

# Planning Primer- Heritage Planning Elective

## What is covered in this course?

Ottawa's rich history is evident through its historic buildings and cultural landscapes and their protection, restoration and celebration are important elements in creating a vibrant and livable city. The purpose of the Heritage Planning elective is to examine the role of built heritage in the broader realm of municipal planning and the processes related to the designation of individual buildings and areas.

### **The course will cover the following topics:**

- What is heritage planning?
- Why should we preserve our heritage?
- Evaluating heritage resources for designation
- Designation of individual properties and areas under the *Ontario Heritage Act*
- Managing change in Heritage Conservation Districts

## Section 1: What is Heritage Planning?

### **What is Heritage Planning?**

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Heritage Planning is the area of planning that deals with the preservation, conservation, rehabilitation, restoration and management of built heritage resources. Built heritage can include sites, structures, buildings, and landscapes of historic, architectural or contextual value. Heritage Planners work to manage change throughout the city to ensure that cultural heritage resources are retained, protected and integrated into new developments.

The City of Ottawa's objective in conserving significant built heritage resources is to celebrate, revitalize, stabilize and enhance the community as well as to contribute to its physical, social, cultural and economic development.

### **Why protect and preserve heritage?**

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The retention and protection of historic resources is important for a variety of reasons:

- Economic
  - A city with a rich inventory of heritage resources is an exciting and interesting place to visit and as a result tourism is intrinsically linked to the conservation of historic buildings. Cultural tourism is one of the fastest growing sectors in the tourism industry.
  - Conservation and restoration work requires specially skilled labour and as a result are an economic generator for an entire industry of tradespeople, architects, planners and landscape architects.
- Social and Cultural
  - While not as tangible as the economic benefits of heritage conservation, the social and cultural benefits are equally as important. Historic places provide physical touchstones or reminders of our collective history. The conservation of built heritage contributes to 'placemaking' and good urban design.
- Environmental
  - The conservation of existing buildings ensures the retention of the embodied energy used in creating the building materials. The demolition of historic buildings not only sends tons of building material to landfills but also requires the production and use of new materials to construct a new building.

### **Heritage Planning in Ontario and Ottawa**

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Heritage Planning is a growing field in Ontario; most large cities and many small towns and rural areas employ a heritage planner to recommend properties for heritage designation, manage heritage conservation districts and to provide

expertise on conservation, alterations and appropriate new development in heritage areas.

### **City of Ottawa Heritage Program**

The City of Ottawa has had a heritage planner since 1975, and there are currently three full time professional heritage planners employed by the City. The City has 324 individually designated buildings and 18 heritage conservation districts. Some of the responsibilities of the Heritage Section include:

- Provide advice to the Built Heritage Sub-Committee, Planning Committee, Agriculture and Rural Affairs Committee and City Council on heritage issues.
- Review, research and evaluate all applications for designation under the Ontario Heritage Act.
- Review all applications to alter designated heritage resources.
- Work with land use planning colleagues to provide comments related to development applications involving heritage resources
- Review building and sign permits for heritage resources
- Contribute to and developing heritage policy for the City of Ottawa including Heritage Conservation District Plans, heritage policies for the Official Plan.
- Administer the Heritage Grant Program for Building Restoration
- Administer the Ottawa Architectural Conservation Awards

### **Who is involved in Heritage Planning?**

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The heritage planning process involves planners, architects, developers, historians, community and advocacy groups (such as Heritage Ottawa), members of the public, the Built Heritage Sub-Committee, and City Council.

All of these groups have a specific role in the heritage planning process:

- The **Heritage Planner** acts as an advisor and implements policy related to heritage as well as process as dictated by the Ontario Heritage Act (OHA). Heritage Planners are generally professional planners with additional expertise in heritage issues, conservation and restoration processes.
- **Built Heritage Sub-Committee (BHSC)** is an advisory committee appointed by City Council to advise on built heritage issues throughout the city. The BHSC consists of four members of City Council and three public members who have expertise in heritage conservation. The councillor members a member of Planning Committee, a member of Agriculture and Rural Affairs Committee, and a councillor with a heritage conservation district in their ward.

- **City Council** makes decisions on designations under the OHA as well as applications to alter or demolish designated buildings or to construct a new building in a heritage conservation district.
- **Community groups** representing heritage issues or specific neighbourhoods with special interest in heritage resources are involved. In Ottawa these groups include Heritage Ottawa, community associations and historical societies.
- **Other levels of government** are also involved in various elements of heritage planning. At the provincial level, the Ministry of Culture maintains the provincial register, provides advice and support to municipalities throughout Ontario, and deals with archaeological issues. The federal government is also involved in Ottawa through the Federal Heritage Buildings Review Office (FHBRO) and the National Capital Commission (NCC)

## **Related Areas**

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While heritage planning deals specifically with the conserving the historic built environment, there are other closely related sectors of the heritage industry that heritage planners interact with on a regular basis. These areas include museums, archives, cultural institutions, historic sites and gardens, and memorials.

At the City of Ottawa, the Cultural Heritage Services section manages cultural facilities in the city including archives, museums and historic sites. This section also coordinates the Doors Open Program for Ottawa and developed the City of Ottawa Arts, Heritage and Culture Plan.

## Section 2: How is Heritage Protected?

### What is built heritage?

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Built heritage refers to the physical changes that humans have made to the natural landscape over time. This might include individual buildings such as houses, churches and schools as well as monuments, parks, historic areas and cultural landscapes.

### Heritage Protection in Ottawa

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The City of Ottawa has four primary tools for the identification and protection of cultural heritage resources:

- Heritage Reference List
- Heritage Register
- Individual designation under Part IV of the *Ontario Heritage Act*
- District designation under Part V of the *Ontario Heritage Act*

### Heritage Reference List

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The Heritage Reference List (HRL) is a non-statutory list of approximately 6000 buildings located throughout Ottawa. These buildings are considered to be of heritage interest to the City but are not listed or designated under the *Ontario Heritage Act* (OHA). The HRL is used primarily as a monitoring tool for building permit applications. A building on the HRL is not necessarily worthy of designation under the OHA, and conversely, a building does not have to be listed on the HRL in order to be designated.

### Ontario Heritage Act

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The primary legislation governing built heritage and archaeology in Ontario is the *Ontario Heritage Act* (OHA). Originally adopted by the provincial government in 1975 the OHA was revised in 2005 to provide stronger legislation to protect Ontario's heritage. The OHA provides three ways of protecting properties of cultural heritage value.

### Listing of properties on the City of Ottawa Heritage Register

Section 27 of the OHA permits municipalities to add properties of cultural heritage value or interest to the Municipal Heritage Register without designating them under Part IV or Part V of the *Act*. Listing under Section 27 means that if the property owner wants to demolish their building must provide notice in writing to the City 60 days prior to demolition. This allows the City enough time to try to

negotiate with the owner to save the building or to propose a designation. The City of Ottawa has approximately 120 properties listed on the Heritage Register.

### Section 3: Designation under Parts IV and V of the Ontario Heritage Act

#### **Individual Designation under Part IV of the *Ontario Heritage Act***

Part IV of the OHA enables municipalities to designate individual properties of cultural heritage value through a municipal by-law. Once designated, the by-law is registered on the title of the property including a Statement of Cultural Heritage Value (see example in Appendix 1). The process to designate a heritage building under Part IV of the OHA is detailed in Figure 1. The City of Ottawa has approximately 325 properties designated under Part IV including houses, churches, schools, and bridges.

Once designated under Part IV, a property is protected from demolition and inappropriate alteration. If the owner of the designated property wishes to alter it they must apply to the City of Ottawa for a Heritage Permit. Generally, owners meet with a heritage planner prior to submitting their application to ensure that the proposal complies with the designation by-law and the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The completed application is submitted to the heritage planner who reviews the application and provides comments to the applicant as necessary. The heritage planner then writes a report for the consideration of the Built Heritage Sub-committee (BHSC), Committee and City Council.

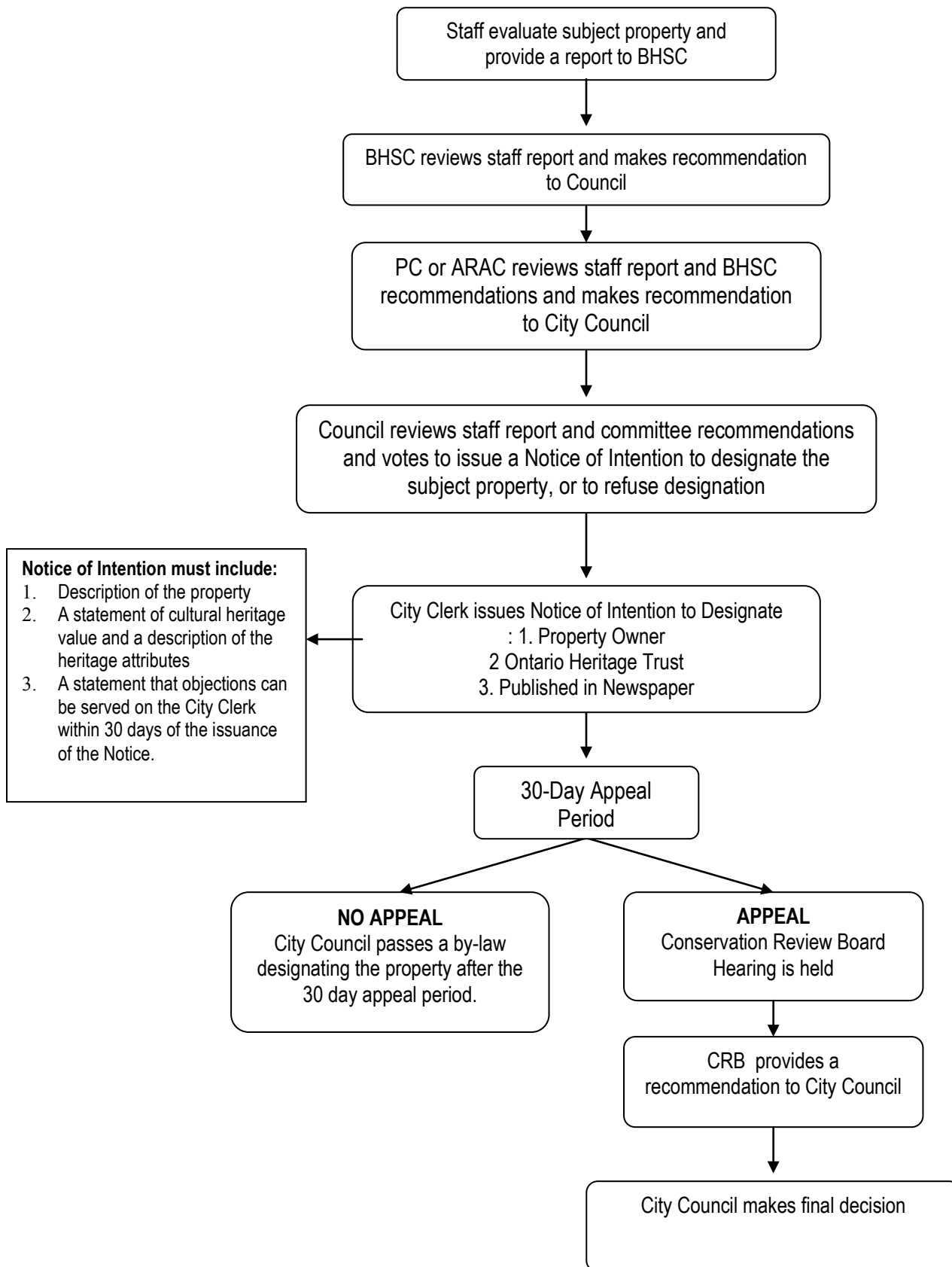
#### **Requesting designation of an historic building**

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Anybody can request designation of a building under the *Ontario Heritage Act*, and the consent of the property owner is not required in order to designate a property. Requests come from individuals, community associations, Councillors and some designations are staff-initiated.

The City of Ottawa has recently initiated a new process to request designation of a property under Part IV of the Ontario Heritage Act. To ensure that submissions are consistent, an application form must be submitted to the Heritage Section, Planning and Growth Management Department. The application form requires the applicant to outline the history of the building and neighbourhood, provide photographs of architectural features and describe why it is important that the building be designated. A copy of the blank application form is attached as Appendix 2.

**Figure 1: Process to Designate a Property under Part IV of the *Ontario Heritage Act***



## **What makes something important?**

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Just because a building is old doesn't mean that it should be a designated heritage building. Built heritage can be important for a wide variety of reasons with age being only one factor. Built heritage is generally valued for its age, architecture and design, history and contextual values.

### **Architectural or Design Value**

A property may be designated for its architectural or design value as an excellent example of a particular style of architecture, exceptional craftsmanship or an innovative construction method.

#### **Example: Fleck House, 593 Laurier Avenue West**

The Alexander Fleck House, located at 593 Laurier Avenue West was designated in 2013 as an excellent example of the Queen Anne Revival Style of architecture, popular in Canada at the end of the 19<sup>th</sup> century. The form, massing and architectural details of the house make it an excellent example of its style.



### **Historical or Associative Value**



A property may be designated for its historical value as representing broad historical growth patterns in a city, for its association with an important historical event, or for its association with an important historical figure or figures including an architect who is important to the community.

#### **Example: Richardson Farmhouse, 1665 Richardson Side Road**

The Richardson Farmhouse in former March Township is a small stone farm house dating to the 1860s in a rural area. The building is stylistically simple and typical of the period but is associated with the Richardson family who were very important to the history of the community and is representative of the early period of development in a rural area.



## Contextual Value

Contextual value refers to the siting of a house on a property, the context of a building in the streetscape, its role in maintaining the character of an area or whether that property is a landmark in the community.

### Example: Deschâtelets Building and Grounds, 175 Main Street



The Deschâtelets building and its formal grounds have contextual value as a landmark along Main Street in Old Ottawa East. The semi-circular forecourt and the setback of the building from the street by a tree-lined driveway is an important heritage attribute.

## How are heritage buildings evaluated?

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Once a designation request is received, staff in the Heritage Section will assess the request and begin the process of evaluating the property. The City of Ottawa evaluates potential heritage resources through a process of historical research and site analysis.

