



# 2011 Heritage Forum

## For Ottawa Communities

*Sponsored by Heritage Ottawa and the New Edinburgh Community Alliance*

*Report Prepared by Forum Organizers:  
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*The 2011 Heritage Forum for Ottawa Communities was held on October 15 at St. Bartholomew's Church in New Edinburgh. Organized jointly by Heritage Ottawa and the New Edinburgh Community Alliance (NECA), the event drew over forty participants, with over a dozen Ottawa communities represented. This report is a summary of the information presented and main points of discussion at the event. Several handouts available at the Heritage Forum have been appended to the end of this document.*

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## **Opening Remarks**

Prior to the start of the afternoon event, several participants enjoyed a walking tour of the local New Edinburgh neighbourhood. During this walk, several properties were identified which represented some of the challenges and successes to conserving the historic character of the neighbourhood's Heritage Conservation District (HCD). Issues of intensification and infill, adaptive reuse, compatible design and development processes were discussed.

After a welcome and opening of the event by NECA President Joan Mason, keynote remarks were made by Leslie Maitland, President of Heritage Ottawa. Leslie noted that the purpose of the Heritage Forum is to bring together interested individuals from a variety of local communities to foster a more collaborative approach to conserving our heritage resources. It was noted that a more proactive approach to heritage is needed in this city, and it is hoped that this event will help bring awareness to under-represented areas (especially those of the rural areas), encourage a City-wide dialogue to discuss heritage issues, and explore ways in which activities related to historical research, raising awareness, designation and policy intervention can be undertaken. Leslie then introduced the Chair of the event, Jay Baltz, board member of both Heritage Ottawa and Hintonburg Community Association.



**St. Bartholomew's Church**

## **Session 1: Knowledge, Awareness and Publicity**

**Community Priorities:** The first session began with a presentation by Nancy Oakley from Heritage Ottawa. Nancy discussed briefly the results of the pre-session activity. The questionnaire that was circulated to participants revealed a dynamic state of affairs – development and intensification activities were occurring across the city, while local communities are busy researching and engaging with their local heritage. Nancy then led a group exercise where participants were invited to share who they were and the neighbourhood they lived in, what heritage issues their community faces, and what they hope to get out of the Heritage Forum.

The variability between communities and their heritage issues became evident: some communities looked to the Forum for guidance and assistance in pursuing heritage designation, while other communities with established HCDs looked to the Forum to help enforce heritage policies and support in fighting 'heritage battles'. Many expressed the desire for a more proactive approach to conservation, while the need for collaboration, relationship-building, and the sharing of information and resources was stressed. Concerns were expressed about the problems of overdevelopment, intensification, insensitive infill, demolition, and the ability of communities to manage change to the character of their areas. Others were interested in learning about Heritage Ottawa and its activities, what other heritage activities are going on in other neighbourhoods, how heritage and green spaces can be better integrated, and to learn about City regulations and processes.

***Promoting Local Heritage:*** The session continued with a presentation by Paul McConnell of NECA on how awareness and understanding about heritage resources and issues can be raised in local communities. Paul noted that while all those attending the Forum understand the value of heritage, not everyone sees it that way, and so we need to constantly and consistently raise awareness about heritage in our communities. There can be a strong advocacy and educational component when sharing what it means to live in a Heritage Conservation District, or to protect heritage properties. Awareness can be easily and effectively raised even through small teams (community associations) since much useful work and/or research has been done already by various communities across Ottawa, and can be adapted to suit local needs and resources. One challenge to using these resources, however, is the difficulty in their general accessibility and availability. Paul noted the following examples of promotion by local communities:

*Print Communication*

- Local Newspapers and bulletins (easy to get info out there, great success in having a regular heritage column, provides constant and consistent heritage presence in community, can also profile and raise awareness and support of research projects, especially related to designation)
- Open letters to realtors, FAQs about heritage and the neighbourhood, and heritage news
- Information booklets (provide simple information for residents about what it means to live in a particular community or within a Heritage Conservation District)
- Walking Tour pamphlets (distributed throughout community and city)

*Local Events/ Direct Communication*

- Door-to-door (dropping off brochures provides the opportunity to directly engage and answer questions about heritage, if desired. Brochures can include FAQs for Heritage Conservation Districts, and some important information that residents might need)
- Home and garden tour (allows you to engage in partnerships)
- Heritage walks (An HCD is not required to organize one and anyone can do it!)
- Community-based heritage awards (make your own and distribute at AGM for example as positive enforcement of jobs well done/good examples to follow)

- Visual images/names (use of a logo helps people to identify with a specific community, the power of names- for example 'Old' Ottawa South)
- Websites (make sure heritage sections are easily accessible. Having downloadable walking tours has been very positive)
- Awareness campaigns (especially in an established HCD or an area under study for designation, to allow people to engage and/or be reminded of objectives, rules, guidelines, etc. related to heritage)

Additional information and further examples of promotion are appended to this report. In discussion, it was also pointed out how other types of media, such as Twitter, Facebook, etc, were increasingly important to the dissemination of information and can be used to promote heritage and especially to engage different (and also younger) audiences. The Canadian Register of Historic Places was identified as an excellent and easily accessible tool. Larger-reaching organizations like Heritage Ottawa could also help to give advice and disseminate community-generated information. The establishment of an archive or repository for these materials was suggested. Digitization efforts should also be pursued, to seek and scan heritage documents or photos from local residents. It was noted that this can take time and money, and so having a funding or support structure in place for such an activity would be helpful. In a later session, it was suggested that encouraging the Ottawa Citizen to publish a regular heritage column would have broad impact on raising awareness.

***Finding Heritage Information:*** The first session ended with a presentation by Linda Hoad, Heritage Ottawa, on finding sources of information for researching historic buildings. A retired archivist, Linda has a lot of experience in this field and offered her tips for how to undertake effective and useful research. She noted that it above all requires perseverance. The research process is iterative and not linear, and you will find yourself going back through things they've already looked at. As a starting point, Linda recommends Bruce Elliott's book (including its footnotes)- *Nepean, The City Beyond: A History of Nepean, Birthplace of Canada's Capital, 1792-1990*. Linda has prepared several useful research outlines that are appended to this report. The following is a brief summary of the tools identified:

#### *Land Registry records*

- These records indicate ownership of property
- Can access current assessment rolls through the City's e-map website (under the Property and Ward information button), which gives you the legal description of a property. The legal description is often required for further research.
- City of Ottawa has microfiche copies of plans of subdivision. It is advisable to have a copy of them as they can help interpret and understand land transactions for your property.

#### *Assessment Rolls*

- The basis of taxation which tends to include lots of historical information.
- Generally list owners, occupation, age, legal description, value of land, number in household, number of livestock, who owned property year by year.
- Need to know subdivision, lot, and concession to find the lot you want.
- Some tips learned over the years are that if the value of the property goes up dramatically it is most likely that someone has developed a building. In more recent assessment roles they tend to only give tenants and owners. Tenant information is not necessarily accurate.

### *Fire Insurance Plans*

- Available at Library and Archives Canada (LAC) on microfiche in colour and in black and white.
- Insurance plans up until 1900 are available online at LAC.
- Later versions may still have copyright attached.

