	SOMERSET	ST W	041180294
Non-contributing	200	SOMERSET	ST W	041180038
Non-contributing	205	SOMERSET	ST W	153390000
Non-contributing	210	SOMERSET	ST W	041180037
Non-contributing	222	SOMERSET	ST W	041180036
Contributing	223	SOMERSET	ST W	041180019
Contributing	258	SOMERSET	ST W	041180025
Non-contributing	261	SOMERSET	ST W	041180011
Non-contributing	263	SOMERSET	ST W	041180003-2
Non-contributing	263	SOMERSET	ST W	041180003-4
Non-contributing	263	SOMERSET	ST W	041180003-6
Non-contributing	263	SOMERSET	ST W	041180003-7
Contributing	263	SOMERSET	ST W	041180003-1
Contributing	263	SOMERSET	ST W	041180003-3
Contributing	263	SOMERSET	ST W	041180003-5
Contributing	263	SOMERSET	ST W	041180003-8
Contributing	263	SOMERSET	ST W	041180003
Non-contributing	270	SOMERSET	ST W	041180024

**APPENDIX B: List of Contributing and Non-contributing Properties (CON'T)**

Contributing	282	SOMERSET	ST W	041180023
Contributing	292	SOMERSET	ST W	041180022
Contributing	294	SOMERSET	ST W	041180021
Contributing	298	SOMERSET	ST W	041180020
Non-contributing	310	SOMERSET	ST W	041190023
Non-contributing	311	SOMERSET	ST W	041190016
Contributing	315	SOMERSET	ST W	041190017
Contributing	323	SOMERSET	ST W	041190018
Contributing	324	SOMERSET	ST W	041190034
Contributing	326	SOMERSET	ST W	041190033
Contributing	327	SOMERSET	ST W	041190019
Contributing	331	SOMERSET	ST W	041190020
Contributing	332	SOMERSET	ST W	041190032
Contributing	337	SOMERSET	ST W	041190021
Contributing	338	SOMERSET	ST W	041190031
Contributing	340	SOMERSET	ST W	041190030
Contributing	343	SOMERSET	ST W	041190022
Contributing	346	SOMERSET	ST W	041190029
Contributing	352	SOMERSET	ST W	041190035
Non-contributing	395	SOMERSET	ST W	151000000
Non-contributing	395	SOMERSET	ST W	151000000-1
Non-contributing	395	SOMERSET	ST W	151000000-2
Non-contributing	395	SOMERSET	ST W	151000000-3
Contributing	416	SOMERSET	ST W	041190044
Non-contributing	418	SOMERSET	ST W	041190278
Non-contributing	420	SOMERSET	ST W	041190270
Non-contributing	422	SOMERSET	ST W	041190273
Non-contributing	424	SOMERSET	ST W	041190267
Non-contributing	426	SOMERSET	ST W	041190280
Non-contributing	450	SOMERSET	ST W	041200394
Non-contributing	296	WAVERLEY	ST W	041180149
Non-contributing	298	WAVERLEY	ST W	041180148
Non-contributing	300	WAVERLEY	ST W	041180147
Contributing	301	WAVERLEY	ST W	041180137
Contributing	302	WAVERLEY	ST W	041180146
Contributing	303	WAVERLEY	ST W	041180138
Contributing	305	WAVERLEY	ST W	041180139
Contributing	315	WAVERLEY	ST W	041180140
Contributing	316	WAVERLEY	ST W	041180145
Contributing	318	WAVERLEY	ST W	041180144
Contributing	320	WAVERLEY	ST W	159300000
Non-contributing	321	WAVERLEY	ST W	041180127
Non-contributing	322	WAVERLEY	ST W	041180142
Contributing	328	WAVERLEY	ST W	041180141
Non-contributing	345	WAVERLEY	ST W	041190119
Non-contributing	346	WAVERLEY	ST W	041190130
Contributing	348	WAVERLEY	ST W	041190129
Contributing	353	WAVERLEY	ST W	041190118
Contributing	354	WAVERLEY	ST W	041190128
Contributing	355	WAVERLEY	ST W	041190117
Contributing	357	WAVERLEY	ST W	041190116
Contributing	361	WAVERLEY	ST W	041190115
Contributing	362	WAVERLEY	ST W	041190331
Contributing	366	WAVERLEY	ST W	041190126
Non-contributing	371	WAVERLEY	ST W	041190114
Contributing	373	WAVERLEY	ST W	041190112
Contributing	381	WAVERLEY	ST W	041190124



# APPENDIX B1:

## Properties Designated Under Part IV of the *Ontario Heritage Act*

Street Numb	Street Name	Suffix	Common Name	Designating By-Law
294	BANK	ST	Former Bank of Montreal Building	240-91
224	COOPER	ST	224 Cooper Street	98-93
310	COOPER	ST	310 Cooper Street	145-84
182-184	LISGAR	ST	182-184 Lisgar Street	104-94
275	MACLAREN	ST	275 MacLaren Street	85-97
216	METCALFE	ST	The Duncannon	186-96
252	METCALFE	ST	Booth House	74-80
324	SOMERSET	ST W	Butterworth House	73-80
326-328	SOMERSET	ST W	Chamberlain House	80-78
240	MCLEOD	ST	Victoria Memorial Museum	235-79
300	COOPER	ST	The Shefford	274-92
236	METCALFE	ST	Chelsea Club/Campbell House	38-78
301	METCALFE	ST	301 Metcalfe Street	171-87
306	METCALFE	ST	Birkett House	76-80
261	O'CONNOR	ST	263 O'Connor Street	131-76

# APPENDIX C:

## Flow Chart for Obtaining a Tree Permit