### Site Visit

A preliminary site visit is the first step in the evaluation of any potential heritage resource. A heritage planner generally visits the property to gather the following information:

- Architectural/design information
  - What is the dominant architectural style of the resource? Is it an unusual or exceptional example?
  - Has the property been significantly altered and its character changed dramatically?
    - For instance, are the windows original? Have there been any additions to the building? Have there been new window or door openings created in the building?
- Contextual information
  - Is the building located on its original site?

- Does the building fit in with its surroundings or has the neighbouring area been dramatically changed over the years?
- What is the character of the area?
- Photographic documentation
  - Photos are taken of the exterior of the building including any architectural detailing or original features. Depending on access to the property, interior photos may be taken as well. Important landscape features and neighbourhood context is documented as well.

## **Historical Research**

In order to properly evaluate a heritage property for its potential to be designated, historical research must be conducted to determine the history of the building and its uses and occupants during its history. Sources for this type of research include land title records, maps, photographs, books, archival materials and oral history. For instance in researching the history of an historic house, a researcher might consult:

- City Directories,
- Historical census data
- Fire insurance maps
- A descendant or former owner of the property for additional information on the history of the property or family photos

If the property was associated with an important historical figure, the required information may be more readily available but sometimes it can be very difficult to find accurate information about a house.

The new application form requires that the applicant complete as much of the historical research on the property as possible in order to make a case for its designation.

For more information, see the City of Ottawa Archives publication: “Tracing the History of your House in Ottawa.”

## **Heritage Survey Form**

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Once the historical research and site analysis has been completed, the information is incorporated into a Heritage Survey Form that describes the relevant details of the property under three main criteria with various sub-headings:

### **Design or Physical Value**

- Architecture (style, building type, expression, material, construction method).

- Craftsmanship/Artistic merit
- Technical/Scientific Merit

#### Historical and Associative Value

- Date of Construction
- Themes/Events/Persons/Institutions
- Community History
- Designer/Architect

#### Contextual Value

- Community Character
- Context/Link to Surroundings

Ontario Regulation 9/06 passed under the *Ontario Heritage Act* and outlined below requires that in order to be designated a property must meet at least one of the three criteria noted above. A sample Heritage Survey Form is included in Appendix 3.

**Ontario Heritage Act  
ONTARIO REGULATION 9/06**

**CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR  
INTEREST**

No amendments.

*This is the English version of a bilingual regulation.*

**Criteria**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
  - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - ii. displays a high degree of craftsmanship or artistic merit, or
  - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
  - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,
  - i. is important in defining, maintaining or supporting the character of an area,
  - ii. is physically, functionally, visually or historically linked to its surroundings, or
  - iii. is a landmark. O. Reg. 9/06, s. 1 (2).

**Transition**

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006. O. Reg. 9/06, s. 2.

### **3. Heritage Conservation District Designation under Part V of the *Ontario Heritage Act***

Part V of the OHA provides municipalities with the ability to designate areas of the city as Heritage Conservation District (HCD) for their cultural heritage value. A Heritage Conservation District may include a few houses on one street, many buildings on numerous streets or an entire neighbourhood.

HCDs are designated for their value as a group of properties that are representative of a particular architectural style, period of development, or important events in the history of the city. HCDs are of cultural heritage value as a whole rather than the individual buildings.

Within an HCD every property is designated. This may include historic buildings, empty lots and newer buildings that are not part of the historic character of the area. During the designation process, buildings within the proposed boundaries of the HCD are evaluated for their cultural heritage value and assigned a score. Through this evaluation process, all buildings are then categorized from 1-4 with 1 being the most important properties in the district and 4 being the least important. More recently, the City has started using the terms contributing and non-contributing to categorize properties.

The OHA was amended in 2005 and as new HCDs are designated, the City must also adopt a Heritage Conservation District Plan as part of the designation by-law. The Plan is meant to guide conservation and future development in the HCD to ensure the protection of its cultural heritage value. Under the OHA, the HCD Plan is required to contain the following information:

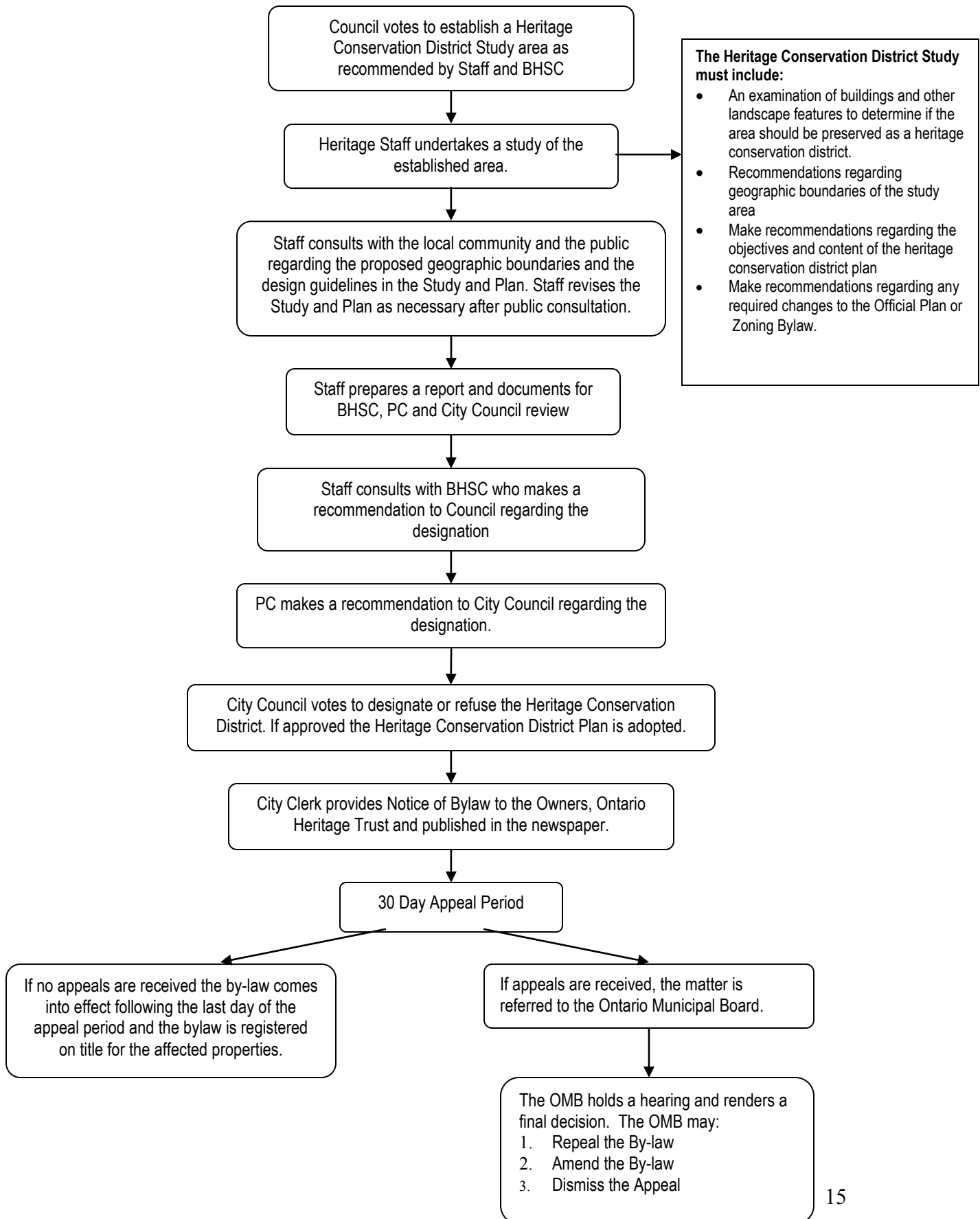
- A statement of objectives to be achieved in the designation of the area as a heritage conservation district.
- A statement of the cultural heritage value or interest of the district.
- Description of the districts heritage attributes and those of properties within the district.
- Policy statements, guidelines and procedures for achieving stated objectives and managing future changes.
- Description of minor alterations that owners can undertake without obtaining a permit.

There are 18 HCDs in Ottawa. The Briarcliffe, Lorne Avenue and the Clemow Estate East HCDs were designated after 2005 and have HCD Plans under the OHA. All of these districts are found within the urban area of the city (see Appendix 4 for map):

- Sandy Hill West (By-law 255-94)
- Briarcliffe (By-law 2013-65)
- Clemow Estate East (By-law 2011-346)
- Centretown (By-law 269-97)
- Minto Park (By-law 142-88)
- Lorne Avenue (By-law 2005-13)
- Sparks Street (By-law 174-2000)
- Rockcliffe Park (By-law 97-10)
- New Edinburgh (By-law 2001-44)
- Byward Market (By-law 60-91)
- Lowertown West (By-law 192-94)
- Cathedral Hill (By-law 286-89)
- King Edward Avenue (By-law 310-82)
- Sweetland Avenue (By-law 309-82)
- Laurier/Wilbrod (By-law 307-82)
- Stewart/Wilbrod (By-law 311-82)
- Daly Avenue (By-law 308-82)

Part V of the OHA does not require that pre-2005 HCDs be updated to meet the new requirements; however it does enable municipalities to do so if they wish. The City of Ottawa is continually working to update its existing HCDs with new HCD plans. The Rockcliffe Park HCD Plan and HCD plans for the five HCDs in Sandy Hill are expected to be passed by Council in 2015.

**Figure 3: Process to Designate a Heritage Conservation District under Part V of the OHA**



## **Appeal Processes under the Ontario Heritage Act**

### **1. Part IV Designations and Heritage Permits**

Any Part IV designation or alteration decision made under the OHA can be appealed to the Conservation Review Board (CRB). The CRB is a regulatory tribunal that hears disputes on matters relating to the protection of properties considered to hold cultural heritage value or interest to a municipality to the Minister of Culture, as defined by the Ontario Heritage Act.

As a quasi-judicial panel, the CRB makes recommendations to municipal councils on disputes involving heritage resources. Unlike the Ontario Municipal Board (OMB), the decision of the CRB is not binding.

Any member of the public can appeal a decision of council regarding a heritage designation by submitting an appeal in writing to the City Clerk within 30 days of the date of publication of the Notice of Intention to designate.

Only the owner of a heritage property can appeal a decision regarding an alteration or demolition. On appeals related to alterations, the municipality will then refer the objection to the CRB which will hold a hearing in the municipality in which the building is located. After the hearing, the CRB will provide a report with recommendations to City Council. City Council may change its decision based on the CRB recommendations or it may stand by their original vote on the issue. The decision of Council in this instance is final.

If a property owner applies to demolish a building designated under Part IV of the Ontario Heritage Act and City Council refuses the application, the owner can appeal the decision of Council to the Ontario Municipal Board (OMB). A hearing is held and the OMB makes a binding decision.

### **2. Part V Designations and Heritage Permits**

Any member of the public can appeal the designation of a Heritage Conservation District under Part V of the OHA. However, unlike Part IV decisions above, appeals for a Part V designation go to the Ontario Municipal Board (OMB). Appellants must register their appeal in writing to the City Clerk within 30 days of the Notice of Bylaw being published. The OMB will then hold a hearing on the issue and render a final decision. The difference between this and the Part IV appeal process is that the decision of the OMB is final. The OMB may agree with Council's decision, may repeal the by-law, amend the by-law or dismiss the appeal.



While any member of the public may appeal the designation, only the owner may appeal a decision of council related to a demolition, alteration or new construction. The owner must register their appeal in writing to the City Clerk within 30 days of the Council decision. The OMB will then hold a hearing on the appeal and render a final decision.

### **New Construction and Alterations in Heritage Conservation Districts**

Many of the applications received in heritage conservation districts involve alterations to existing buildings or new construction. This can include an addition to an existing building, new construction on a vacant lot or the demolition of an existing building to allow for new construction. New construction in HCDs is encouraged where it does not involve the demolition of an important heritage resource or on underutilized land. Heritage planners work with the property owner to develop a building design that is compatible with the heritage character of the HCD.

All of the Heritage Conservation District studies and plans contain district specific design guidelines related to new construction. These guidelines recognize that the district is a constantly evolving environment but aim to manage this change sensitively. The guidelines are used to review the appropriateness of development applications and provide guidance to owners on changes to their plans that should be made to ensure the building is compatible with the character of the district.

In general, the guidelines for new construction or additions follow the same principles in all of the HCDs.

Additions to designated buildings in HCDs should:

- be contemporary and distinguishable from the original;
- complement, not copy the style of the existing building;
- be located at the rear of the building as opposed to the front;
- cause the least amount of damage possible to the historic fabric; and
- respect the height, scale and massing of the affected building and neighbouring properties.

The new construction guidelines in all HCD Studies encourage the following principles:

- New construction should respect the character and scale of the Heritage Conservation District.
- New buildings should not attempt to falsify history through the use of historical styles of architecture. New designs should be contemporary and distinguishable as being of their own time.

- Building setbacks and height should respect adjacent buildings as well as the feel of the district as a whole.

An excerpt of the guidelines from the Byward Market HCD Study is included in Appendix 5.

## Section 4: Planning Tools to Protect Heritage

While the primary legislation that regulates designated heritage buildings in Ontario is the Ontario Heritage Act, there are a number of other pieces of provincial and municipal legislation that impact heritage resources.

### Planning Act

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The Planning Act is the overriding planning legislation in Ontario that provides municipalities with the power to make planning related decisions. The Planning Act contains a section on matters of provincial interest and requires that municipalities “shall have regard to” these issues. Heritage is addressed in the statement of provincial interest,

“The Minister, the council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,

- d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest.

### Provincial Policy Statement

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The Provincial Policy Statement (PPS) was released in 2005 and acts as a complementary policy document to the Planning Act. The Provincial Policy Statement is issued under the authority of Section 3 of the *Planning Act*. The PPS provides broad direction on matters of provincial interest and the development of land throughout the province. Section 2.6 of the PPS addresses cultural heritage and archaeology:

## **2.6 Cultural Heritage and Archaeology**

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

## **Official Plan**

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The Official Plan (OP) is the overriding planning document that guides land development in the City of Ottawa. The policies contained within the OP are used to guide the decision making process for planners on individual applications. The OP provides guidance on the conservation of Cultural Heritage Resources in Sections 2 and 4. The OP recognizes heritage as:

“ a crucial aspect of the City’s planning and infrastructure. It has the power to transform mundane daily experiences into a deeper understanding of where we have come from and enhances our quality of life by engendering an appreciation of local identity and shared community.”

