



Policy Title: **The City of Calgary Heritage Management Program Policies and Procedures**

Policy Number: **LUP001**

Report Number: **OE95-42, OE93-41, OE93-41, OD83-80-1**

Approved by: **Council**

Effective Date: **1996 February 26**

Business Unit: **Land Use Planning & Policy**

BACKGROUND

Policies and procedures to determine the heritage value of properties in Calgary and to provide procedures to protect sites listed on the "Inventory of Potential Heritage Sites".

PURPOSE

To provide:

- standard criteria to evaluate heritage resources
- procedures to review demolition, development and building permits
- policies to convert residential buildings to an office use
- process to designate a Municipal Historic Resource

POLICY

The *City of Calgary Heritage Management Program Policies and Procedures* contains Council approved heritage resource policies and procedures.

Please see the [attached policy document](#).

PROCEDURE

The Calgary Heritage Authority, appointed by Council, is responsible for:

- evaluating potential heritage sites and maintaining the "Inventory of Potential Heritage Sites" in Calgary;
- reviewing all planning permit applications that may affect designated and potential heritage buildings; and
- recommending buildings to City Council for designation under the Alberta Historical Resources Act;

Please see the attached policy document .



AMENDMENTS

- Heritage Evaluation Procedure (Oct 1981, Revised June 1995/OE95-42)
- Heritage Policy and Existing Permit Review for Potential Heritage Sites (Oct 1983/OD83-80-1, Revised June 1995/OE95-42)
- Commercial Conversion To Office Use of Existing Residential Buildings Listed on City of Calgary's "Inventory of Potential Heritage Sites"
- Municipal Historic Resource Designation Program (June 1993/OE93-41, Revised Feb 1996/OE96-12)

CITY OF CALGARY HERITAGE MANAGEMENT PROGRAM POLICIES AND PROCEDURES

HERITAGE EVALUATION PROCEDURE (REVISION) APPROVED BY COUNCIL 1995 JUNE 26

EVALUATION CRITERIA

The evaluation criteria describe the qualities which contribute to the heritage significance of a building or site. There are three primary criteria: "History," "Architecture," and "Urban Context." Within each primary criterion, there are sub-criteria: two under "History," five under "Architecture," and two under "Urban Context." Taken together, these nine criteria are applicable to Calgary's historical evolution and the resources of its different periods, and provide a structure for the collection of information on particular sites and the evaluation of those sites.

1. HISTORY CRITERIA (H)

History, in the context of evaluating Calgary's historical sites, refers to broad economic, social, and cultural patterns as much as it does to specific events and notable individuals.

H.1. ASSOCIATIONS/PATTERNS

Associated with a person, organization, institution, activity, or event that has made a significant contribution to Calgary, Alberta or Canada; or is effectively illustrative of broad patterns of cultural, social, political, military, economic, industrial, or development history. If the building or site provides a rare or unique opportunity to interpret the historical association or pattern, consideration should be given to raising it one point (for example from a G to a VG).

- E** Person, organization, institution, event, or pattern of primary importance in Calgary is closely connected with the building or site, and this association is well documented.
- VG** Person, organization, institution, event, or pattern of secondary importance to Calgary is closely connected with the building or site; or one of primary importance is loosely connected with it.
- G** Person, organization, institution, event, or pattern of secondary importance is loosely connected with the building or site.
- F** Person, organization, institution, event, or pattern of minor importance is associated with the building or site.
- P** No identified connection with person, organization, institution, event, or pattern of established importance is associated with the building or site.

H2 AGE

- E Built 1906 or earlier.
- VG Built between 1907 and 1918.
- G Built between 1919 and 1939.
- F Built between 1940 and forty-five years before the present date.

2. ARCHITECTURE (A)

A.1 STYLE/TYPE/DESIGN

Notable, rare, unique, or early example of an architectural style, type, or convention; or a particularly attractive or unique building because of the excellence, artistic merit, or uniqueness of its design, composition, craftsmanship, or details. Normally this criterion applies to the original appearance of the building, and subsequent changes are addressed in A.5 Alterations. However, significant stylistic and/or early alterations may be considered as an integral part of the design stage being evaluated. In such cases, A.5 Alterations will refer only to changes subsequent to the significant alteration.

Note:

The building receives a score that reflects the better of the sub-criteria, i.e., style, type, or design.

- E Excellent or extremely early example of a style or type if many survive, or a very good example if few survive; and/or excellent in design.
- VG Very good example of a style or type if many survive, or good example if few survive; and/or very good in design.
- G Good example if many survive; and/or good in design.
- F Fair example of a style, type or design.
- P Poor example of a style, type or design.

A.2 DESIGNER/BUILDER

Designed or built by an architect, builder or other designer who made a significant contribution to Calgary, Alberta, or Canada.

- E Architect, builder or designer of particular importance.
- VG Architect, builder or designer of considerable importance.
- G Architect, builder or designer of some importance.
- F Architect, builder or designer identified and known, but not of particular importance.
- P Architect, builder or designer not identified.

A.3 CONSTRUCTION TECHNOLOGY

Notable, innovative, rare, unique, or early example of a particular material or construction technique.

- E Excellent, unique, or extremely rare early example.
- VG Very good, rare, or very early example.
- G Early example or some extraordinary feature.
- F Unusual feature.
- P Typical example only.