### *City Directories*

- LAC has directories online dating prior to 1900
- Not always complete or up to date. Can help to confirm information from other sources and may provide some information not found in other sources. Best used to cross-reference material. In some years adult children are listed under the family name, including occupation.

### *Photographs*

- LAC has a large collection
- Collection held at City of Ottawa Archives.

### *Census records*

- Can help you find people in the houses you are interested in
- LAC has online access to census records at [ancestry.ca](http://ancestry.ca), and other databases. The Ottawa Public Library (OPL) also has access, but will require you to book and use a computer in the library (1 hour limit).

### *Places of Research*

- Ottawa Room at Main Branch of Ottawa Public Library (OPL)
- City of Ottawa Archives
- Library and Archives Canada
- OPL offers courses on researching the history of your home. If you have a small group of people interested, contact Diana Hall at OPL and she can host a session.

### *Grants*

- Require a lot of work to prepare, but are a way to extend your community resources.
- Can be used to hire students for summer work; requires someone to train and supervise
- Trillium grants (from Province of Ontario), or City of Ottawa Heritage Project grant

### *Ebay*

- Many people sell artefacts that might be of interest to your community – try searching the name of your community

In discussion, it was noted that the City has an ongoing list of designation requests. A community can help to expedite the designation of a property if they have the research already put together. It is important that this information has adequate details on the sources of information. Oral histories are valid, but need to be explicitly noted, and best if backed up with historical documentation.

Others noted that more relationships could be built with academic institutions for research projects. Bruce Elliott's *Local and Community History* course at Carleton was identified as a good source of information for those interested in research. There are also many students in town who would love to help and build their CV, including those from the Heritage Conservation, Architecture, and Public History programs at Carleton. The History program at UOttawa and the Algonquin College Museum Studies programs were also identified.

It was noted that Google has a news archives search engine, but that some caution should be taken when using it. There are unexplained gaps in its materials (ie- 5/7 days of a weekly newspaper are available), and the search ability of terms is difficult as documents were scanned from microfilm. It also appears that Google has stopped adding to it. It can be useful for finding published building notices, compiling general histories, photographs, etc.

It was also noted that if one is researching for designation purposes, they should keep in mind the evaluation criteria that will be used to assess heritage significance (see Ontario Regulation 9/06 '*Criteria for Determining Cultural Heritage Value or Interest*'). When writing a designation proposal, one should tailor the information to these criteria; otherwise the report ends up simply being a 'fact sheet'. Publishing your findings or adding them to a Walking Tour are also great activities to help raise awareness.

## Session Two: Some Potential Areas for Collaboration

**OMB and CoA:** Kartherine Arkay, NECA, gave a presentation on the Ontario Municipal Board (OMB) and Committee of Adjustment (CoA). Katherine noted that from a community perspective, these are very different decision-making bodies, with different opportunities and challenges. The CoA is made up of qualified individuals appointed by Council and is independent from City administration. Primarily, they make decisions which relate to a) variances from city bylaws, and b) severance. CoA decisions can be appealed to OMB, which is provincially-appointed.

New Edinburgh has had positive experiences when working with CoA, which seems to understand heritage and community character issues. For their part, New Edinburgh understands the role of CoA, the rules concerning minor variances, and other planning issues, and made sure to present their cases in terms of relevant policies. Katherine noted that it takes community participation and expertise to make the CoA a true success. However, members of the CoA do change, so we cannot always count on getting heritage issues supported. Nevertheless, CoA is a venue where communities can have very effective input.



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New Edinburgh's experience with the OMB has been very different. It seems that the OMB is skewed in favour of planners with professional credentials, which are afforded undue weight. It can be an uphill battle for communities to oppose a proposal at OMB, particularly if it is supported by City planners. It is extremely difficult to find a planner willing to present the community's position at OMB – and also very expensive. It was suggested

that perhaps Ottawa community associations could look at pooling together resources and sharing information on experts willing to help prepare cases.

Katherine noted that any local committee or community association working with the CoA and OMB has greater strength if supported by City heritage staff, and concluded that it is important to understand how a community can use all the tools that Council, CoA, and OMB are familiar with, including policies, HCD guidelines, etc.

In the following discussion, it was noted that communities need to speak up, especially in venues where they can have effective input. Individuals can speak as well, but community associations are strong forces in these settings. It was noted that developers have to go to the City for approval, and that City planners have more power than we think.

It was also noted that Zoning regulations only deal narrowly with what can and cannot be done, and are not intended to deal with character or design. As the Planning Act does say 'to respect neighbourhood character', it was suggested that each community could create a Neighbourhood Character Statement, which the CoA could take into account and be presented by planners at OMB as an argument against changes in zoning.

Issues were noted regarding compliance with documents such as the Infill Design Guidelines. The language of many development proposals suggest they meet the 'spirit' of the guidelines, but whether they do is a subjective decision. In response, it was noted that the best way to approach the issue is by sticking to the four tests of a minor variance as specified in the Planning Act (*Is it minor? Is it desirable for appropriate development of the property? Does it maintain the general intent of the zoning by-law? Does it maintain the general intent of the Official Plan?*), which requires knowledge of the Planning Act and related tools (Official Plans, Provincial Policy Statement). Often, if a community is successful at the CoA, they will end up at the OMB. Depending on the flexibility of your opponent, it was suggested that along with mediation, other courses of action might be to negotiate a compromise with developers, or offer recommendations and guidance on how the proposal could better fit into the neighbourhood.

***Heritage Reference List:*** The second presentation of this session was by Bill Price of Heritage Ottawa, regarding the City of Ottawa's Heritage Reference List. By way of example, Bill noted that he recently came across a demolition of a building on the Reference List in his neighbourhood where there was no advance warning via posted signage (indicating the proposed replacement building did not require any minor variances, site plan approvals, etc.) beyond a simple building permit. Same-day demolition/building permit approval- which can result in irreversible changes to the character of an area- can occur without any advance warning to the nearby residents or neighbourhood or heritage advocates in general. In this case, it turned out that the building being demolished was to be replaced with two units with new addresses, with the lot was to remain unsevered. The new addresses were not found on the Reference List and, as a result, the building permit requests were thus not forwarded to the heritage planner for comment as is the normal practice for properties on the List.

Bill noted that the Reference List was initially established in the 1970's to provide a listing of buildings of potential heritage interest, and that it has been updated on an ongoing basis. Buildings on the List are identified as either Category 1 (a highly significant heritage resource that may be worthy of individual designation); Category 2 (not a category 1 but a significant heritage resource in an area/district that may still warrant designation under the Ontario Heritage Act); Category 3 (buildings in a heritage conservation district that contribute to its overall heritage character); and Category 4 (buildings in a heritage conservation district of

limited or no heritage value). Buildings noted as “Listed” on the Reference List were added in the early 90’s as part of a simple drive-by survey and, while of heritage interest, had not yet had further research undertaken to assess their heritage significance.