Section 2 of the OP addresses Strategic Directions and within Section 2.5 there are policies that provide direction on heritage designation, the municipal heritage committee (BHSC), archaeological resources, cultural heritage landscapes and inventories of heritage resources. The complete text of Section 2.5 can be seen in Appendix 5.

Section 4 of the OP focuses on Review of Development Applications and provides more technical methods for protecting heritage resources. This section provides guidelines for reviewing development applications related to heritage buildings and areas. This section also provides requirements for studies related to cultural heritage including Cultural Heritage Impact Statements.

Extracts of the OP related to heritage resources are included as Appendix 6.

## **Heritage Overlay, Section 60 of the City of Ottawa Zoning By-law**

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Section 60 of the City of Ottawa Zoning Bylaw contains the Heritage Overlay that is applied to designated heritage properties and districts. The Overlay provides an additional layer of protection for the property and the character of the area.

The Heritage Overlay sets out a variety of requirements for new additions and new construction in heritage areas. For instance, if a building affected by the Heritage Overlay is to be demolished it must be replaced with a building of the same size, massing, and floor area. This regulation is meant to ensure that new construction is not out of character for the area. Section 60 also offers parking incentives for historic buildings. The complete text of the Heritage Overlay Section can be in Figure 3 below:

Figure 3: City of Ottawa Zoning By-law, Heritage Overlay

60	Despite the provisions of the underlying zone, the following provisions apply to land uses within an area affected by an heritage overlay, in order to encourage the retention of existing heritage buildings by offering zoning incentives to reuse the buildings, and to limit the size and location of additions to preserve the heritage character of the original building:
<b>General Provisions</b>	
(1)	Where a building in an area to which an heritage overlay applies is removed or destroyed it must be rebuilt to the same building envelope and in the same location as existed prior to its removal or destruction. (By-law 2014-289)
(2)	In Areas A or B on Schedule 1, Subsection (1) does not apply to the use of a lot that was vacant prior to April 19, 1978 and, instead, the provisions of the underlying zone apply to the use of that vacant lot.
<b>Additions</b>	
(3)	Despite the provisions of the underlying zone, an addition to a building in an area to which an heritage overlay applies is permitted only if:
(a)	the height of the walls and the height and slope of the roof of the addition do not exceed those of the building;
(b)	In Areas A, B and C on Schedule 1,
(i)	the side yard setback of the addition is at least 60 cm. greater than that of the wall of the building located closest to the side lot line,
(ii)	it is located entirely within the rear yard, or in the interior yard abutting the rear yard and complies with the rear yard setback of the underlying zone, except where the building has a non-complying rear yard setback the addition may be built to that rear yard setback, but in no case may be less than 3.0 metres; and
(c)	it is not located within a front yard. (By-law 2014-289)
(4)	Despite Section 65, projections are not permitted into the front, corner side yard or side yard in an area to which an heritage overlay applies, except in the case of:

	(a)	a ramp used for handicap access as long as that ramp does not exceed the minimal dimensions mentioned in the <i>Building Code</i> for a ramp in a barrier-free path of travel; or
	(b)	the use of a lot in Areas A (Central Area) or B (Inner City) on Schedule 1 that was vacant prior to April 19, 1978.
<b>Parking</b>		
(5)	(a)	Despite the provisions of Section 101 ( <i>Minimum Parking Space Rates</i> ), parking is not required for any use within a building:
	(i)	that is designated under Part IV of the Ontario Heritage Act, R.S.O.1990; or
	(ii)	that is classified as Category 1 or 2 in the City of Ottawa Heritage Reference List, in an area to which an heritage overlay applies.
	(b)	Subsection (5)(a) does not apply to a use created in an addition to a Category 1 or 2 building, and parking for any use located within such an addition must be provided in accordance with the provisions of Section 101.
	(c)	Nothing in this subsection applies so as to permit the elimination of a parking space required on the day prior to the enactment of this by-law except for the exemption provided in subsections 100(7) and 100(10). (By-law 2009-302)
(6)		A <b>parking lot</b> is prohibited in a front yard or corner side yard abutting a street in an area to which an heritage overlay applies.
(7)		A <b>parking garage</b> in an area to which an heritage overlay applies must be setback from a front or corner side lot line a minimum of:
	(a)	the same distance as the building to which it is an addition; or
	(b)	the equivalent of the setback required for the underlying zone, whichever is greater.

## **Property Standards By-law 2013-416**

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In 2013, in response to ongoing issues of demolition by neglect of several heritage properties, the City's property standards by-law was updated to include specific rules about the maintenance and minimum standards for heritage buildings. The amendments to the by-law have allowed the City to more closely monitor the condition of designated properties to ensure their long term viability.

Part VI of the by-law is excerpted below:

### **STANDARDS FOR PART IV and PART V HERITAGE PROPERTIES**

#### **Minimum Standards**

92. (1) In addition to the minimum standards for the maintenance and occupancy of property in the City as set out in this by-law, the owner or occupant of a Part IV Heritage Property or a Part V Heritage Property shall:

- (a) maintain, preserve and protect the heritage attributes so as to maintain the heritage character, visual and structural heritage integrity of the building or structure;
- (b) maintain the property and the components of the property that hold up, support or protect the heritage attributes in a manner that will ensure the protection and preservation of the heritage attributes.

#### **Repair of Heritage Attributes**

(2) Despite any other provision of this by-law, where a heritage attribute of a Part IV Heritage Property or a Part V Heritage Property can be repaired, the heritage attribute shall not be replaced and shall be repaired:

- (a) in a manner that minimizes damage to the heritage values and attributes of the property;
- (b) In a manner that maintains the design, colour, texture, grain or other distinctive features of the heritage attribute;
- (c) using the same types of material as the original material being repaired and in keeping with the design, colour, texture, grain and any other distinctive features of the original material; and
- (d) where the same types of material as the original material are no longer available, using alternative materials that replicate the design, colour, texture, grain or other distinctive features and appearance of the original material.

#### **Replacement of Heritage Attributes**

(3) Despite any other provision of this by-law and subject to the Ontario Heritage Act and the Building Code Act, 1992, where a heritage attribute of a Part IV

Heritage Property or a Part V Heritage Property cannot be repaired, the heritage attribute shall be replaced

- (a) using the same types of material as the original;
- (b) where the same types of material as the original material are no longer available, using alternative materials that replicate the design, colour, texture, grain or other distinctive features and appearance of the original material; and
- (c) in a manner that replicates the design, colour, texture, grain and other distinctive features

#### Vacant and Damaged Heritage Properties

(4) The owner of a vacant Part IV heritage property or a Part V heritage property shall protect the building and property against the risk of fire, storm, neglect, intentional damage or damage by other causes by effectively preventing the entrance to it of all animals and unauthorized persons and by closing and securing openings to the building with boarding:

- (a) that completely covers the opening and is properly fitted in a watertight manner within the side jambs, the head jamb and the exterior bottom sill of the door or window opening so the exterior trim and cladding remains uncovered and undamaged by the boarding;
- (b) that is fastened securely in a manner that minimizes damage to the heritage attributes and the historic fabric and is reversible; and,
- (c) in a manner that minimizes visual impact.

(5) Despite Sections 1 to 4 inclusive, no window, door or other opening on a Part IV heritage property or Part V heritage property shall be secured by brick or masonry units held in place by mortar.

(6) Despite Section 4, where heat is no longer being provided in the building, the water systems shall be drained immediately and adequate ventilation shall be provided

### **Ontario Building Code**

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The OHA is considered applicable legislation within the context of the Ontario Building Code Act and consequently building permits cannot be issued for designated heritage properties with the appropriate heritage review and approval. However, heritage buildings, in the same manner as non-heritage buildings are still regulated by the Ontario Building Code. In some cases, this means making sensitive alterations to railing heights and other elements to ensure that the building is up to code.



## Section 5: Principles of Heritage Planning

The previous sections of this course have focused on the land use planning and legislative side of heritage planning. This section will focus on the practical and technical approach to individual buildings. Heritage Planners offer advice to property owners about the most appropriate methods of renovation, alteration or restoration in a building.

In general, the approach in any intervention should be to conserve as much of the original material as possible and to make any changes or additions as reversible as possible.

### **Standards and Guidelines for the Conservation of Historic Places in Canada**

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The *Standards and Guidelines for the Conservation of Historic Places in Canada* were developed by Parks Canada as part of the Historic Places Initiative in 2003. The *Standards and Guidelines* were adopted by City Council in 2008. The second edition was published in 2010. It was created as a set of broad standards and guidelines for all levels of government to follow when dealing with historic places. The document is set up in two sections: the Standards and the Guidelines. Each section based on a set of principles for sound heritage conservation practice. The overall goal for the document is to conserve the heritage value of a place through the conservation of its character-defining elements.

The “Standards” form the overarching vision for the goals of heritage conservation and are meant to apply to all projects. A summary of the Standards is below; a full excerpt can be found in Appendix 7.

- Conserve the heritage value of a historic place by conserving its character-defining elements.
- Accept that some changes to a building have acquired their own heritage significance over time
- The standard rule for renovating a property should be minimal intervention
- Do not create a false sense of history in historic places by adding or combining historical features that would have never existed together.
- New uses for buildings should require minimal or no change to the character-defining elements.
- Protect and stabilize historic places at risk
- Protect archaeological resources in situ where possible.
- Use the gentlest means possible when undertaking an intervention.
- Regular maintenance is key to the long term upkeep of character-defining elements
- Preserve and protect the character-defining elements as much as possible

- Repair rather than replace character-defining elements. Where repair is not possible, character-defining elements should be replaced in-kind.
- New additions to historic places should be compatible with, subordinate to and distinguishable from the historic place.
- All interventions should be reversible without greatly impacting the historic place.

## **The Guidelines**

The Guidelines take a technical approach based on the type of material involved (ie. metalwork, wood, masonry etc.) The Guidelines provide both a “Recommended” and “Not Recommended” approach. For instance, since historic windows are often the first target of any renovation project on an old building, there is a set of guidelines for windows. These can be seen in Appendix 7.

## **Glossary of Heritage Planning Terms**

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**Canadian Register of Historic Places:** is a national register of designated properties across Canada. The Register includes properties that are municipally, provincially and nationally designated.

**Conservation Review Board:** a quasi-judicial board appointed by the Province of Ontario to advise municipal councils on issues is built heritage and designation.

**Conservation:** all actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve preservation, restoration, rehabilitation or a combination of these actions or processes.

**Designated Heritage Property:** a building that has been designated through a municipal bylaw under Part IV or Part V of the Ontario Heritage Act. The designation protects the building from demolition or inappropriate alteration in the future.

**Heritage Attributes/Character Defining Elements:** the physical aspects of a building or landscape that contribute to its heritage value. For example, an irregular roof line, red brick construction, and decorative brickwork could be heritage attributes of a building that is valueable as an example of the Queen Anne Revival style of architecture.

**Heritage Register:** The heritage register is established under the Ontario Heritage Act is a list of all properties protected under the OHA in the city. This includes properties designated under Part IV and Part V of the OHA and properties listed on the Register under Section 27 of the OHA.

**Heritage Value:** the design, historical or contextual significance of a property. The heritage value of a historic place is embodied in its heritage attributes.

**Listed:** a building that has been recognized as being of cultural heritage interest and has been listed on the Heritage Reference List but is not designated or protected under the Ontario Heritage Act.

**Restoration:** the action or process or 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, while protecting its heritage value.

**Preservation:** the action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place, or of an individual component, while protecting its heritage value.

**Standards and Guidelines for the Conservation of Historic Places in Canada:** a set of guidelines prepared by Parks Canada in 2003 to guide the protection of heritage properties across.

**Statement of Cultural Heritage Value (also known as a Statement of Significance):** a document that articulates a document used to summarize the heritage value and character defining elements of a heritage property. The SoS describes why the property has heritage value and which elements convey that value.

### **List of Appendices**

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1. Statement of Cultural Heritage Value- Deschâtelets Building, 175 Main Street
2. Heritage Designation Application Form
3. Sample Heritage Survey Form- 478 Albert Street
4. Map of Heritage Conservation Districts in Ottawa
5. Byward Market Heritage Conservation District Infill Guidelines
6. Heritage excerpts from the City of Ottawa Official Plan
7. Excerpts from the Standards and Guidelines for the Conservation of Historic Places in Canada

## **Appendix 1: Statement of Cultural Heritage Value**

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### **Description of Property – Deschâtelets Building, 175 Main Street, Ottawa**

Known as the Deschâtelets Building since interior renovations in 1967-68, constructed as Scolasticat St.-Joseph, the building is a large stone structure, located on Main Street, in the Ottawa East neighbourhood of Ottawa.

### **Statement of Cultural Heritage Value or Interest**

The Deschâtelets Building was initially constructed in 1885 as a scholasticate for the Oblates of Mary Immaculate. The Oblate order was founded in France in 1826 by Archbishop Eugene de Mazenod. The Oblates arrived in Longueuil, Quebec in 1841, moving to Bytown in 1848. By the 1880s they had outgrown the wing of the building in Lowertown where they had lived since their arrival and construction of a new seminary began on a farm in Archville that had been purchased in 1869. They moved into the building in 1885. The Oblates were a missionary order, sending priest and lay brothers across Canada to teach and their facility was altered and enlarged in 1925 and 1950 as the order grew. Dramatically different from its original architectural style after these extensive alterations, the Deschâtelets Building represents the role that the Oblates have played in the community since their arrival in Ottawa in 1844 and the evolution of Roman Catholic institutional architecture since the late 19<sup>th</sup> century.

The Deschâtelets building was initially designed by M. Mesnard and altered through the addition of two wings in the Beaux Arts style by the Quebec firm of Donat-Arthur Gascon and Louis Parant in 1926. In 1950, the building was further altered to the plans of Montreal architect Louis-J Lapierre that added an additional storey and a new Chapel. Today, the building is a large, four storey, classically-inspired stone building set back from Main Street.

The setting of the Deschâtelets Building, at the terminus of a wide tree lined allée that leads to a forecourt from Main Street contributes to its cultural heritage value. Historical photos reveal that it was planted after the completion of the 1950's alterations to the building. The allée is a well known landmark and character defining feature of the property.