Generally, development applications affecting buildings on the Reference List are referred to the City’s heritage planners for comment, but the above example clearly indicates the system has imperfections. If no development/planning approvals beyond a building permit are required, then the permit must be issued within 10 days. In such cases, there is inadequate time for Heritage Planners to explore the heritage significance of the building and, if appropriate, commence the designation process. The City’s Heritage Planners normally require about three months to complete the designation process. Other factors that diminish the value of the Reference List are that it is outdated and lacks supporting documentation for most listings. Recent reviews by Heritage Ottawa’s Heritage Keepers have revealed buildings on the List that no longer exist as well, as historic buildings that are not on the Reference List. The absence of basic research/documentation on Listed buildings increases the time required to move forward with a proposed designation.

Bill noted that the Reference List is different from the Heritage Register, which the Ontario Heritage Act requires all municipalities to maintain. Demolition of buildings on the Heritage Reference List can be delayed for up to 60 days providing time to initiate designation if appropriate.

Bill also discussed other heritage tools, such as the Heritage Overlay, that can be employed to provide a measure of protection for an area’s heritage resources. The Overlay is a zoning bylaw that provides some protection regarding demolition (replacement building is restricted to footprint and massing of original) and additions (additions restricted to 30% increase in gross floor space) but in reality, almost all requests for variances within areas with Heritage Overlays have been approved. However, this process does force consideration of heritage impacts of such requests in a public forum, allowing for community input and the exploration of alternative options.

In the discussion that followed, it was noted that whereas the Heritage Register hold legal authority, the Heritage Reference List does not. It was pointed out that priority should be given to taking action to move properties on the Heritage Reference List to the Heritage Register. The first step would be to update the Reference List and make it available to interested parties in a meaningful, efficient way. A strategy could then be developed to carry out the minimum work (documentation/assessment) required to support recommendation for Council to approve listing of these properties in the Heritage Register. It was suggested that the Ottawa Built Heritage Advisory Committee (OBHAC) be used to carry out this work. It was pointed out that while OBHAC does have a considerable and relevant mandate, they also lack a budget and their effectiveness is severely limited by the continued freeze on recruiting replacement members to City advisory committees.

***Heritage Keeper Program:*** The second session ended with a presentation by Nancy Oakley about Heritage Ottawa’s Heritage Keeper Program. Nancy noted the program was started in 2008 with 17 Heritage Keepers in 13 neighbourhoods. It has since expanded to include 25 Heritage Keepers in 16 neighbourhoods. The

idea of the program is that each HK acts as the ‘eyes and ears’ of Heritage Ottawa in each neighbourhood, monitoring heritage resources for changes, development applications, etc. This information is communicated to Heritage Ottawa who can decide if the issue requires attention. HKs also act as liaisons with their community associations and provide two-way interaction between HO and local communities.

Nancy noted that HKs are encouraged to attend the Planning Primer courses offered by the City, which are an excellent way of understanding how land-use planning works in Ottawa. Nancy noted that many heritage issues involve more than the Ontario Heritage Act and a broad understanding of legislation and planning operations is important. A training session is held each year to bring together the HO Board and HKs, to provide support materials and discuss relevant issues. The program is intended as a flexible, grassroots way to identify and respond to heritage issues across the city.



**Participant Discussion**

Some of the activities that Heritage Keepers have undertaken were outlined, including active participation in Community Design Plan processes; being involved in local historical research projects and advocacy issues like the Mayfair Theatre and Lansdowne Park; sitting on heritage sub-committees of local community associations; working with communities looking to designate properties, and being actively involved in designation processes.

It was also noted that the program should be expanded to include more rural and suburban neighbourhoods. The HK Program could also play an important role in updating the City’s Heritage Reference List. It was also suggested that the program could be used to realize a more proactive approach to heritage conservation, including providing information for an annual or bi-annual ‘State of Heritage Conservation in Ottawa’ report. Observing the effectiveness of the *Heritage Voices* report prepared by Heritage Toronto, Nancy noted that this State of Conservation report could enumerate heritage lost and designated, chart city compliance with heritage policies and make recommendations for future action, such as the adoption of the ‘Demolition by Neglect’ policy.

In discussion, it was noted that the Heritage Keeper program is a local, born-in-Ottawa initiative that is based on the idea of Riverkeepers. It is not known whether other heritage advocacy or community organizations in the province have a similar program in place.

## Going Forward..

The final session of the Heritage Forum was opened up to general discussion. The following are key points that were raised:

- It was suggested that Linda's handout detailing all City of Ottawa heritage policies could be made available to our City Councillors for their own edification and to help **raise awareness** and work towards **creating political will** for heritage conservation.
- The need for community associations to work with the City to **update the Heritage Reference List** was identified, including agitating for funding at City budget meetings. The difficult situation facing the City heritage planners (lack of resources, little political will) was identified, and it was suggested that ways to help or support the heritage staff be explored.
- The establishment and use of **community funding sources** for things like OMB hearings or Walking Tours may be further examined
- Concern was raised regarding the **health of Advisory Committees at City Hall, such as the Ottawa Built Heritage Advisory Committee**. Recruitment to these committees has been put on hold until the City review of these committees is undertaken. There has been no recruitment for three years now, and OBHAC has dwindled from 15 members to 7.
- **Communities need to educate themselves on planning and development documents** as policies and decisions on issues like intensification will continue to affect how heritage resources are conserved in this city.
- **We need a diversity of voices, as well as new voices for heritage issues**; councillors are tired of hearing from 'the usual gang'. It should be an informal, broader network, as more individuals seem to have a better effect on councillors. The more people speaking out the better. Councillors often pay more attention to messages from their own constituents.
- Rather than trying to 'reinvent the wheel', **existing heritage and communities networks should be utilized** to help collaborate and coordinate.
- Community associations can work together to **share information regarding experiences at the OMB, hiring experts and professionals** and other advocacy activities. Participants are interested in having a mechanism for keeping in contact.
- The possibility of **organizing a future Heritage Forum** (and perhaps rotating the hosting in different communities) will be explored.
- Heritage Ottawa will look into **offering a workshop on grant applications or designation**, developing a **repository for community heritage materials**, and **establishing an email-based mailing list** for communication and future collaboration.

## APPENDIX 1: Program

### HERITAGE FORUM FOR OTTAWA COMMUNITIES

ST BART'S HALL, 125 MACKAY ST, NEW EDINBURGH | SATURDAY, OCTOBER 15<sup>TH</sup> 2011

#### PROGRAM

- 12:00 – 12:45: **Optional walking tour** of New Edinburgh HCD, illustrating some of the successes, failures, and challenges. Departs from St Bart's.
- 12:30 – 13:00: **Refreshments** available at St Bart's as participants assemble
- Exhibits and posters on display
- 13:00 – 13:30 **Welcome & Introductions**  
Welcome to NE (**Joan Mason**, NECA President)  
"Keynote comments" (**Leslie Maitland**, HO President)  
Introduction of **Jay Baltz** as Chair
- 13:30 – 14:30 **Session #1: Knowledge, Awareness, and Publicity**  
(i) The state of heritage in Ottawa communities (**Nancy Oakley**)  
(ii) Promoting local heritage: examples from across Ottawa  
(**Paul McConnell**)  
(iii) Finding sources of information for researching historic buildings  
(**Linda Hoad**)
- 14:30 – 15:00 Break for coffee, snacks, exhibits, conversation
- 15:00 – 16:00 **Session #2: Some Potential Areas of Collaboration**  
(i) The OMB and Committee of Adjustment (**Katherine Arkay**)  
(ii) The Heritage Reference List (**Bill Price**)  
(iii) The Heritage Keeper Program (**Nancy Oakley**)
- 16:00 – 16:45 **Session #3: Looking Ahead**  
Open discussion of concerns and priorities, and possible follow-up mechanisms and topics.
- 17:00 **Close**

## **APPENDIX 2: Speaker Biographies**

### **Heritage Forum for Ottawa Communities Speaker Biographies**

#### **Katherine Arkay**

With a science and policy background, Katherine has been a New Edinburgh resident for over 20 years in a heritage house. Katherine has served on the NE Heritage & Development Committee which led to: (1) an enhanced appreciation of NE and Ottawa built heritage; and (2) an understanding of the complexity of the City planning and decision-making processes and of the problems that communities can encounter.