### **Description of Heritage Attributes**

Key attributes that embody the heritage value of the Deschâtelets Building as an excellent example of a Roman Catholic institutional building include its:

- Stone construction
- Classically-inspired design with a central frontispiece, topped by a pediment with a crest, with a dentilled secondary cornice

- Two flanking pavilions flanking the frontispiece also with pediments and secondary cornices
- Regularly spaced windows, predominantly paired, with shaped stone surrounds
- The front door, its pediment, architrave and flanking piers
- 1950 Chapel and its interior, featuring concrete construction with buttress-like columns and a vaulted ceiling

Key attributes that embody the heritage value of the landscape associated with the Deschâtelets Building include its:

- Tree-lined allée leading from Main Street to the open forecourt.  
(Alterations to this attribute will not include regular maintenance of the trees, interventions at the ground plane such as paving, parking, laneways, sidewalks, landscaping and street furnishings, or development on the undesignated lands on either side of it)
- Semi-circular, tree-lined forecourt located to the west of the front door. This space is defined by the trees running in a semi-circle from Oblate Avenue to Oblate Avenue.
- Remnant of the “Allee des Ormes” planted by the Oblates in the 19<sup>th</sup> century, located south and west of the Deschâtelets Building

The gymnasium/ archives to the south of the building, the one storey addition to the north and east of the Chapel, the structure to the north of the Chapel, and the small structure to the north and east of the Deschâtelets Building itself are not included in this designation. The interior of the building is not included in the designation. The interior of the Chapel is included in the designation.

## Appendix 2: Heritage Designation Application Form

*Heritage designation under Part IV of the Ontario Heritage Act*

### Ensure that your request for designation includes:

1. A completed and signed application form, and
2. An aerial photograph or location map and photographs (historic and/or current) of the exterior of the building, landscape features, and interior features that are the subject of the designation application.

### Once complete, send your application form to:

Sally Coutts, Coordinator  
Heritage Services  
Planning and Growth Management Department,  
4<sup>th</sup> Floor, 110 Laurier Avenue West  
Ottawa, Ontario, K1P 1J1  
**tel:** 613 580-2424 ext. 13474  
**e-mail:** sally.coutts@ottawa.ca

Heritage staff will acknowledge receiving your application with the approximate timeline for processing and request additional information, if required. Heritage staff will review the application to determine if your property meets the designation criteria under the Ontario Heritage Act. You will be notified if the property does not meet the designation criteria.

**Please submit one form per property.** Requests for designation must be submitted on this form.

### Criteria For Evaluating A Potential Heritage Building, Ontario Regulation 09/06

A property may be designated under section 29 of the Ontario Heritage Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it:
  - Is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - Displays a high degree of craftsmanship or artistic merit, or
  - Demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
  - Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - Yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it is:

- Important in defining, maintaining or supporting the character of an area,
- Physically, functionally, visually or historically linked to its surroundings, or
- A landmark.

Please provide as much information as possible on the application form to assist heritage staff in evaluating your application and include a short bibliography of sources you have consulted.

### **What it means to designate a heritage property under the Ontario Heritage Act**

- Heritage designation identifies and protects property valued by a community through the passage of a designation by-law by the municipality.
- Designation does not obligate an owner to restore a property to its original condition or its appearance in an earlier period.
- Owners of designated properties must obtain written consent from City Council for any alterations that affect the property's cultural heritage value. A designated building may not be demolished without approval by Council.
- Heritage designation does not affect private ownership, restrict use of the property and does not impede the purchase or sale of the property. The owner(s) retain all rights to individual enjoyment and use of their property.
- Once designation of a property is approved by Council that status remains with the property through change of ownership.

### **Benefits of a heritage designation**

In addition to offering legal protection for culturally significant properties, designation also provides financial and environmental advantage:

- Owners can apply for grant funding up to \$5,000 once every two years under the City of Ottawa's Heritage Grant Program for Building Restoration.
- Designation of heritage properties promotes community renewal and stability and contributes to local quality of life.
- The restoration industry creates employment opportunities within the community, and
- Conservation of designated properties has less impact on the environment than new construction in terms of energy required for renovation, land fill allowances and the recycling of material.



*Application for heritage designation under Part IV of the Ontario Heritage Act*  
**Please complete all applicable sections of the Form**

Name of Applicant(s):		
Address:		
City:	Province	Postal Code
Home Phone Number:	Work Phone Number:	E-mail:
Name of Current Owner(s) (if known):		
<b>Section 1: Pre-consultation information</b>		
<p>Have you consulted a City of Ottawa Heritage Planner regarding this application?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please indicate the name of the Heritage Planner you have consulted:</p> <p><b>Name:</b> _____ <b>Date of consultation:</b> _____</p> <p>Is the property already on the Heritage Reference List or Heritage Register?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Unsure</p>		
<b>Section 2: Property Details</b>		
Current and/or Historic Building/Property Name:		
Property Address:		

1. Please provide a description of the building.

### Section 3: Information for Heritage Evaluation

1. What is the property's construction date (if known) :

2. What is the building's architectural style or and/or construction method?

3. Please describe the property's significant architectural features:

4. Does the property have a direct and significant link to a theme, event, belief, activity, organization or institution of the community? If yes, please explain:

5. Is the structure directly and significantly associated with the life work of an individual who made a particular or noteworthy contribution to the community, province or nation? If yes, please explain:

6. Why do you believe that the building is of importance to the history and development of the community?

7. What are any associated historic events of significance?

8. Please identify the architect and/or builder of the property:

9. Please identify if the property is a landmark within the municipality and why:

#### Section 4: Designation Details

I am also requesting the designation of:

☐ a landscape feature or features of the property

☐ an interior feature or features of the property.

Please provide photos and describe the interior and/or landscape feature(s) proposed for designation and why it/they merit designation.

Landscape features:

Interior features:

#### Section 5: Supplementary information

Explain why it is important that this building be designated

#### Section 6: Signature

**I understand the requirements of the Heritage Act as it pertains to the application for designation of a property and agree to comply with these requirements.**


\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Send your completed request for designation, and/or request for more information to:**

Sally Coutts, Coordinator  
Heritage Services  
Planning and Growth Management Department,  
4<sup>th</sup> Floor, 110 Laurier Avenue West  
Ottawa, Ontario, K1P 1J1  
**tel:** 613 580-2424 ext. 13474  
**e-mail:** sally.coutts@ottawa.ca

Appendix 3: Heritage Survey Form

<b>HERITAGE SURVEY AND EVALUATION FORM</b>		<b>Prepared By: Anne Fitzpatrick</b>	
		<b>Month/Year: January 2014</b>	
Address	478 Albert Street	Building name	
Construction date	1874	Original owner	Thomas Seaton Scott
			
<b>CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE/ INTEREST</b>			
	<b>Yes</b>	<b>No</b>	

<b>Design Value</b>	X	
<b>Historical Value</b>	X	
<b>Contextual Value</b>	X	
	A property may be designated under Section 29 of the Ontario Heritage Act if it meets one of more of the above criteria. Ontario Regulation 09/06	

Design or Physical Value		
<b>Architecture</b> Is the property a rare, unique, representative, or early example of a style, type, expression, material or construction method?	YES	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The building at 478 Albert Street was constructed circa 1874 in the Second Empire style, which was popular in Canada between 1860 and 1900. The characteristics of the Second Empire style, which was commonly used in public and institutional buildings, includes mansard roofs and elaborate decoration such as embellished cornices, brackets, classical mouldings and quoins.</p> <p>The house at 478 Albert Street is a three storey residence with a high basement that follows a rectangular plan with a rear addition. Both the building and the addition are constructed of red brick with buff brick quoins and window trim and the foundation is constructed of random-coursed stone.</p> <p>The architectural features of the building that identify it with the Second Empire style are its four-sided mansard roof with decorative dormers, chimneys, simple cornice, and bracketed eaves. A prominent semi-elliptical porch on the second floor is supported by columns and connected to a wood staircase. Distinctive triangular bay windows are located on either side of the entrance on the first floor. The windows with stone sills are segmentally-arched on the first floor and rectangular above. Alternating buff and red brick are used for the segmentally arched voussoirs with keystones of the two-sided bay windows on the main floor. The front facade is enhanced by the original door set in a round arch with transom and the ornate wood door surround decorated with floral motifs.</p> <p>The building remains largely unchanged from its original construction with the exception of the replacement of the windows and minor alterations to the front porch. The brick addition to the rear appeared on the 1888 Fire Insurance Plan.</p>		
<b>Craftsmanship/Artistic merit</b> Does the property display a high degree of craftsmanship or artistic merit?	YES	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>The house at 478 Albert Street is an excellent example of the Second Empire style. The architectural elements, notably the intricate dichromatic brick work, the highly decorative carved wood door surround, the unique triangular bay windows, and the semi-elliptical porch display a high degree of craftsmanship.</p>					
<p><b>Technical/Scientific merit</b> Does the property demonstrate a high degree of technical or scientific achievement?</p>	<table> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<p><b>Summary</b></p> <p>The building at 478 Albert Street remains largely unchanged since its construction circa 1874 and retains many of its original features. The high degree of decoration found on the residence makes it an excellent example of the ornate Second Empire Style.</p>					
<p><b>Sources</b></p> <p>"Heritage Survey for 478 Albert St." Central Area West Heritage Study. City of Ottawa. March 1998. "Ontario Architecture: A Guide to Styles and Building Terms 1784 to the Present." John Blumenson. 1990.</p>					

Historical and Associative Value					
<p><b>Date of Construction (Factual/Estimated)</b></p>					
<p><b>Historical Associations</b> Does the property have direct associations with a theme, event, belief, person, activity organization or institution that is significant to a community?</p>	<table> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<p>The building at 478 Albert Street was constructed circa 1874, for and likely by, Thomas Seaton Scott, who served as the first Chief architect for the Department of Public Works. Later occupants included William Dawson LeSueur, a noted Canadian author, the Victorian Order of Nurses, and the Sisters of Service. It is currently used as a bed-and-breakfast known as the Albert House Inn.</p> <p>Thomas Seaton Scott was an English born architect who moved to Montreal during the construction of the Victoria Bridge in the mid-1850s. In 1859, he married Mary Mackenzie,</p>					

whose father was the locomotive manager for the Grand Trunk Railway. This connection earned him the contracts for seven Grand Trunk Railway stations including Toronto and Montreal. In 1871, he was appointed as the Chief architect for the Department of Public Works. His work included the 1874 design for Parliament's Western Block and the Drill Hall at Cartier Square. Scott lived in the house until his death in 1895 and his wife continued to reside there for a short time after.

William D. LeSueur, a noted Canadian author, occupied this house from 1907-1911. Born in Quebec, he moved to Toronto to work in the Provincial Post Office Department in 1856. While working, he earned a BA in Classics at the University of Toronto. In 1888, he became the Chief Secretary for the Department and maintained that position until retirement in 1902. He was a well-known Canadian writer and critic, working freelance for the Montreal Daily Star, the Montreal Gazette and the Ottawa Citizen. His publications include articles such as "The Intellectual Life," (*Canadian Monthly and National Review*, 1875) and "Idealism in life" (*Canadian Monthly and National Review*, 1878) that focused on subjects such as philosophy, ethics, literature, feminism, politics and evolution. LeSueur was also active in the Ottawa Literary and Scientific Society and served as its president on nine occasions.

The Victorian Order of Nurses were next to occupy the building. Later between approximately 1922-1970 the house became Rosary Hall, which was a convent of The Sisters of Service.

#### Community History

Does the property yield, or have the potential to yield, information that contributes to an understanding of a community or culture?

YES

NO



The building is associated with the former Ashburnham Hill district in the west end of Uppertown. Ashburnham Hill was an early residential neighbourhood which was settled by members of Ottawa's English-speaking elite from the mid- to late-nineteenth century. The presence of two prominent Protestant churches, Christ Church Cathedral on Queen Street, and St. Andrew's Church on Wellington Street and the Ottawa Ladies College helped draw residents to the area.

#### Representative Work

Does the property demonstrate or reflect the work or ideas of an architect, artist, building, designer or theorist who is significant to a community?

YES

NO



The house was designed in the Second Empire style for and likely by, Thomas Seaton Scott for his own use. Earlier, Scott was known for his work in the Gothic Revival style as he designed various churches in Ontario and Quebec, including supervising the construction of Christ Church Cathedral in Montreal. After his appointment as first Chief Architect of the Department of Public Works, Scott began to design structures in the Second Empire style. During his time as the Director for the post-confederation building program, many Second Empire public buildings were built under his supervision. 478 Albert Street represents an early example of his work with the ornate Second Empire style.



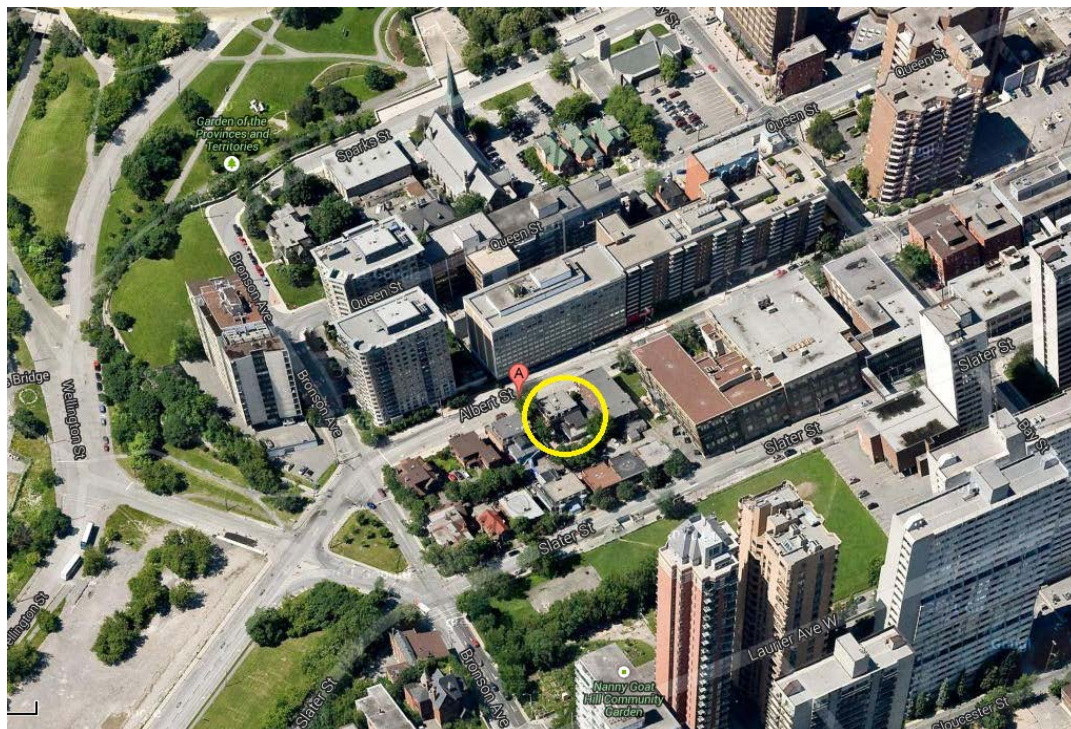
## Summary

The building at 478 Albert Street was probably designed by Thomas Seaton Scott, Chief Architect of the Department of Public Works, for his own use in the Second Empire style. Other notable residents include William Dawson LeSueur, a noted Canadian writer, the Victorian Order of Nurses and the Sisters of Service. The house is one of the few remaining residential buildings associated with Ashburnham Hill and the building yields information about the community's character.

## Sources

Paul Kerman. City of Ottawa Heritage Survey Form, June 1977. F.I.P.s: 1878, 1888, 1912, 1922, 1956. Ottawa City Directories: late-nineteenth century, 1902, 1905, 1912, 1922, 1948, 1956, 1968, 1980. "Heritage Survey for 478 Albert St." Central Area West Heritage Study. City of Ottawa. March 1998. "Scott, Thomas Seaton." Dictionary of Canadian Biography. "Scott, Thomas Seaton." Biographical Dictionary of Architects in Canada 1800-1950. "LeSueur, William Dawson." Dictionary of Canadian Biography. "The History of the Inn" Albert House Inn website. "Sisters of Service." Canadian Religious Conference, Communities and Associations: Women Religious. "History: A Century of Caring." Victorian Order of Nurses.

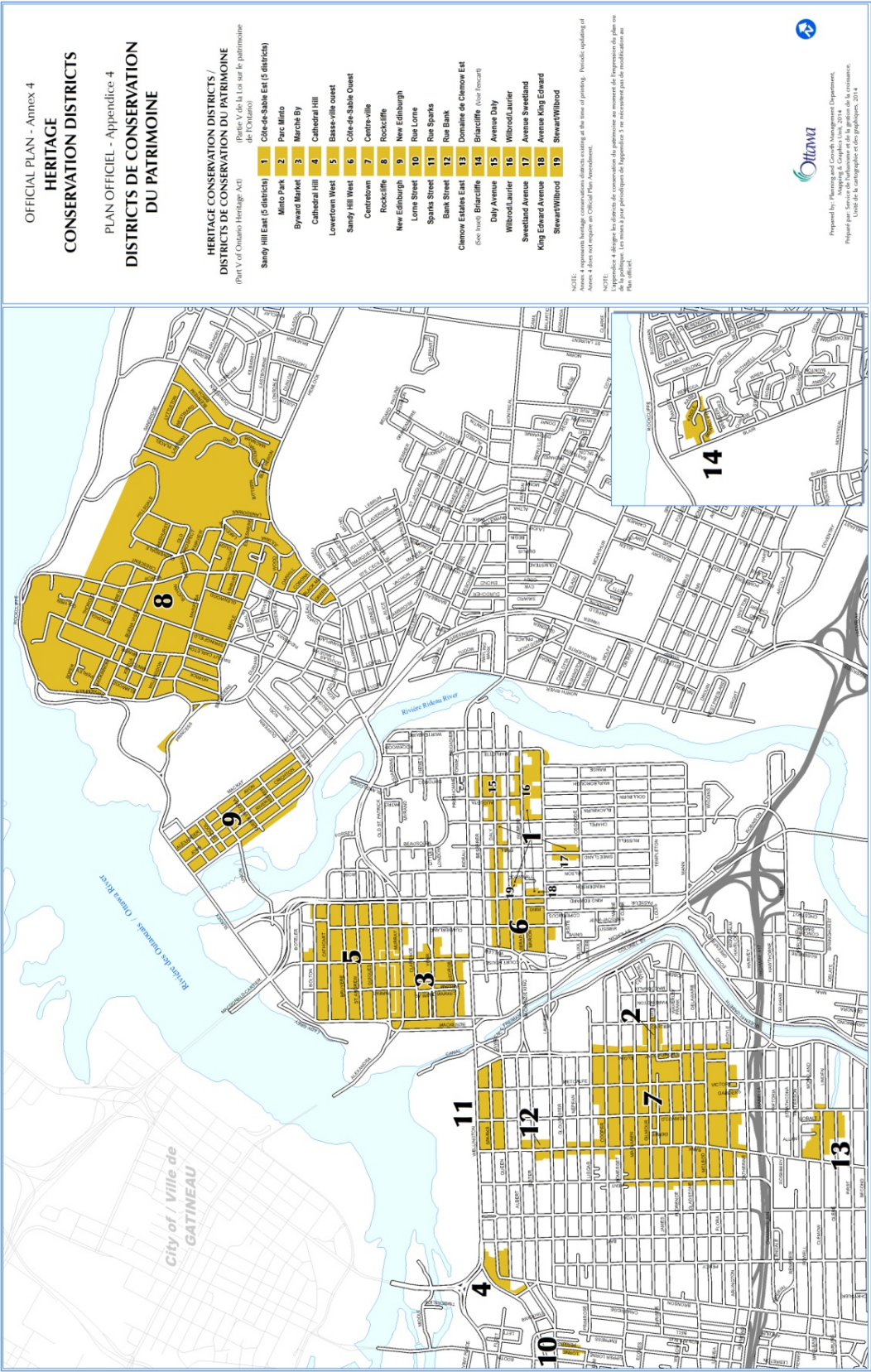
## Contextual Value





<b>Community Character</b> Is the property important in defining, maintaining, or supporting the character of the area?	YES      NO <input checked="" type="checkbox"/> <input type="checkbox"/>
<p>The property at 478 Albert Street is located within an area that combines buildings of different, ages, styles and heights. This property is part of a smaller sub-block of relatively consistent, older house-form properties. It is located on the south side of Albert Street that has preserved its original low-scale residential character. As one of the few remaining residential buildings associated with Ashburnham Hill, the building is important in conveying the upper-class character of the former neighbourhood.</p>	
<b>Context</b> Is the property physically, functionally, visually or historically linked to its surroundings?	YES      NO <input checked="" type="checkbox"/> <input type="checkbox"/>
<p>The surrounding buildings represent a mix of ages, styles and heights but the property is visually linked to a smaller sub-block of older house-form properties. The house at 478 Albert Street is one of several historic low-rise buildings that are located on the south side of Albert Street. The historic buildings have a strong visual impact in contrast to the high-rise office and residential buildings on the north side of Albert Street.</p>	
<b>Landmark</b> Is the property a landmark?	YES      NO <input checked="" type="checkbox"/> <input type="checkbox"/>
<p>The cluster of historic buildings, located on Albert Street, off the corner of Bronson Avenue, stand out as a recognizable landmark amongst the surrounding high-rise apartments and offices. The house at 478 Albert Street contributes to the historic residential character and its elaborate decoration distinguishes it amongst the other heritage buildings.</p>	
<b>Summary</b>	
<p>The property at 478 Albert Street is part of a small sub-block of relatively consistent, older house-form that illustrates the former character of the Ashburnham Hill neighbourhood as an elite enclave. Its elaborate architectural design and its proximity to high rise residential and office buildings make it a landmark in the area.</p>	

Appendix 4: Map of Heritage Conservation Districts



## **Appendix 5: Excerpt from the Byward Market HCD Guidelines**

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### **Introduction**

The role of the City and other levels of government is less direct when dealing with individual properties than when dealing with streetscape improvements. However, the design review function is an important part of managing change within a heritage conservation district. The following guidelines are suggested as criteria for design review.

There are two types of guidelines. The first are for existing properties, and concentrate on preserving their heritage qualities. The second are for new construction, and are intended to encourage compatible new development that enhances the overall character of the district.

### **Restoration**

#### **Comment:**

Restoration is the recovery of the earlier form, material and detailing of a heritage resource. It has to be undertaken with care, in order not to end up confusing or falsifying the historical record. Many buildings in the market area have important features that are hidden under later modifications, or that have deteriorated beyond recall. In these cases, restoration can enhance both the building itself and its immediate streetscape.

#### **Recommendations:**

1. Restoration must be based on accurate historical documentation. This documentation may be a combination of photographs, drawings, written reports and oral accounts, as well as the physical evidence itself.
2. When restoring early and mid-nineteenth century buildings, it is important to remember that these are still essentially hand-built structures at the tail end of medieval traditions of building. Accurate duplication is never possible; it is therefore very important to keep as much original material in place as is at all possible, and to concentrate on stabilizing and consolidating the various components of the property.
3. When restoring late nineteenth turn-of-the-century buildings, there is a great deal more machine-made material involved. In this case, accurate duplication may not be as difficult; in many cases, the actual methods of production have changed very little.
4. When restoring twentieth century buildings, there is the problem of composite materials, which have become increasingly popular. These materials may be the result of patented or specialized processes which no longer exist. The problem of substitute materials and methods becomes a much more prominent concern, as well as the use of more sophisticated analysis and repair techniques.
5. Restoration of individual buildings in the market area should respect the evolution that each building and the area as a whole has undergone. The contribution of various periods to the form of the building should always be recognized.

6. A restoration project should always consider a building in relation to its setting, whether natural or man-made, and its interior.

## **Rehabilitation and Adaptive Re-use**

### **Comment:**

Rehabilitation is the modification of a heritage building to contemporary functional standards. It may involve some restoration, but also introduces new forms and materials to accommodate new requirements. Many of the buildings in the sturdy area have already been rehabilitated several times. Sensitive rehabilitation achieves these functional goals while protecting and even enhancing the qualities that give the property its unique heritage character.

### **Recommendations:**

1. As with restoration, good rehabilitation is based on good historical documentation.
2. If new or modified uses are proposed, it should first be determined whether these can be contained within the heritage property without undue damage to the layout or finishes.
3. Structural upgrading, if required, should respect the original design intentions and reinforce these rather than working independently of them.
4. New mechanical and electrical services and other environmental control systems including insulation should be introduced in ways which do not upset the existing equilibrium or create new possibilities for deterioration.
5. Architectural layout and finishes should be respected, both inside and outside a property.
6. Distinctive features and good examples of design and craftsmanship should be retained. The contribution of all periods to the history of the property should be respected.
7. New work should be of its own time, but subservient to the heritage character of the existing property. It should take its form and direction from the history of the property itself.

## **Infill: Commercial and Mixed Use**

### **Comments:**

Infill includes both additions to existing properties and new developments on vacant lots. The Market area has been undergoing a continuous process of infill for a hundred and fifty years.

### **Recommendations:**

1. Infill in commercial areas must respect the scale and character of existing heritage properties and streetscapes.
2. The traditional pattern on commercial facades in the market area is grade level commercial or retail, with signage and cornice lines providing a visual

- separation from commercial or residential occupancies above. The different levels are also distinguished by larger window areas at grade and smaller windows, often with decorative surrounds, on the upper floors. Such patterns should be respected. The creation of split-level “ground floors” or new mezzanine levels should be discouraged.
3. The horizontal scale of development is important. Traditional store widths of about thirty feet ensued continuous sidewalk activity. Enclosed malls or lobbies are inappropriate, where they create widely spaced entry and exit points.
  4. Mid-nineteenth century storefronts had substantial columns at regular intervals, with fairly confined window openings. By the late nineteenth century, cast iron columns and beams, and larger glass sizes, allowed more openness. Structural systems by the mid-twentieth century allowed continuous walls of glass. In designing new infill, the historic pattern of the buildings previously on the site and of adjacent properties should be considered and reflected in the new work.
  5. Mid-nineteenth Building setbacks and heights should respect adjacent heritage properties and the streetscape. Road widening allowances should not be considered within the district.
  6. Carriageways and rear courtyards should be maintained where possible. Mid-block pedestrian links are one way of enhancing the commercial viability of these areas. In general, the pattern of high density development at the street edge should be should be respected.
  7. Parking in rear yards, with access through carriageways or side lanes, is the only surface parking that is appropriate in the district. Wide access ramps should not be used for any kind of parking as they disrupt the continuity of the street edge.
  8. Distinctive features and good examples of design and craftsmanship should be retained. The contribution of all periods to the history of the property should be respected

### 3.5 Infill: Residential

#### **Comment:**

Infill in mixed use/residential areas includes both additions to existing properties and new developments on vacant land.

#### **Recommendations:**

1. The infill in areas zoned residential or mixed use must respect the heritage character of the area as a whole as well as the more immediate environment.
2. Open space should generally be maintained on the rear portion of lots, with access using carriageways or side lanes. In the case of multiple-unit dwellings, entrances could be both from the sidewalk and from courtyards. The front yard setback should be the same as for adjacent heritage properties.

3. Small lot development should be encouraged, rather than land assembly. The density can be to the maximum allowed under height and lot coverage zoning.
4. The building form should respect the massing of adjacent heritage properties. For high-density, low-rise development, the side gable and flat roof forms have traditionally been used and continue to be the most viable options. For less dense single-family development, the front gable form could be used. Materials and detailing should reflect contemporary taste and availability, controlled only by the requirement to respect and reinforce the character of what exists. Infill must not disrupt any further the already fragile sense of continuity in many parts of the market district.
5. Mixed use developments are historically appropriate throughout the area, and could be considered on a case by case basis.

## Appendix 6- Excerpts from City of Ottawa Official Plan

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### Section 2

#### 2.5.5 – Cultural Heritage Resources

Heritage is a crucial aspect of the City's planning and infrastructure. It has the power to transform mundane daily experiences into a deeper understanding of where we have come from and enhances our quality of life by engendering an appreciation of local identity and shared community. Our cultural heritage, more than any other element of urban design, defines what is unique and distinct about Ottawa, and contributes to the liveability of our communities.

In recognition of the non-renewable nature of cultural heritage resources, and as the steward of these resources in Ottawa, the City will continue to preserve them in a manner that respects their heritage value, ensures their future viability as functional components of Ottawa's urban and rural environments, and allows them to continue their contribution to the character, civic pride, tourism potential, economic development, and historical appreciation of the community.

Cultural heritage resources generally fall into four categories:

**Built heritage resources:** means one or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the *Ontario Heritage Act*, or listed by local, provincial or federal jurisdictions.