#### **Jay Baltz**

Jay Baltz currently sits on the Board of Directors of Heritage Ottawa, and is past chair of the City's Built Heritage Advisory Committee. He is also currently a member of the Board of Directors of the Hintonburg Community Association and its Past President, and a member of the Federation of Citizens' Associations of Ottawa Executive. Jay has served on numerous advisory committees for City of Ottawa planning and zoning studies. Professionally, he is a Professor in the Faculty of Medicine at the University of Ottawa and Associate Director of the Ottawa Hospital Research Institute. Jay received his BA degree from the University of Pennsylvania and PhD from Johns Hopkins, and completed his postdoctoral training at Harvard.

#### **Linda Hoad**

Linda Hoad is a long-time active member of the Hintonburg Community Association and is co-chair of its Heritage and Zoning Committees. She is an historian and librarian by training and worked for many years for Library and Archives Canada as a librarian. Now retired, she spends as much time as possible researching the buildings and former residents of Hintonburg.

#### **Paul McConnell**

Paul is a Life and Information Scientist by education and profession, including 20 years at the International Development Research Centre. A lane-dweller in New Edinburgh for 30 years, Paul has served on the NE Heritage and Development Committee for almost a decade, including four years as Chair.

#### **Leslie Maitland**

As an architectural historian and heritage planner for Parks Canada for many years, Leslie contributed to the identification and designation of over seventy national historic sites. She also

participated in the planning programmes for National Historic Sites and National Parks, and in numerous heritage conservation programmes locally, nationally, and internationally. Leslie's publications include five books and numerous articles, including *A Guide to Canadian Architectural Styles* (Peterborough: Broadview Press, 1992; 2<sup>nd</sup> edition 2003), a standard resource for heritage conservation in Canada. Leslie has taught Canadian architectural history at Carleton University, and has given public presentations on built heritage and heritage conservation in Canada, the United States, and Latin America. She is currently President of Heritage Ottawa, and lives in Champlain Park.

### **Joan Mason**

Joan is the President of the New Edinburgh Community Alliance (NECA).

### **Nancy Oakley**

Nancy is a graduate student in the Heritage Conservation program at Carleton University's School of Canadian Studies. In addition to her studies, Nancy volunteers as a Board member and the Heritage Keeper Program Coordinator with Heritage Ottawa. Nancy is also one of two Heritage Keepers for Centretown and works as a historical researcher.

### **Bill Price**

Bill Price is an economist and retired executive of Canada Post Corporation having served in various finance and planning roles for over 30 years. For several years following his retirement in 2003, he was an independent consultant with the Dept. of Justice in respect to a NAFTA trade dispute. Bill is currently in his 9<sup>th</sup> year as an elected representative on the Canada Post Corporation Pension Advisory Council. Bill is a Board member and Secretary of Heritage Ottawa. Bill is also a Heritage Ottawa Heritage Keeper for the Glebe, has been involved in the designation process of the recently-approved Clemow Estates HCD (which includes his home) and sits as a member of the Glebe Community Association Heritage Committee.

## APPENDIX 3: Handout for Promoting Local Heritage

### *Some Examples of “Awareness-Raising” Activities by Communities*

#### Community Newspaper or Bulletin

- **Depends on amount of material available – occasional articles, regular column, FAQs, essays on community history;**

#### Publications

- **Brochures, flyers (on local history, on a property, on a walking tour, on heritage guidelines, etc.)**
- **Rockcliffe Park’s community booklet, containing a section on Heritage**
- **Book (e.g., Martha Edmonds’ History of Rockcliffe Park)**

#### Direct Communication

- **Open letters in community newspaper or bulletin**
- **Letter delivered to all residents**

#### Local Heritage Event

- **Heritage Forum (or similar), a lecture, an open house, a celebration of the anniversary of a building’s construction, exhibition of photos from the Archives, etc., i.e., an event that draws attention to some aspect of local heritage;**
- **Could be a Partnership with another organization – IODE-type joint venture, or Heritage Ottawa;**

#### Heritage Walks

- **Heritage Ottawa walking tour**
- **Devise own walking tour (e.g., Hintonburg, Rockcliffe Park, New Edinburgh) – could be stand-alone or part of some bigger event;**

#### Awards

- **Heritage Canada Foundation**
- **Home-grown award (e.g., New Edinburgh’s B.R.I.C.K.)**

#### Research Project

- **Ongoing (e.g., OOS),**
- **Specific need (e.g., Lowertown East, prior to a major development project; Sandy Hill, as part of an HCD-related study)**

#### Visual Images

- **Emblem – to promote an identity with links to the past (e.g., New Edinburgh)**
- **Street Signs (e.g., Sandy Hill, Lowertown)**
- **Plaques for designated properties and HCDs**

Change Your Name! : OOS, OOE, etc...

Use the Technologies

- **Phone based walking trail**
- **Videos, community TV**
- **CD-ROM (e.g., Ottawa East)**

Websites (see page 2)

## Selected Community Websites

Heritage information is not always easy to locate but here are some suggestions:

- Glebe Community Association: [www.glebeca.ca](http://www.glebeca.ca) Navigate to different pages for a description of Glebe History, and Heritage Committee activities (including the proposed Clemow Estate HCD Plan).
- Hintonburg: [www.hintonburg.com](http://www.hintonburg.com) There are links to a brief local *History*, and also to a separate *Heritage* page with some biographical sketches and a 30-point Heritage Walking Tour, with map.
- Lowertown: [www.lowertown-basseville.ca](http://www.lowertown-basseville.ca) Under “*Issues*”, there is a link to the impressive report, “*Lowertown East: Our Disappearing Heritage*”.
- New Edinburgh: [www.newedinburgh.ca](http://www.newedinburgh.ca) From the Home page there is a link to “*Our Heritage*”, where there is info on the Heritage Conservation District (including a copy of the HCD Plan and some “*Frequently Asked Questions*”), the illustrated NE Heritage Walking Tour (including a fine slide show with musical accompaniment), and further links to the work of the NE Heritage & Development Committee. (*Warning! The site is being redesigned at present, and some updates and links are missing.*)
- Old Ottawa South: [www.oldottawasouth.ca](http://www.oldottawasouth.ca) Under the “*Community*” tab, there is a link to “*History*”, where there is an essay on the neighbourhood and a further link to the remarkable *Ottawa South History Project*.
- Ottawa East (a.k.a. Old Ottawa East): [www.ottawaeast.ca](http://www.ottawaeast.ca) A link to “*History of OOE*” provides info on how to purchase a CD-ROM of local history containing 500 photos and 300 pages of text.
- Rockcliffe Park: [www.rockcliffepark.ca](http://www.rockcliffepark.ca) In the “*About Us*” section of the Home Page there are separate links labeled “*Historical Background*”, and “*Heritage Guidelines*”. The former includes a brief history, and notes the availability of the book by Martha Edmond, “*Rockcliffe Park: A History of the Village*”. The “*Heritage Guidelines*” link lists development applications received under the Ontario Heritage Act, and a reminder about consulting the HCD Guidelines before starting a project.
- Westboro Beach: [www.westborobeach.org](http://www.westborobeach.org) The “*About*” page contains a further link to “*History*”, where there are essays, plenty of photos, and a description of historic points of interest.