**Cultural heritage landscape:** means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) 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 designated under the *Ontario Heritage Act*; and villages, parks, gardens, battlefields, farms, canals, mainstreets and neighbourhoods, cemeteries, railways and industrial complexes of cultural heritage value

**Archaeological resources** include the physical remains and contextual setting of any structure, event activity, place, cultural feature or object which, because of the passage of time, is on or below the surface of the land or water, and is important to understanding the history of a people or place. Archaeological resources may also include significant Native and non-Native cemeteries or unmarked burials. Examples include individual artefacts or grouped features such as the remains of a pre-European aboriginal settlement. [Ministerial Modification 6, November 10, 2003]

**Documentary and material heritage**, such as archives, museums, and historical artefacts are addressed by the Arts and Heritage Plan, described in policy 17 below.

The Official Plan provides for the conservation of cultural heritage resources by:

- Identifying cultural heritage resources and general policies for their protection in this section;
- Requiring conservation of cultural heritage resources in the preparation of community design plans, described below in Section 2.5.6; [Amendment #76, Ministerial Modification #23, August 18, 2011]
- Applying very specific requirements when reviewing development applications impacting on cultural heritage resources, described in Section 4.6.

[Amendment #76, OMB File #PL100206, August 18, 2011]

### **Policies**

1. The City will provide for the conservation of properties of cultural heritage value or interest for the benefit of the community and posterity. Cultural heritage resources include:
  - a. Built heritage resources (Buildings, structures, sites):
  - b. Cultural heritage landscapes;
  - c. Archaeological resources.

[Amendment #76, OMB File #PL100206, August 18, 2011]

2. 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*. Groups of buildings, cultural landscapes, and areas of the city will be designated as Heritage Conservation Districts under Part V the *Ontario Heritage Act*.

[Amendment #76, OMB File #PL100206, August 18, 2011] [Amendment #96, February 22, 2012]

3. The City may recognize core areas of Villages, older residential neighbourhoods, cultural landscapes or other areas in both the urban and rural areas as Cultural Heritage Character Areas, where designation under the *Ontario Heritage Act* may or may not be appropriate. In these areas, the City will prepare design guidelines to help private and public landowners construct new buildings, or additions or renovations to existing buildings, to reflect the identified cultural heritage features of the community. [Amendment #96, February 22, 2012]
4. The City will consider designating cemeteries of cultural heritage significance under Part IV of the *Ontario Heritage Act*, including vegetation and landscape of historic, aesthetic and contextual values to ensure effective protection and preservation. [Amendment #76 OMB File #PL100206, August 18, 2011]  
[Amendment #96, February 22, 2012]



5. Guidelines for heritage cemetery preservation will be developed to assist in the design of appropriate fencing, signage and commemorative plaques. [Amendment #76, OMB File #PL100206, August 18, 2011]
6. The City will maintain a municipal heritage committee, known as the Ottawa Built Heritage Advisory Committee (OBHAC), composed of citizens to advise and assist City Council on heritage matters under the *Ontario Heritage Act* and on other heritage matters associated with the built environment and cultural heritage landscapes. [Amendment #76, OMB File #PL100206, August 18, 2011] [Amendment #96, February 22, 2012]
7. The City will also maintain an Arts, Culture and Heritage Advisory Committee to advise and assist City Council on any other heritage matter, excluding those related to the *Ontario Heritage Act*. [Amendment #76, OMB File #PL100206, August 18, 2011] [Amendment #96, February 22, 2012]
8. The City will give immediate consideration to the designation of any cultural heritage resources under the *Ontario Heritage Act* if that resource is threatened with demolition. [Amendment #96, February 22, 2012]
9. The comprehensive zoning by-law will include heritage overlay provisions to ensure that the development of cultural heritage resources and the development of properties adjacent to cultural heritage resources achieve the objective of conserving our cultural heritage. Council may adopt zoning by-laws under Section 34 of the *Planning Act* in order to maintain the integrity of identified significant archaeological resources. [Ministerial Modification 7, November 10, 2003] [Amendment #76, OMB File #PL100206, August 18, 2011]
10. The City's *Archaeological Resource Potential Mapping Study* (ARPMS) will form the basis for determining the archaeological potential of a site. In areas of resource potential, any application for development will be supported by an archaeological resource assessment to ensure that the City's conservation objectives are met (see Section 4.6.2).
11. The City will undertake a study to enhance its inventory of cultural heritage landscapes to be conserved through the policies of this Plan. [Amendment #76, OMB File #PL100206, August 18, 2011]
12. The City will maintain a current and publicly accessible database of cultural heritage resources by:
13. Documenting and evaluating potential cultural heritage resources in accordance with accepted practices and City Council's Handbook for Evaluating Heritage Buildings and Areas, as amended from time to time, and updating the inventory of cultural heritage resources known as the Heritage Reference List; [Amendment #76, Ministerial Modification #24, August 18, 2011]

- a. Maintaining and updating a map of existing Heritage Conservation Districts designated under the *Ontario Heritage Act* as shown on Annex 4. Annex 4 may be updated without an official plan amendment; [Amendment #96, February 22, 2012]
- b. Engaging a licensed archaeologist, at five-year intervals, to make a comprehensive review of all archaeological data in order to refine the ARPMS and to recommend any necessary changes to the *Implementation Guidelines for the Protection of Archaeological Resources*.

[Amendment #76, OMB File #PL100206, August 18, 2011]

14. The City will maintain a heritage register according to the *Ontario Heritage Act*. [Amendment #96, February 22, 2012]
15. The City will maintain a heritage grant program for owners of designated heritage properties, in accordance with City Council's Handbook for the Administration of the Heritage Grant Program, as amended from time to time and may participate in financial aid programs of other levels of government or of non-governmental organizations. [Amendment #76, OMB File #PL100206, August 18, 2011]
16. The City may participate in the development of heritage resources through acquisition, assembly, resale, joint ventures, tax credits, tax exemptions, or other forms of involvement that will result in the sensitive conservation, restoration, and/or rehabilitation of those resources.
17. The City will enhance the environs of cultural heritage resources when undertaking its capital works and maintenance projects through such means as tree planting, landscaping, street improvements, underground wiring, and the provision of street furniture, lighting, signage and other streetscape components, consistent with the heritage character of the streetscape. [Amendment #76, OMB File #PL100206, August 18, 2011]
18. The City will utilize its maintenance and occupancy by-laws to facilitate the maintenance and conservation of cultural heritage resources, and to ensure that the application of these by-laws is not detrimental to their conservation. [Amendment #76, OMB File #PL100206, August 18, 2011]
19. The City will administer the Building Code and other related codes and regulations to permit maximum conservation and re-use of cultural heritage resources while still ensuring the health and safety of the public. [Amendment #76, OMB File #PL100206, August 18, 2011]
20. The City will prescribe minimum standards for the maintenance of the heritage attributes of a building designated under Part IV of the Ontario Heritage Act or

located in a heritage conservation district or amend existing by-laws to the same effect. [Amendment #76, OMB File #PL100206, August 18, 2011]

21. The City will assess the feasibility of developing a program to provide property tax relief to owners of eligible heritage properties, using provisions in the Municipal Act, 2001. The City will undertake further study of financial incentives for the owners of heritage buildings, including but not limited to, waiving development charges, encroachment fees, etc. [Amendment #76, OMB File #PL100206, August 18, 2011]
22. In addition to requiring specific assessments as described above, the City will support its objective to conserve cultural heritage resources and to promote the stewardship of those resources by:
  - a. Endeavouring to identify and protect building interiors of significant heritage merit;
  - b. Commemorating cultural heritage resources with heritage plaques, awards and other forms of interpretation;
  - c. Entering into heritage easement agreements with owners of designated heritage properties or properties eligible for heritage designation;
  - d. Entering into registered agreements with the owners of such properties if the City deems that financial securities are required from an owner to ensure the retention and conservation of heritage properties as part of a development approval. The amount of such financial securities will be determined by a qualified heritage architect, based on the cost of the development and the costs associated with the conservation of the heritage resource;
  - e. Increasing its collaboration with the National Capital Commission and other federal departments and agencies, as well as the provincial government, to promote the conservation and enhancement of Ottawa's cultural heritage resources.
  - f. Publishing newsletters and updating the City's web site as part of an ongoing public education campaign, alone and in collaboration with interested groups

[Amendment #76, OMB File #PL100206, August 18, 2011]

23. As the owner of many cultural heritage resources, the City will protect, improve and manage its cultural heritage resources in a manner which furthers the heritage objectives of this Plan and sets an example of leadership for the community in the conservation of heritage resources, including:

- a. Designating its cultural heritage resources under the Ontario Heritage Act where appropriate and reviewing all conservation plans for their maintenance with the municipal heritage committee; and
- b. Registering a heritage easement on a property to ensure its on-going protection when ownership is transferred from the City to others.

[Amendment #76, OMB File #PL100206, August 18, 2011] [Amendment #96, February 22, 2012]

24. The City will maintain an Arts and Heritage Plan:

- a. To identify a range of heritage strategies to complement its land-use planning initiatives; and
- b. For cultural heritage resources and heritage programming not directly related or associated with land use and the management of growth, to identify new initiatives and actions in the areas of heritage preservation, heritage facilities, heritage organizations and related projects that create a richer community life.  
[Amendment #76, OMB File #PL100206, August 18, 2011]

25. The City will recognize the cultural heritage policy infrastructure outlined by the preceding policies, and will allocate the necessary financial resources to ensure its maintenance and preservation, thereby ensuring that development occurs in harmony with, and respect for, unique and irreplaceable cultural heritage resources.

### **Rideau Canal UNESCO World Heritage Site**

26. In order to recognize and protect the cultural heritage resource significance of the Rideau Canal UNESCO World Heritage Site, the City will also participate in a study, the Rideau Corridor Landscape Strategy, along with representatives from First Nations, federal and provincial agencies, municipalities, non-governmental organizations, property owners and others. It is anticipated that this study will recommend planning management tools that the City may choose to implement that:

- a. identify and protect the cultural heritage landscapes, Algonquin history, and built heritage resources of the waterway;
- b. explore the introduction of design guidelines that can be implemented through the site plan control process, for new development along the waterway;
- c. identify measures to conserve the terrestrial and marine archaeological resources of the Rideau Canal.;

- d. recognise that the canal passes through existing and planned urban and village communities which are subject to growth and renewal over time[Amendment #76, OMB File #PL100206, August 18, 2011].

27. Reference should also be made to Section 4.6.3 of this Plan with respect to development and infrastructure adjacent to or crossing the Rideau Canal.

[Amendment #76, OMB File #PL100206, August 18, 2011]

#### 4.6 - Cultural Heritage Resources

Cultural heritage resources may include the following: buildings, structures, and sites; archaeological resources; rural and urban cultural heritage landscapes; heritage conservation districts areas and environments that include river and canal corridors; Scenic-Entry Routes and Multi-Use Pathways. The table below indicates where studies/assessments regarding cultural heritage resources may be required to assess a development application. [Ministerial Modification 40, November 10, 2003] [Amendment #76, August 04, 2010]

See Section	Studies/Assessment Required	Where Required
4.6.1	Cultural heritage impact statement	When a development has the potential to adversely affect any designated heritage resource [Amendment #76, June 24, 2009]
4.6.1	Demonstrate that the proposal is compatible with the heritage resource	All planning applications adjacent to or across the street from a heritage resource [Amendment #76, June 24, 2009]
4.6.2	Archaeological resource assessment	Areas with archaeological resource potential
4.6.3	Some land uses restricted; Require land dedication at waterfront	River corridors- all major rivers and streams

4.6.3	Cultural heritage impact statement	Rideau River and Canal
4.6.4	Design criteria	Scenic-Entry Routes designated on Schedules I & J
4.6.5	Assess potential for connections	Multi-Use Pathways designated on Schedule I & J [Amendment #76, June 24, 2009]

#### **4.6.1 – Heritage Buildings and Areas**

Heritage buildings and areas are buildings, structures, sites, landscapes, areas or environments which may have cultural, architectural, historical, contextual and/or natural interest, and which may warrant designation under the *Ontario Heritage Act*, and/or may warrant other means of cultural heritage recognition, for example, by the federal government. Heritage significance does not only flow from recognition but is dependent on a property's inherent values.

These policies are based on the presumption in favour of the retention of heritage resources in their original location and construction. Demolition of a cultural heritage resource and the rebuilding on a facsimile of all or part of the building is not considered to be heritage conservation.

For the purposes of this section, adjacent means contiguous to.

[Amendment #76, OMB File #PL100206, August 18, 2011]

#### ***Policies***

1. Where a structure designated under Part IV of the *Ontario Heritage Act* is to be altered, added to, partially demolished, demolished or relocated, the approval of City Council, after consultation with its municipal heritage committee, currently known as the Ottawa Built Heritage Advisory Committee (OBHAC), is required. If the alteration, addition, partial demolition, demolition or relocation has the potential to adversely affect the designated resource, the City will require that a cultural heritage impact statement be conducted by a qualified professional with expertise in cultural heritage resources to do the following: [Amendment #76, August 04, 2010] [Amendment #96, February 22, 2012]
  - a. Describe the positive and adverse impacts on the heritage resource that may reasonably be expected to result from the proposed development; [Amendment #76, August 04, 2010]
  - b. Describe the actions that may reasonably be required to prevent, minimize or mitigate the adverse impacts in accordance with the policies below [Amendment #76, OMB File #PL100206, August 18, 2011]
  - c. Demonstrate that the proposal will not adversely impact the defined cultural heritage value or the heritage attributes of the property. [Amendment #13, September 8, 2004] [Amendment #76, August 04, 2010]

Where a structure designated under Part V of the *Ontario Heritage Act* is to be altered, added to, partially demolished, demolished, relocated, or where new construction in a district designated under Part V of the *Ontario Heritage Act* is proposed, the approval of City Council, after consultation with its municipal heritage committee, currently known as the Ottawa Built Heritage Advisory Committee (OBHAC) is required. If the alteration, addition, partial demolition, demolition or relocation or new construction has the potential to adversely affect the heritage conservation district, the City will require that a cultural heritage impact statement be conducted by a qualified professional with expertise in cultural heritage resources to do the following: [Amendment #96, February 22, 2012]

Describe the positive and adverse impacts on the heritage conservation district that may reasonably be expected to result from the proposed development;

- a. Describe the actions that may reasonably be required to prevent, minimize or mitigate the adverse impacts
- b. Demonstrate that the proposal will not adversely impact the cultural heritage value of the Heritage Conservation District,
- c. When evaluating an alteration or addition to a building located in Heritage Conservation District, the impact statement will address the heritage conservation district study or the Council-approved "Heritage District Plan" of that district for design guidance. If no such plan exists, the impact statement will address the heritage study of the area for design guidance.