NB The website of the Federation of Citizens’ Associations (FCA) has a page with direct links to most Ottawa communities, at <http://www.fca-fac.ca/links.html>

Three particular “breakthroughs” in New Edinburgh:

- A conspicuous, ongoing presence in the community newspaper (where we have a regular column), and on the community website
- Creating an emblem for NE that reminds residents of our roots, now adopted by NECA, appears in banners on our streets, and as a flag outside the community centre.
- Creating our self-guided heritage walking trail, which has been reinvented and produced in different formats – newspaper centrefold, website, a published brochure (financed by NECA, local businesses, and a City grant), and now a version that can be downloaded to your phone.

To conclude:

- We have lots of options for reaching different audiences according to needs and resources.
- The challenge we face is how to take full advantage of what has been accomplished in our sister communities. How do we find out what exists already, who can help, how can we share?

*(Paul McConnell, NECA, Oct 2011)*

## Ottawa Community Associations' websites and newspapers

List of communities with direct links from the website of the Federation of Citizens' Associations (FCA) at <http://www.fca-fac.ca/links.html>

<a href="#">Alta Vista</a>	<a href="#">Glebe (website)</a>	<a href="#">Osgoode</a>
<a href="#">Beacon Hill</a>	<a href="#">(newspaper)</a>	<a href="#">Ottawa East</a>
<a href="#">Beaverbrook Kanata</a>	<a href="#">Glen Cairn</a>	<a href="#">Portobello South</a>
<a href="#">Bellwood</a>	<a href="#">Glens</a>	<a href="#">Qualicum-Graham Park</a>
<a href="#">Blackburn Hamlet</a>	<a href="#">Greely</a>	<a href="#">Queensway Terrace North</a>
<a href="#">Briarbrook Morgan's Grant</a>	<a href="#">Half Moon Bay</a>	<a href="#">Queenswood Heights</a>
<a href="#">Bridlewood</a>	<a href="#">Hampton Iona</a>	<a href="#">Riverside Park</a>
<a href="#">Canterbury</a>	<a href="#">Havenlea-Chapman Mills</a>	<a href="#">Riverside South</a>
<a href="#">Cardinal Creek</a>	<a href="#">Hearts Desire</a>	<a href="#">Riverview Park</a>
<a href="#">Carleton Heights</a>	<a href="#">Heron Park</a>	<a href="#">Rockcliffe Park</a>
<a href="#">Carlington</a>	<a href="#">Highland Park</a>	<a href="#">Rockcliffe Mews/Carson</a>
<a href="#">Carlingwood</a>	<a href="#">Hintonburg</a>	<a href="#">Grove</a>
<a href="#">Carlsbad Springs</a>	<a href="#">Hunt Club</a>	<a href="#">Rothwell Heights</a>
<a href="#">Cedarhill</a>	<a href="#">Huntley</a>	<a href="#">Sandy Hill</a>
<a href="#">Central Park</a>	<a href="#">Island Park</a>	<a href="#">Sarsfield</a>
<a href="#">Centrepointe</a>	<a href="#">Kanata Lakes</a>	<a href="#">South Keys Greenboro</a>
<a href="#">Centretown</a>	<a href="#">Kanata Town Centre</a>	<a href="#">Southpointe</a>
<a href="#">Chapel Hill South</a>	<a href="#">Kars</a>	<a href="#">Stittsville</a>
<a href="#">Civic Hospital</a>	<a href="#">Katimavik-Hazeldean</a>	<a href="#">Stonebridge</a>
<a href="#">Neighbourhood</a>	<a href="#">Kinburn</a>	<a href="#">Tanglewood-Hillsdale</a>
<a href="#">Constance &amp; Buckhams</a>	<a href="#">Leslie Park</a>	<a href="#">Trend-Arlington</a>
<a href="#">Bay</a>	<a href="#">Lincoln Heights-Parkway</a>	<a href="#">Vanier</a>
<a href="#">Copeland Park</a>	<a href="#">Lindenlea</a>	<a href="#">Vars</a>
<a href="#">Country Place</a>	<a href="#">Lowertown</a>	<a href="#">West Barrhaven</a>
<a href="#">Crystal Beach/Lakeview</a>	<a href="#">Manor Park</a>	<a href="#">Wellington Village</a>
<a href="#">Cumberland Village</a>	<a href="#">Manotick</a>	<a href="#">Westboro</a>
<a href="#">Dalhousie</a>	<a href="#">March Rural</a>	<a href="#">Westboro Beach</a>
<a href="#">Dow's Lake</a>	<a href="#">McKellar Park</a>	<a href="#">Westcliffe Estates</a>
<a href="#">Dunrobin</a>	<a href="#">Munster Hamlet</a>	<a href="#">Whitehaven</a>
<a href="#">Faircrest Heights</a>	<a href="#">Navan</a>	<a href="#">Woodpark</a>
<a href="#">Fairlea</a>	<a href="#">New Edinburgh (website)</a>	
<a href="#">Fallingbrook</a>	<a href="">(newspaper)</a>	
<a href="#">Findlay Creek</a>	<a href="#">Nicolls Island</a>	
<a href="#">Fitzroy Harbour</a>	<a href="#">North Gower</a>	
<a href="#">Galette</a>	<a href="#">Old Ottawa South (website)</a>	
<a href="#">General Burns</a>	<a href="">(newspaper)</a>	
<a href="#">Glabar Park</a>	<a href="#">Orchard Estates</a>	

**“THE HCD AWARENESS PROJECT”:  
RAISING AWARENESS ABOUT NE HERITAGE CONSERVATION DISTRICT (HCD)  
PROJECT OUTLINE**

**Overall Objective:** To preserve the historic legacy of the New Edinburgh Heritage Conservation District by promoting awareness and enforcement of the HCD Plan & Guidelines, thereby protecting the integrity and viability of the heritage district.

**Specific Objectives and Outcomes:**

1. Increased awareness (among residents, realtors, politicians, City staff, others) of the existence of the HCD Plan & Guidelines
2. A positive and reinforcing attitude towards protecting the HCD
3. Property owners who know about and comply with the HCD Plan & Guidelines
4. Realistic expectations of new and/or prospective buyers in the HCD
5. Fewer surprises on the development front (e.g., fewer large projects, fewer variances)
6. Realtors (and their companies) playing an educational role in explaining the HCD
7. Increased use made of the City’s Heritage Grants programs
8. Collaborative network with other HCDs (i) in Ottawa; (ii) elsewhere in Canada
9. Collaborative links with City Heritage staff and other prospective partners in promoting HCDs
10. Politicians who understand and support the HCD program
11. New ideas and sources of info to help promote, inform, and preserve the HCD
12. Other?

**Target Groups:**

1. Current property owners in the HCD
2. Potential property owners in the NE HCD
3. Realtors
4. Other HCDs in Ottawa and elsewhere
5. Heritage people in NGOs and elsewhere
6. City Heritage staff
7. Politicians
8. Other?

**Actions:**

*1. To promote the HCD among current residents:*

Create and publish the NE Heritage Walking Trail [*Done, including French version*]  
Produce and distribute an info sheet on “Living in NE HCD” [*Done, in New Edinburgh News*]  
Maintain regular HCD column in NEN [*Done; not exclusively HCD*]  
Publish key part of HCD Plan & Guidelines on website [*Done*]  
Push for the HCD plaques to be installed [*Done*]  
Special street signs in the HCD  
Promote the City’s Heritage Grants program  
Promote an event on Heritage Day or in Heritage Week (e.g., walking tour)  
Special section of NE website [*Done*]  
Provide awards [*Partial; not exclusively heritage*]

*2. To inform realtors:*

Obtain background info from realtors and OREB [*Partial*]

Publish an article in OREA and/or OREB newsletters, REM newspaper, etc.  
Publish open letter to realtors in NEN [Done]  
Start a system for triggering info letter to realtors as soon as new sale sign appears in HCD  
Briefings for interested realtors

*3. To build collaborative links with other HCDs and interested personnel/organizations:*

Stimulate informed discussion about HCD awareness on Heritage Canada Foundation's Agora-L listserv [Partial]

Follow-up on leads with heritage specialists and with heritage communities elsewhere (e.g., St John NB, Markham ON) [Partial]

Make contact with other HCDs in Ottawa [Partial]

Explore possible collaboration with OBHAC, Heritage Ottawa, Heritage Canada Foundation, etc. [Partial]

*4. To promote the HCD among City Heritage staff and politicians:*

Meeting(s) with staff [Ongoing]

Explore practical ways staff can assist us [Ongoing]

"Inform, educate, and influence" politicians [Ongoing]

*5. To promote Heritage and HCDs in the Official Plan:*

Seek opportunities to state the HCD case during consultations with the City (e.g., concerning intensification, urban design)

*6. Multi-purpose events:*

Host Public Forums such as "Heritage & Intensification", "Heritage Partnerships", Heritage Collaboration among Communities" [Done]

Joint heritage events with NGOs (e.g., HO, IODE) [Ongoing]

*7. Explore a potential New Edinburgh Heritage Fund (NEHF) [Partial]*

*8. Other?*

**Potential Products:**

NE Heritage Walking Trail

Open Letter to realtors

Compilation of NEN articles

"Welcome to NE" booklet

Info sheets for residents, e.g., "Living in NE HCD"

Standard letter & info package to realtors

Additions to NE website

Other?

**Source Materials:**

NE HCD Study/Plan/Guidelines

Other HCDs

HCF Heritage magazine, etc

Heritage Professionals, Academics

Websites of Govt Ontario (Heritage), City of Ottawa, etc

Internet Searches

Realtors, Ontario REA, Ottawa REB.

HO, HCF, other heritage organizations

Agora-L discussion group

Land Registry Office

City Heritage staff

Other?

*From NECA, via Heritage Forum, 15 October 2011*

## **APPENDIX 4: Handouts for Researching Historic Buildings**

### **Basic Guide to Assessment Roll Research**

Early Assessment Rolls for the Township of Nepean, which includes the early suburbs until they were annexed to the City of Ottawa (e.g. Rochesterville, Hintonburg, Old Ottawa South), are held at the Library and Archives Canada.

The most current Assessment Roll is held at City Hall. Earlier rolls are available at the City of Ottawa Archives, some original volumes for the 1920s and 1930s, and more recent rolls on microfiche.

Much of the information on the printed assessment rolls can be found on the E-map site under Property and Ward Info. [http://ottawa.ca/residents/emaps/index\\_en.html](http://ottawa.ca/residents/emaps/index_en.html)

1. Go to City Hall located at 111 Lisgar St., on the corner of Elgin and Lisgar St. City Hall hours are 8:30 to 4:30.
2. Go to the Client Service Centre at the back of the building on the first floor (information desk can give you directions).
3. Ask for the Assessment Rolls at the reception desk. You will receive a print-out with a number which will appear on the screens placed around the room when it is your turn. The Assessment Rolls are kept at the long counter near the back on the left side of the room.
4. Give the staff person the street name and address of the property in question. You will be given a large book containing the assessment information for the property in question and many of the surrounding streets and addresses. It is important to note that sometimes the addresses for a single street may be found in different assessment roll books. For example, the odd addresses along Wellington Street may be in one book, while the even addresses may be in another.
5. Look up the desired address. Staff will give you the section of the book in which the address is located, since the information is arranged by roll number which usually follows street addresses in ascending numerical order on a given street. The arrangement of the assessment rolls is not always obvious and street names do not appear in logical order. Be careful to look up the property location and not the mailing address of the owner (these are two separate columns and are not always the same).
6. Once you have found the appropriate address, jot down the pertinent information. The most important info is the "legal description" which is everything that is written under the street address in the 'Property Location' box. For example, under the address 1085 Wellington (Giant Tiger) is written "Plan 105 Lot 4 Wellington N (north) Irreg (Irregular...not important)". The plan number and lot number are especially important as they are required to perform title searches at the Land Registry Office in the Court House. Also found in this box are the property dimensions, with the abbreviations SF – square feet, AC – acres, FR – frontage and D – depth.
7. The second piece of information to record is the owner and mailing address (the first big column on the left).

8. The 'Total Current Value' column, representing the property's assessed value, may also be worth noting.
9. The final thing to check is the list of tenants, located in the subsequent boxes underneath the mailing address box. The tenants are those listed directly under the 'List of Occupants'. Not every property will have tenants.
10. Information to ignore includes the "parcel", the "primary sub" and the tax information such as the check boxes with letters.
11. The overall goal is to determine the ownership, owner's mailing address, legal description, dimensions, current value, and tenants. If unsure, it is better to record too much information than too little. It may also be useful to write down the book number and page number in use in case a property or its neighbours need to be reexamined in the future. Assessment rolls give you current information on private and public properties and are updated each December.

## **Basic Guide to Ottawa City Directory Research**

City Directories prior to 1900 are available on-line on the Library and Archives Canada site:  
<http://www.collectionscanada.gc.ca/databases/canadiandirectories/index-e.html?PHPSESSID=r8odimlkir56k1sivskrb685s2>

The introduction to this collection includes valuable information about the content of the directories over time and the research value of the information provided. The digitized directories can be searched by key word, providing access to the preliminary material (which is tedious to skim) such as members of the government, senior civil servants, boards of organizations such as religious and charitable groups. The best collection of original early city directories is located at **Library and Archives Canada** located at 395 Wellington St., at Bay Street.