[Amendment #76, OMB File #PL100206, August 18, 2011]

Where development is proposed on a property that is adjacent to or within 35 metres of the boundary of; a property containing an individually designated heritage building (Part IV of the *Ontario Heritage Act*), a heritage conservation district (Part V of the *Ontario Heritage Act*) or a federally-recognized heritage property, the City may require that a cultural heritage impact statement be conducted by a qualified professional with expertise in cultural heritage resources. The cultural heritage impact statement will do the following: [Amendment #96, February 22, 2012]

Describe the positive and adverse impacts on the heritage resource or heritage conservation district that may reasonably be expected to result from the proposed development;

- a. Describe the actions that may reasonably be required to prevent, minimize or mitigate the adverse impacts in accordance with the policies below;
- b. Demonstrate that the proposal will not adversely impact the defined cultural heritage value of the property, Heritage Conservation District, and/or its streetscape/neighbourhood.

[Amendment #76, OMB File #PL100206, August 18, 2011]

Where relocation of a structure designated under the *Ontario Heritage Act* is proposed, the City will require that the cultural heritage impact statement demonstrate that relocation is the only way to conserve the resource. The City may

consider the option provided that: [Amendment #76, August 04, 2010] [Amendment #96, February 22, 2012]

- . The building is retained on site, but moved to another part of the property for integration into the new development, or, if that is not possible;

- a. The building is relocated to a site appropriate to its cultural heritage value outside the proposed development or property.

Where an owner of a designated heritage property applies for approval to demolish the property, the City will require a cultural heritage impact statement that, in addition to the regular requirements, will demonstrate that the rehabilitation and reuse of the property is not viable. The City may consider acquisition of the property where it determines that it is in the public interest to do so, and the property is considered to be of sufficient cultural heritage value to the community. [Amendment #76, August 04, 2010]

When a development involves the retention of all or part of a cultural heritage resource and its integration into a larger development the cultural heritage resource shall be retained in situ during the construction process. Where the retention of the cultural heritage resource in situ is determined to be impossible by an engineer specialized in the preservation of cultural heritage resources, the City may permit the temporary removal of the resource during the construction process followed by its restoration. [Amendment #76, OMB File #PL100206, August 18, 2011]

In the rare instances that a designated heritage property is approved for demolition the City will require that the property be thoroughly documented for archival purposes at the expense of the applicant prior to demolition or alteration in accordance with accepted heritage recording guidelines, for deposit in the City of Ottawa archives. [[Amendment #76, August 04, 2010]

The City may permit the transfer of density potential from one site to another to facilitate the retention of particular cultural heritage resources in those areas which have an established floor space index under the zoning by-law, subject to: [Amendment #76, August 04, 2010]

- . A concurrent, equivalent down-zoning and up-zoning of donor and recipient sites, respectively;
- a. Maintaining compatibility of scale and architectural treatment between the heritage resource(s) and the new development and between the recipient site and its existing environs;
- b. Where a density transfer is to take place in the central business district of the Central Area, conformity will be required with policies regarding building heights and the visual integrity and symbolic primacy of the Parliament Buildings and other national symbols, as referred to in Section 3.6.6.

When reviewing applications for zoning amendments, site plan control approval, demolition control, minor variance, or the provision of utilities affecting lands/properties adjacent to or across the street from a designated heritage resource, adjacent to or across the street from the boundary of a heritage conservation district, or within heritage conservation district, the City will ensure that the proposal is compatible by: [Amendment 14, September 8, 2004] [Amendment #76, OMB File #PL100206, August 18, 2011]



- . Respecting the massing, profile and character adjacent to or across the street from heritage buildings; [Amendment #76, August 04, 2010]
- a. Approximating the width of nearby heritage buildings when constructing new buildings facing the street;
- b. Approximating the established setback pattern on the street;
- c. Being physically oriented to the street in a similar fashion to existing heritage buildings;
- d. Minimizing shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas;
- e. Having minimal impact on the heritage qualities of the street as a public place in heritage areas;
- f. Minimizing the loss of landscaped open space;
- g. Ensuring that parking facilities (surface lots, residential garages, stand-alone parking and parking components as part of larger developments) are compatibly integrated into heritage areas;
- h. Requiring local utility companies to place metering equipment, transformer boxes, power lines, conduit equipment boxes, and other utility equipment and devices in locations that do not detract from the visual character or architectural integrity of the heritage resource.

Where development affects cultural heritage resources, the City may enter into registered agreements with the owners of designated heritage properties when it deems that financial securities are necessary to ensure the retention and conservation of heritage properties as part of a development. [Amendment #76, August 04, 2010]

Where development is proposed adjacent to or across the street from a building on the Heritage Reference List (but not designated under the *Ontario Heritage Act*) the applicant shall demonstrate the proposal's compatibility with that heritage resource and its streetscape. [Amendment #76, August 04, 2010] [Amendment #96, February 22, 2012]

In undertaking its public works, the City will provide for the conservation of heritage buildings and areas in accordance with these policies.

The heritage integrity of cemeteries will be given careful consideration at all times. The City will ensure that:

- . Cultural heritage impact statements, prepared by qualified heritage conservation professionals, are required for development proposals on lands adjacent to or across the street from cemeteries;
- a. Impacts and encroachments associated with development will be assessed and mitigated;
- b. The relocation of human remains will be avoided.

[Amendment #76, August 04, 2010]

#### **4.6.2 – Archaeological Resources**

Archaeological resources are the remains of any building, structure, activity, place, or cultural feature or object, which, because of the passage of time, are on or below the surface of land or water and are of significance to the understanding of the history of a

people or place. Archaeological resources may also include significant Native and non-Native cemeteries or unmarked burials. The City has undertaken an *Archaeological Resource Potential Mapping Study* and the results of the study form the basis for determining the archaeological potential. [Ministerial Modification #43, November 10, 2003]

### ***Policies***

1. Where development is proposed on land where archaeological potential exists, as identified on the City of Ottawa map, Areas of Archaeological Potential, the City will require an archaeological resource assessment to be conducted by an archaeologist licensed under the *Ontario Heritage Act*, as a condition of development approval. The archaeological resource assessment report will:  
[Amendment #96, February 22, 2012]
  - a. Be provided by the developer to the City and submitted to the Ministry of Culture;
  - b. Be carried out to the satisfaction of the Ministry of Culture and communicated to the City;
  - c. Include conservation-related recommendations, such as documentation, removal and/or preservation in situ for heritage integrity purposes, if significant archaeological resources are discovered on a subject property;
  - d. Ensure that a plan for protection or salvage of any significant archaeological site(s) found during the course of the assessment is implemented prior to any disturbance of the land.
2. When reviewing plans of subdivision and condominium, site-specific official plan amendments and site plans involving large parcels of undisturbed land, the City will determine whether any portion of a proposal has the potential for the discovery of archaeological resources. The City's *Archaeological Resource Potential Mapping Study* will form the basis for determining the archaeological potential.
3. When reviewing consent and lifting of part lot control applications, the City will consider that archaeological potential exists only when the application would:
  - a. Contain or directly affect a registered archaeological site, or directly affect a federal, provincial or municipal historic landmark, monument or designated property; or
  - b. Lead to impacts (any soil disturbance) upon undisturbed lands (woodlot, pasture ploughed land) that are located within 100 metres of the top of bank of the Ottawa, Rideau, Carp, Mississippi or Jock Rivers when two or more new building lots are created.

4. When a consent or a lifting of part lot control application proposes to sever existing units, there is no requirement for an archaeological resource assessment.
5. While the *Archaeological Resource Potential Mapping Study* shows the historic core of the city (as defined by the city limits at the time of its incorporation in 1855) as having archaeological potential, an archaeological resource assessment will not be required as part of the development review process. However, if archaeological resources are discovered during the course of construction in the city's historic core area, the site must be protected from further disturbance until a licensed archaeologist has completed an archaeological resource assessment and any necessary mitigation has been completed. The City will develop information to assist developers, contractors and on-site workers in the recognition and reporting of potential archaeological resources discovered during the course of construction. A site monitoring assessment process for deeply buried remains will also be considered if significant archaeological resources are identified. Where new additional information within the urbanized city core indicates there is a high likelihood for archaeological remains to exist, a licensed archaeologist shall be retained for monitoring purposes and/or assessment prior to any major ground disturbances resulting from construction activities. [Ministerial Modification 42, November 10, 2003]
6. Where marked and unmarked cemeteries and burial places are encountered during assessment or any excavation activity, the provisions of the *Cemeteries Act* and its regulations will apply. Council shall ensure adequate archaeological assessment by a licensed archaeologist is conducted and consult appropriate government agencies, including the Ministry of Culture (MCL) and the Ministry of Small Business and Consumer Services (SBCS) [Ministerial Modification #43, November 10, 2003] [Amendment #76, August 04, 2010]
7. In undertaking public works, the City will conserve archaeological resources in accordance with these policies.
8. Council may maintain the integrity of archaeological resources by adopting zoning by-laws under Section 34 of the *Planning Act* to prohibit or restrict any land use activities or the erection of buildings or structures on land which is a site of a significant archaeological resource. [Ministerial Modification #44, November 10, 2003]

#### **4.6.3 – River and Canal Corridors**

[Amendment #76, August 04, 2010]

Ottawa's defining natural features are its rivers. The Ottawa and Rideau Rivers and Rideau Canal and their tributaries have historically determined the location of communities and continue to define their boundaries. In the past, the Ottawa River served as the principal highway into the Canadian Shield for aboriginal people, explorers, loggers and settlers. Its cultural heritage, natural environment resources and

recreational opportunities contribute to the tourism potential of the communities along its shore.

The Rideau River and Canal is a World Heritage Site and a National Historic Site, and a Canadian Heritage River. Its value lies in the combination of historic engineering works and buildings, open spaces, natural features, the canal itself, and adjacent diverse landscapes, which together constitute a cultural heritage resource of outstanding national significance and universal heritage value. Parks Canada owns the bed of the Rideau Canal and land at lock stations along the canal.

The City will ensure that the shoreline of the Ottawa River, Rideau River and Canal, and other shorelines in the city remain accessible and that the river landscapes, which include farms and wooded areas, are maintained and improved, in terms of their cultural heritage, scenic quality, and recreation and economic benefits. The natural environment functions of rivers and streams are protected through provisions elsewhere in this Plan for planning on a watershed basis, environmentally-sensitive development practices, and other measures.

### ***Policies***

1. The City will conserve the natural environment, cultural heritage, scenic qualities, and recreational potential of the Ottawa River, Rideau River and Rideau Canal World Heritage Site by:
  - a. Reviewing development applications adjacent to these rivers and canal to ensure that the visual quality of the waterway and view from the waterway, as well as natural and cultural features, are evaluated. In this respect, a cultural heritage impact statement, as described in Section 4.6.1, will be required for any development application adjacent to the Rideau River and Canal, which will be reviewed in consultation with Parks Canada and the National Capital Commission;
  - b. Requiring an assessment of the potential impact of the development on boating safety in parts of the Rideau Canal experiencing boating congestion and other impediments to safe navigation; and on the aquatic environment where significant aquatic natural features are known to exist. The study will be reviewed in consultation with Parks Canada;
  - c. Prohibiting pits and quarries along the Ottawa and Rideau Rivers;
  - d. Prohibiting land uses that require outside storage or large paved areas or that produce noise, fumes and dust;
  - e. Ensuring, for development outside Villages in the General Rural Area adjacent to the Rideau River and Rideau Canal upstream from Roger Stevens Drive, notwithstanding the provisions of policy 3.7.2.8(b), or any other policy in this Plan, a minimum lot size of 5 hectares and a minimum of 200 metres of waterfront for the severed parcel, and a minimum lot size of 10

hectares for the remnant parcel, unless an alternate design has the same or less impact, as assessed by a cultural heritage impact statement.

[Amendment #13, September 8, 2004] [Amendment #58, December 07, 2007]

2. For lots that abut the Rideau River and Canal the City may also require site plan approval for all non-agricultural buildings, which may include one or dwellings and their accessory buildings that have not been subject to another approval under the Planning Act and in which the matters, identified in Section 2.5.5 have been addressed. [Amendment #76, OMB File #PL100206, August 18, 2011]
3. When reviewing development and public works adjacent to or over the canal system the City will ensure that:
  - a. the development or public works will not interfere with safe and efficient navigation on the Canal;
  - b. no development or site alteration will alter the size, shape, depth, or configuration of the slackwater sections of the canal system;
  - c. all development, works or site alteration on lands adjacent to the lock stations and the canal takes into consideration and conserves the Cultural Heritage Resources of these areas; and
  - d. Environmental Assessments required for new bridge or public utilities that cross or are located within 30 m of the canal, address and mediate their impact on the function and heritage character of the canal in manner acceptable to the City and Parks Canada; and
  - e. e. all other applicable provisions of the plan will be addressed. [Amendment #76, OMB File #PL100206, August 18, 2011]
4. Public access to shorelines will be pursued through various means, as described in Section 2.4.5. For plans of subdivision abutting the shoreline, the City will secure public access along the shoreline of all waterways in the urban area and Villages, unless there are compelling reasons not to do so. This will be accomplished by requiring that land dedicated for public purposes be located at the shoreline or adjacent to environmental constraints. The dedicated lands should be accessible from a public road. [Amendment #14, September 8, 2004]
5. In addition, the City will use such measures as public acquisition, conservation easements or other appropriate means to secure public access to the shoreline where there is agreement of the property owner.
6. The City recognizes the importance of waterways and islands in the history and culture of aboriginals. Waterways provided a primary means of movement for these people and islands in the waterways served as gathering and hunting

places, burial grounds, etc. Accordingly, the City will engage with First Nations, in particular with the Algonquins of Ontario, the Government of Canada and the Province of Ontario on matters related to the utilization of islands in the Ottawa and Rideau Rivers. [Amendment #76, July 07, 2011.]