You will need a research pass, available at the first desk you see when you walk in. You will need one piece of photo ID. Proceed to the reception desk on the left side of the lobby to sign in and obtain a locker key. Put all belongings except notebook and pencil into the assigned locker. Locker room is off the hall to the left, past the washrooms.

Take elevator to second floor and turn right to enter the Reference Room.

Go to the shelves that say 'City Directories' on the right side of the room and look for the section on Ottawa. City Directory books are arranged by province (east to west) and then by city (alphabetical). Look for the class mark **F5499 O85 A28**.

Take out the book for the year(s) you are researching, corresponding to major property actions discovered in the land registry research. Some years may have more than one volume. Many directories are very fragile and must be handled carefully. Many volumes are wrapped in a protective cover. Directories are organized into several sections, the most useful of which are the street directory and the name directory. In some volumes, the street directory comes first, while in others, it comes second. Early directories include a lot of information about the city, the federal government and civic organizations, which precedes the street and alphabetical sections.

The Suburban directory follows the City and Hull sections and is arranged alphabetically by the name of the suburb. This section includes only names and sometimes the street name (of the time, not necessarily the present day street name). As suburbs were annexed to the City, the names and street names were absorbed into the City section of the directory.

Look up the appropriate address in the street directory. Streets are in alphabetical order and may have intersections listed intermittently for guidance. Addresses are in ascending numerical order, although they may group odd and even addresses separately. Write down all the information for each address. There will be a name given beside the address, which can represent the owner or the tenant. If the owner or tenant lives elsewhere, it will list another address beside the name, with the letter 'h' (householder) or 'r' (resider).

NB At the front of the directory is a page with a list of abbreviations. The street directory may also list an abbreviation for the owner/tenant's occupation. If you see something that resembles 'S 1500', this is the phone number. In some years the directories list all the occupants living at the address (residential addresses only).

Then look up the name listed under the address in the street directory in the name directory section. Both business and personal names are listed alphabetically. Write down all the information for the name. If it's a business, it may tell you the manager (mgr). You can often find others with the same family name (usually adult children) listed at the same address, including their occupation.

A general way of researching a change in ownership of a property (as found in the land registry) is to look up the city directory for the year before and the year after the change. Then look up the directories along five year increments. You are trying to determine when the city directory reflects the change in ownership (it is often a delayed response).

Reassemble the book if required and place it in the container, making sure to tie the bow (if any) on the spine of the book. Put the book in the book cart rather than back on the shelf.

## Basic Guide to Title Searches

Go to the **Court House** located at 161 Elgin, corner of Laurier and Elgin. The **Land Registry Office** is located on the fourth floor.

There are two types of searches that can be performed: current and historical. Current searches cost **\$9.00??** and can be obtained at the front counter **CHECK** whereas historical searches are free but take time. You can also put money onto an RPR card which allows you to print out results from the microfilm machines (\$.50 per page). This is done at the front counter.

The following is an outline of the steps of a historical title search. The evolution of land ownership from subdivision to the present is known as the “chain of title”.

Get the Plan number, and lot number information from the current assessment roll (**see ???**) or from the e-map page on the City web site. Search the Abstract Parcel Index found on the table of binders in the middle of the search room. Sometimes the lot number is required in order to find the correct microfilm. **Check for the correct registry name (Nepean, Gloucester, Ottawa-Carleton – includes former municipalities such as Hintonburg)**. Note the AR code in the ?? column. Ignore the numbers and letters that come before AR and pay attention to those coming after it e.g. 4A AR-47. Only AR-47 is important.

The AR code will have a corresponding microfilm, found in the set of grey microfilm drawers behind the table where the binders are located (ask staff for help if you can't find them). Look for the drawers with the AR codes – not all of them correspond to this code.

Take the appropriate microfilm and put it into a microfilm machine (the machines that look like computers). The ON/OFF switch is on the right side and the microfilm fits into the slot on the left side, under the screen. The knob on the right side table that says 'Forward' and 'Reverse' is how you move ahead and back across the images (push it all the way forward or backward to fast forward or reverse through images). The blue and grey wheels under the screen bottom are the zoom and focus controls. The round uneven button allows you to rotate the microfilm and the smooth round button allows you to scan from side to side. To remove a microfilm, the film must be fully rewound by pressing 'Reverse' and the lever should be returned to the centre position (between Reverse and Forward).

Once the appropriate microfilm is up and running, look up the plan number for the property you are researching. The numbers are found at the top of the images. or on the last page of each document. Find the start date from which you are researching in the dates column.

Begin to record the data for the important actions described. The most noteworthy actions are: grants/deeds/sales/bargain and sales (same thing...all refer to a sale of land), certificates, wills, the first few mortgages on a property, a large mortgage (implies debt incurred possibly to build), large jumps in price, uncharacteristically high sums of money changing hands, liens (non payments), agreements for

lease renewals and whether or not the rent changes, and if the purchasing price and mortgage are very different (this would imply that someone is borrowing money to build on his or her property). Often transactions between family members (husband/wife, father/son) appear where the sale price is \$1.00. If unsure whether or not an action is important, take down its information. NB: B&S = bargain and sale; M = mortgage; “et ux” = and wife.

For important actions, take down the following information: the date, the grantor (who is selling), the grantee (who it is being sold to), the instrument number, which consists of an alphabetic code (usually two-digit) and a number in the left column, and any other unique information located in the far right column, such as money amounts. E.g. For the action of a Deed on Plan 105 lot 4: Date: Dec. 20 1892, Instrument Number: NP 15977, Grantor: Charles H. Pinhey, Grantee: G.W.Wilson, Other: all 500\$. The most important pieces of information are the instrument numbers and the dates.

Take the instrument numbers and go back to the table with all the binders near the front desk. Find the binder called ‘Registry 1’, which is an index. Using the alphabetic code from the instrument number, find out which book will have the numeric codes that tell you the microfilm cartridge code. E.g.: If the instrument number was CR 199970, page one of Registry 1 will tell you that for the CR codes, you will need to look at book 4. Book 4 will have all the numeric ranges of CR codes. So if you flip through book 4 you will find that for the CR’s btw 150000 and 200000, you will need to find microfilm cartridge 5-785 (abbreviated as CART 5-785). Repeat this two-book step for all of the instrument numbers you are looking up, writing down the cartridge numbers under the instrument numbers for easy reference.

Once you have the list of cartridges, go to the microfilm drawers next to the wall and find the appropriate cartridge code. The ‘5’ in front of the code is not important, only the digits that come after the dash. E.g. For CART 5-785, the 785 will tell you the drawer and slot inside. It is best to take out one or two cartridges at a time. NB The microfilm drawers will not open unless all of the drawers in the column are shut tightly.