## **Appendix 7: Excerpt from the Standards and Guidelines for the Conservation of Historic Places in Canada**

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**Note:** Full text available at [www.historicplaces.ca](http://www.historicplaces.ca)

### **Standards**

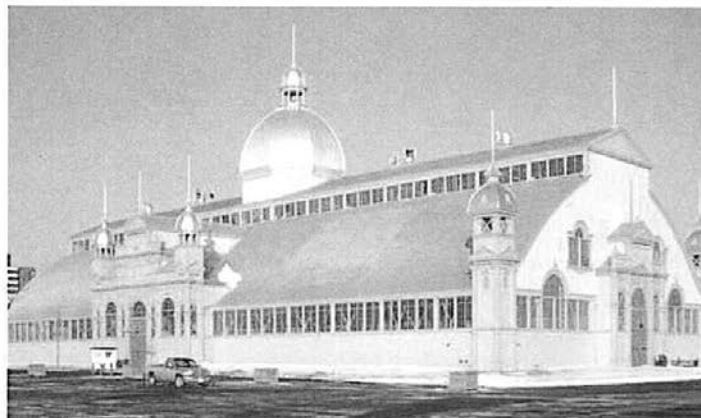
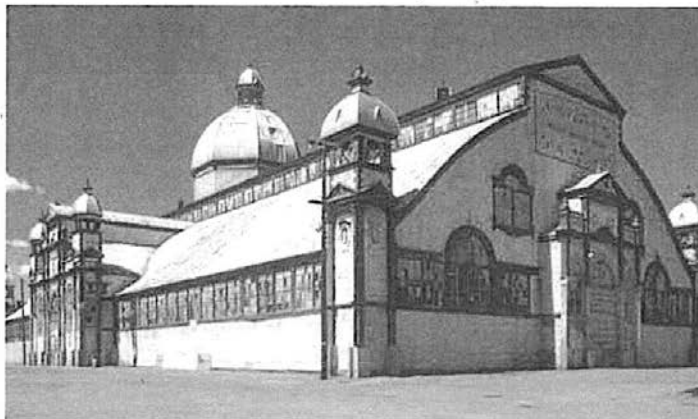
1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move an historic place if its current location is a character-defining element.
2. Conserve changes to an historic place that have, over time, become character defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimum intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

### 4.3.5 WINDOWS, DOORS AND STOREFRONTS

These guidelines provide direction when windows, doors or storefronts are identified as *character-defining elements* of an historic place. They also give direction on how to minimize the impact of introducing a new element, or changing existing non-character-defining windows, doors and storefronts in an historic building.



The character-defining form and features of the Byrnes Block storefronts in Gastown, Vancouver, including their large plate-glass display windows with multi-pane transom windows above and recessed central doorways, have been retained through Preservation.



The windows of the Aberdeen Pavilion in Ottawa, a building that is valued as an example of a large-scale exhibition structure from the 19<sup>th</sup> century, include monitor windows at the top of the curved roof structure to provide daylight to the wide open space from above. Preservation of the character-defining wood windows involved scraping, sanding, re-puttying and repainting. While some replacement in kind was undertaken, almost all the original windows were retained, including the glass. Wholesale replacement of window units is not an appropriate Preservation treatment.



Doors are often targets for replacement because of security, energy efficiency or fire separation needs. Often it is possible to meet all these needs while retaining a historic door. Adding weather stripping can contribute greatly to a door's efficiency. Modern locks and locking mechanisms can often be installed with little damage. The fire rating of a solid wood door may meet certain code requirements.



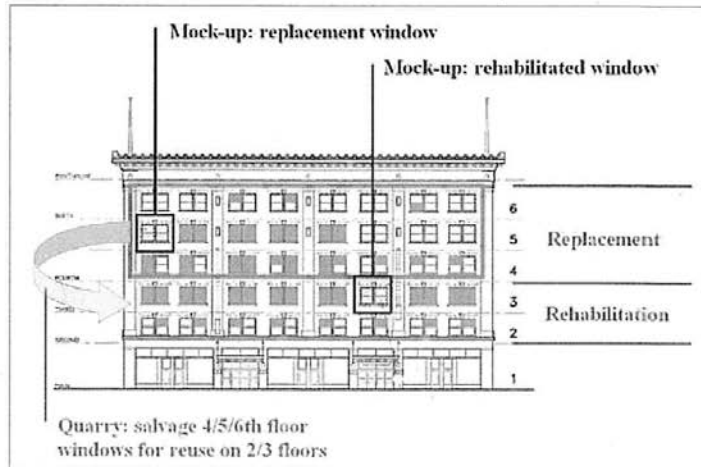
Windows and doors range from traditional wood and steel assemblies to modern sealed units, skylights, conservatories and revolving doors. They also come with a wide range of functional and decorative components, including frames, sashes, *muntins*, stained glass, glazing, hardware, sills, *hoodmoulds*, panelled or decorated jambs and mouldings, and interior and exterior shutters.

Windows, doors and storefronts are among the most conspicuous of any building's features. They punctuate the façade or, in the case of curtain wall construction, are integral to the exterior wall assembly. In addition to their function—providing light, views, fresh air and access to the building—their arrangement and design is fundamental to the building's appearance and heritage value. Each window, door or storefront is, in itself, a complex assembly whose function and operation must be considered as part of its conservation.

Windows and doors are vulnerable to wear and tear, changing tastes and functional requirements. The ongoing need for maintenance and upgrades can, however, motivate interventions that can have a negative impact on their heritage value. Often, windows and doors are replaced with newer units that have a much shorter service life, in the name of energy efficiency.

Storefronts often provide display space and are susceptible to rapidly changing commercial requirements. They are included in this section along with their functional and decorative features, such as windows, doors, transoms, cornices, corner posts, awnings, signs and lighting.

These guidelines provide general recommendations for windows, doors and storefronts. For recommendations on related issues, refer to the individual guidelines for Exterior Form and Mechanical and Electrical Systems. For materials that make up these assemblies, refer to the Guidelines for Materials.



While rehabilitating the Louheed Building in Calgary, the windows in the best condition were repaired and consolidated on the lower levels where they were most visible from the street. New windows based on the existing were specially constructed for the upper levels. The location and reuse of the windows was carefully and clearly documented both for construction purposes and for future reference.



The Leopold Roy House in Saint-Quentin NB is a good example of a window, door and storefront restoration. Based on photographic and physical evidence, the original finishes and designs were uncovered and repaired or replaced in kind.



These large windows on King Street in St. John were originally slated for removal and replacement as part of the CentreBeam Place rehabilitation project. Instead, a condition revealed that the original windows could be retained and repaired, with the addition of interior storm to meet energy efficiency requirements.

## GENERAL GUIDELINES FOR PRESERVATION, REHABILITATION AND RESTORATION

	Recommended	Not Recommended
1	<b>Understanding</b> windows, doors and storefronts and how they contribute to the heritage value of the historic building.	
2	<b>Understanding</b> the properties, operation and characteristics of the windows, doors and storefronts as well as changes and previous maintenance practices.	Failing to consider the impact of previous changes and maintenance practices, such as sealed windows or the removal of awnings or sunshades.
3	<b>Documenting</b> the form, materials and condition of windows, doors and storefronts, and their elements, before undertaking an intervention. This includes the configuration, style, method of operation and materials.	Undertaking an intervention that affects windows, doors and storefronts without first documenting their existing character and condition.
4	<b>Assessing</b> the condition of windows, doors and storefronts, including hardware, early in the planning process so that the scope of work is based on current conditions.	
5	<b>Determining</b> the cause of distress, damage, or deterioration of windows, doors and storefronts through investigation, monitoring, and minimally invasive or non-destructive testing techniques.	
6	<b>Protecting</b> and maintaining windows, doors and storefronts by using appropriate surface treatments, such as cleaning, rust removal, limited paint removal, and reapplying protective coating systems in kind.	Failing to adequately maintain windows, doors and storefronts on a regular basis.
7	<b>Making</b> windows, doors and storefronts weather tight and energy efficient by re-puttying and replacing or installing weatherstripping, adjusting hardware, and sealing openings and joints.	
8	<b>Retaining</b> sound and repairable windows, doors and storefronts, including their functional and decorative elements, such as hardware, signs and awnings.	Removing or replacing windows, doors and storefronts that can be repaired. Peeling paint, broken glass, stuck sashes, loose hinges or high air infiltration are not, in themselves, indications that these assemblies are beyond repair.
9	<b>Stabilizing</b> deteriorated windows, doors and storefronts by using structural reinforcement, and weather protection, or correcting unsafe conditions, as required, until repair work is undertaken.	Adding protective glazing or exterior storms to stained glass elements, without the involvement of a specialist conservator.
10	<b>Repairing</b> parts of windows, doors, or storefronts, by patching, piecing-in, consolidating, or otherwise reinforcing, using recognized conservation methods. Repair may also include the limited replacement in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of windows, doors and storefronts. Repairs should match the existing work as closely as possible, both physically and visually.	

## GENERAL GUIDELINES FOR PRESERVATION, REHABILITATION AND RESTORATION

	Recommended	Not Recommended
11	<b>Protecting</b> adjacent character-defining elements from accidental damage, or exposure to damaging materials during maintenance or repair work.	
12	<b>Replacing</b> in kind extensively deteriorated or missing parts of windows, doors and storefronts, where there are surviving prototypes.	Replacing an entire functional or decorative element, such as a shutter with a broken louver, or a door with a missing hinge, when only limited replacement of deteriorated or missing part is possible.  Using a substitute material for the replacement part that neither conveys the same appearance as the surviving parts of the element, nor is physically or visually compatible.
13	<b>Testing</b> proposed interventions to establish appropriate replacement materials, quality of workmanship and methodology. This can include reviewing samples, testing products, methods or assemblies, or creating a mock-up. Testing should be carried out under the same conditions as the proposed intervention.	
14	<b>Documenting</b> all interventions that affect the building's windows, doors and storefronts, and ensuring that the documentation is available to those responsible for future interventions.	

## ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS

	Recommended	Not Recommended
15	<b>Repairing</b> windows, doors and storefronts by using a minimal intervention approach. Such repairs might include the limited replacement in kind, or replacement with an appropriate substitute material, of irreparable or missing elements, based on documentary or physical evidence.	Replacing an entire window, door or storefront when the repair of materials and limited replacement of deteriorated or missing elements is feasible.  Failing to reuse serviceable hardware, such as sash lifts and sash locks, hinges and doorknobs.
16	<b>Replacing</b> in kind irreparable windows, doors or storefronts based on physical and documentary evidence. If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.	Removing an irreparable window, door or storefront and not replacing it, or replacing it with a new one that does not convey the same appearance or serve the same function.  Stripping storefronts of character-defining materials or covering over those materials.
17	<b>Replacing</b> missing historic features by designing and installing new windows, doors and storefronts based on physical and documentary evidence, or one that is compatible in size, scale, material, style and colour.	Creating a false historical appearance because the new window, door or storefront is incompatible, or based on insufficient physical and documentary evidence.

## ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS

	Recommended	Not Recommended
18	<b>Designing</b> and constructing a new window, door or storefront when it is completely missing, with a new design that is compatible with the style, era and character of the historic place, or a replica based on documentary evidence.	Changing the number, location, size, or configuration of windows, doors and storefronts, by cutting new openings, blocking in existing openings, or installing replacement units that do not fit the opening.
19	<b>Using</b> signs, awnings, canopies or marquees of a scale and design that is compatible with the historic building.	Introducing a new design that is incompatible in size, scale, material, style or colour.

### ADDITIONS OR ALTERATIONS TO WINDOWS, DOORS AND STOREFRONTS

20	<b>Designing</b> and installing new windows, doors or storefronts required by a new use on non-character-defining elevations in a manner that is compatible with the building's style, era and character.	Installing new windows, doors or storefronts that are incompatible with the building's style, era and character, or that obscure, damage or destroy character-defining elements.
21	<b>Providing</b> a setback in the design of drop ceilings, when required, to allow for full height window openings.	Inserting new floors or drop ceilings that cut across windows openings, changing the interior and exterior appearance of the building, and reducing access to daylight.

### HEALTH, SAFETY AND SECURITY CONSIDERATIONS

22	<b>Complying</b> with health, safety and security requirements in a manner that conserves the heritage value of the windows, doors and storefronts and minimizes impact on its character-defining elements.	Damaging or destroying elements while making modifications to comply with health, safety and security requirements.
23	<b>Working</b> with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.	Making changes to windows, doors or storefronts without first exploring equivalent health, safety and security systems, methods or devices that may be less damaging to the character-defining elements of the historic building.
24	<b>Removing</b> or encapsulating hazardous materials, such as lead-based paint, using the least-invasive abatement methods possible, and only after thorough testing has been conducted.	
25	<b>Protecting</b> windows, doors or storefronts against loss or damage by identifying and assessing specific risks, and by implementing an appropriate fire protection strategy that addresses those risks. For example, replacing a character-defining wood door with a compatible fire-rated door, only after carefully considering other options.	Implementing a generic fire-protection strategy, or one that does not appropriately address the specific fire risks of the historic building.  Covering flammable, character-defining elements with fire-resistant sheathing or coatings that alter their appearance.

## ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS

	Recommended	Not Recommended
<b>ACCESSIBILITY CONSIDERATIONS</b>		
26	<b>Complying</b> with accessibility requirements in a manner that conserves, where possible, character-defining doors and storefronts, including their decorative and operating hardware. This can include using an automatic door opener instead of providing the required manoeuvring space for wheelchairs at doors.	Installing new hardware that damages character-defining doors and mouldings without considering alternate means of meeting accessibility requirements
27	<b>Working</b> with accessibility and conservation specialists and users to determine the most appropriate solution to accessibility issues with the least impact on the character-defining elements and overall heritage value of the historic building.	Altering character-defining windows, doors and storefronts without consulting the appropriate specialists and users.
<b>SUSTAINABILITY CONSIDERATIONS</b>		
28	<b>Complying</b> with energy efficiency objectives in upgrades to character-defining doors, windows and storefronts by installing weather-stripping, storm windows, interior shades and, if historically appropriate, blinds and awnings. The energy efficiency of the building envelope and systems as a whole should be considered.	Replacing character-defining, multi-paned sashes with new thermal sashes with false <i>muntins</i> .
29	<b>Working</b> with specialists to determine the most appropriate solution to energy efficiency requirements with the least impact on the character-defining elements and overall heritage value of the historic building.	Making changes to windows, doors or storefronts without first exploring alternative energy efficiency solutions that may be less damaging to the character-defining elements and overall heritage value of the historic building.
30	<b>Maintaining</b> the building's inherent energy-conserving features in good operating condition, such as operable windows or louvered blinds for natural ventilation.	Replacing repairable windows with new ones, without evaluating the performance and remaining service life of the existing windows.
31	<b>Installing</b> interior storm windows where original windows are character-defining and exterior storms are inappropriate.	