Take the cartridge and go back to the microfilm machines. See Step 6 for how to use the machines. Search the microfilm for the appropriate instrument number (minus the alphabetic code). The instrument number’s corresponding date can help as a guide since the images are usually in chronological order. Dates are also useful when instrument numbers are improperly recorded due to illegibility. The pages of the microfilm run in reverse, with the first page of each document being to the right of subsequent pages. Instrument numbers are often found on the back page of a document, in the corner.

Once the correct document is found from the instrument number, advance to the right until you come to the first page of the document. Verify the names of the parties and date to ensure it is the right document.

Read the document in full and record the relevant information:

Instrument number

Date

Full names of the parties

Place of residence of the parties if it is not in the Ottawa area

Profession of the parties

Names of wives and that a wife “bars her dower in the said lands” i.e. that she consents to the sale

Price paid Eg: “in consideration of 500\$”

Details about the location of the property Eg: lot #, street name, concession

Legal description in full i.e. anything that comes after the words “Being composed of...”

Any other information that seems unique or confusing

Tax information is not important. Witness statements are not usually important, nor are the details of mortgage repayment. Occasionally a mortgage includes a requirement to insure the buildings on the property which may be an indication that a building is present, especially if it written in by hand on a printed form.

# APPENDIX 5: City of Ottawa Official Plan Policies

## City of Ottawa Official Plan Heritage Policies

[Excerpts selected by and emphasis added (**in bold**) by Linda Hoad, Hintonburg Community Association]

### Section 2 – Strategic Directions

#### 2.2.2– Managing Growth Within the Urban Area

##### Setting Intensification and Density Targets

###### **Policies**

9. Where intensification target areas also correspond with **Heritage Conservation Districts** designated under the *Heritage Act*, the City recognizes that the **achievement of intensification targets will be determined in part by the** opportunities afforded by the **guidelines contained in Council-approved Heritage Conservation District Plans** and the provisions of any applicable **heritage overlays contained in the Zoning By-law**. The scale, profile and density of development permitted will vary, depending on the exact location. When buildings that are out-of-scale, that do not take into account the common characteristics of their setting and the surrounding pattern of development, and do not use suitable materials and finishes in their design they will not be consistent with the relevant guidelines. Such projects will not be recommended for approval under the *Heritage Act*. The interpretation of Heritage Conservation District Plans and guidelines cannot be done without a firm understanding that intensification is important to the long-term survival and vitality of the District. District guidelines and heritage overlays will be used to weave intensification proposals successfully into heritage streetscapes. As is the case generally concerning development, proposals for intensification within Heritage Conservation Districts will take into consideration all policies of this Plan.

#### 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.

**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*.

*Act*, and villages, parks, gardens, battlefields, farms, canals, mainstreets and neighbourhoods, cemeteries, railways and industrial complexes of cultural heritage value.

### ***Policies***

2. Individual buildings, structures, sites and cultural heritage landscapes will be designated as properties of cultural heritage value under Part IV of the *Heritage Act*. Groups of buildings, cultural landscapes, and areas of the city will be designated as Heritage Conservation Districts under Part V the Heritage Act.

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 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.**

8. The City will give immediate consideration to the designation of any cultural heritage resources under the *Heritage Act* if that resource is threatened with demolition.

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.

11. The City will **undertake a study by 2005 to enhance its inventory of cultural heritage landscapes** to be conserved through the policies of this Plan.

12. **The City will maintain a current and publicly accessible database of cultural heritage resources** by:

a. 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, [Mod 24.] and **updating the inventory of cultural heritage resources known as the Heritage Reference List;**

b. Maintaining and updating a map of existing Heritage Conservation Districts designated under the *Heritage Act* as shown on Annex 4. Annex 4 may be updated without an official plan amendment;

13. **The City will maintain a heritage register according to the *Heritage Act*.**

14. 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.

15. **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 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.

18. 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.

19. 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.

**20. 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.**

21. 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, including
- d. Entering into registered agreements with the owners of such designated 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 to will be determined by a qualified heritage architect, and to be sufficient to ensure completion of the agreed-upon stabilization and conservation work 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.

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

23. The City will adopt 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.

**24. 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.

## **Section 4 – Review of Development Applications**

### **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 of 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.

#### **[numerous policies of interest, including Cultural Heritage Impact Statements]**

9. 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:

- a. Respecting the massing, profile and character of adjacent to or across the street from heritage buildings;
- b. Approximating the width of nearby heritage buildings when constructing new buildings facing the street;
- c. Approximating the established setback pattern on the street;
- d. Being physically oriented to the street in a similar fashion to existing heritage buildings;
- e. Minimizing shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas;
- f. Having minimal impact on the heritage qualities of the street as a public place in heritage areas;
- g. Minimizing the loss of landscaped open space;
- h. 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;
- i. 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.

11. Where development is proposed adjacent to or across the street from a building site on the Heritage Reference List (but not designated under the *Heritage Act*) the applicant shall demonstrate the proposal's compatibility with that heritage resource and its streetscape.

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

## **Section 5 – Implementation**

Section 5, Implementation, describes the tools used to implement the policies of the Official Plan.

### **5.1 – Introduction**

Implementation of the Official Plan is accomplished through a myriad of tools. They generally fall into the following categories. Only some examples have been identified for illustration purposes, but there are many more.

#### **Financial Tools**

- Use financial incentives to promote residential development within mixed-use projects;
- Exempt social housing projects from processing fees;
- Link the long-range financial plan and annual budget process to implementing the strategic directions of the Official Plan;
- Use financial incentives such as those approved in Community Improvement Plans to promote the intensification and growth management goals of the Official Plan. [Amendment 40 , April 26, 2006]

#### **Land Acquisition and Ownership**

- Ensure that surplus lands are considered for affordable housing projects prior to considering other uses;
- Strategic acquisition, preparation and disposal of land for purposes of achieving the goals of approved Community Improvement Plans. [Amendment 40 , April 26, 2006]

# APPENDIX 6: Potential Areas for Community Collaboration

## Committee of Adjustment and Ontario Municipal Board: Potential Areas for Community Collaboration

### 1. What can and should communities do collaboratively to continue to obtain community/heritage favourable rulings at Co of A?

- a. Should we collate a dossier of cases with effective arguments (and decisions) regarding situations for delineating minor variances and severance consent?
- b. Should we try to meet occasionally with Co of A (Committee members and staff) to discuss the community perspectives ?
- c. Both at Co of A and OMB the community case has greater strength if supported by the City Heritage Staff. Within HCDs this goal can perhaps be achieved through greater clarity in delineating the goals of each HCD and the vision for achieving the goals (e.g., the guidelines). Is there a way that the communities can work collaboratively to help achieve this?
- d. What other tools should we (the communities) develop or support to advance sound effective decision-making at Co of A?

Example: The revised Urban Infill Design Guidelines can play a particularly important role in defining what constitutes an acceptable minor variance.

### 2. What can communities do collaboratively to arrive at favourable outcomes at OMB?

- a. How can communities collaborate in developing an identified pool of expert planners and lawyers willing to present the community case at OMB.?
- b. Is there a way that communities could collaborate to reduce expenses and/or build a war chest for action at OMB and perhaps even Co of A?
- c. Are there advantages to making use of provisions under OMB other than the full Board Hearing (e.g., mediation meetings)?
- d. What other collaborative action should communities take to assist with OMB?