A.4 INTERIOR DETAILS

Interior is a notable, innovative, rare, or early example for its style, workmanship, materials, design, decoration, spatial volumes, or appointments; and/or work has been done by an artisan(s) of particular importance. This may refer to a single principal space, or to a group of spaces. If the interior has received reversible alterations, it should be lowered one grade; if it has received significant and irreversible alterations, but the original character is maintained, it should be lowered two grades.

- E Excellent or extremely early example.
- VG Very good or very early example.
- G Early example or some extraordinary feature(s).
- F Notable feature(s).
- P No notable features.

A.5 ALTERATIONS (Points Subtracted)

The primary concern of this criterion is the level or degree of change that the exterior of the building has experienced over time. Removal to another location constitutes a change in this regard.

- E Building unchanged or primary façade(s) unchanged.
- VG Changes are minor in nature and easily reversible or restorable.
- G Changes of some consequence have occurred, but the overall character of the building has been retained; or changes are minor but not easily reversible or restorable.
- F The character of the building has been severely compromised by alterations.
- P The original character of the building has been lost due to alterations.

3. URBAN CONTEXT (C)

The “Urban Context” set of criteria consider the impact of a heritage site on its surrounding community and, conversely, of the community on the building.

C.1 LANDMARK/CHARACTER

Building is (or was) a particularly familiar visual or symbolic landmark; or the building or site is (or was) particularly significant to the community because of public use or for sentimental or symbolic reasons. (It should be noted that different kinds of buildings will be valued in different neighbourhoods.)

- E A landmark that may be taken as a primary symbol of the City or the neighbourhood; or of the highest significance to the community.
- VG A particularly conspicuous and familiar structure in the context of Calgary or the neighbourhood; or of considerable significance to the community.
- G A familiar structure in the context of the neighbourhood; or of moderate significance to the community.
- F Some familiarity and significance within the neighbourhood.
- P No particular familiarity or community significance.

C.2 STREETSCAPE/LANDSCAPE

Building, landscape and/or setting contribute to the continuity or character of the street or neighbourhood; or part of a significant grouping of buildings compatible in scale, design features, and age; or part of a group of buildings which represent successive stylistic or development eras, the most recent of which was built forty-five or more years before the present date.

- E Of particular importance in establishing the dominant character of the block or area.
- VG Of some importance in establishing or maintaining the dominant character of the block or area.
- G Compatible with the dominant character of the block or area.
- F Relates to other nearby buildings of similar design or age.
- P Incompatible with the dominant character of the neighbourhood or block.

SCORING OF POTENTIAL HERITAGE SITES

Evaluation Criteria	E	VG	G	F	P
History (H) (maximum 40)					
H.1 Associations/Patterns	40	20	10	5	0
H.2 Age	20	10	5	3	0
Architecture (A) (maximum 40)					
A.1 Style/Type/Design	40	20	10	5	0
A.2 Designer/Builder	20	10	5	3	0
A.3 Construction Technology	20	10	5	3	0
A.4 Interior Details	15	8	4	2	0
A.5 Alterations	0	-5	-10	-20	-30
Urban Context (C) (maximum 20)					
C.1 Landmark/Character	15	10	5	3	0
C.2 Streetscape/Landscape	15	10	5	3	0

TOTAL POSSIBLE SCORE = 100

Scoring of Potential Heritage Sites				
Evaluation Areas	History (maximum)	Architecture (maximum)	Urban Context (maximum)	TOTAL (maximum)
City-wide	40	40	20	100

EVALUATION: CATEGORY SCORING

Category A	Category B	Category C
75-100	60-74	25-59

HERITAGE POLICY AND EXISTING PERMIT REVIEW FOR POTENTIAL HERITAGE SITES

In 1983 October, Council approved the Heritage Evaluation Policy Report which provided for the implementation of a ranking system for potential heritage sites based on an analysis of heritage significance according to three subject categories: history, architecture, and urban context. This policy was subsequently revised and approved by Council on 1995 June 26.

The City of Calgary maintains an “Inventory of Potential Heritage Sites” which are classified, according to a Council-approved procedure, into the following three categories.

1. “Category A”:

“Category A” sites or buildings that fall in this category are notable, unique or rare. No alternate replacement building on the site is recommended and additions or alterations should be undertaken in accordance with standards approved from time to time by the Calgary Heritage Authority and outlined in the “Province of Alberta’s Guidelines for the Rehabilitation of Designed Historic Resources.”

All buildings and sites in “Category A” are worthy of consideration for designation under the Historical Resources Act. Recommendations on designation under the Historical Resources Act shall be made by the Calgary Heritage Authority on a case-by-case basis and in accordance with Council-approved policy.

All buildings in “Category A” that are designated a Municipal Historic Resources under the Historical Resources Act, and are located in the CM-2 Land Use District, are eligible to transfer unused development potential to other sites within the same Land Use District in accordance with the Council-approved CPC Item M-6 RE: Implementation of the Core Area Policy Brief: Density Transfer for Heritage Preservation. Council may continue to consider, on their merits, individual Direct Control applications for non-CM-2 proposals incorporating density transfer for heritage preservation purposes.

2. “Category B”

“Category B” sites or buildings are very significant in certain respects. Additions or alterations should be undertaken in accordance with standards approved from time to time by the Calgary Heritage Authority and outlined in the “Province of Alberta’s Guidelines for the Rehabilitation of Designed Historic Resources.”

All buildings and sites in “Category B” are worthy of consideration for designation under the Historical Resource Act. Recommendations on designation under the Historical Resources Act shall be made by the Calgary Heritage Authority on a case-by-case basis and in accordance with Council-approved policy. Strategies with respect to sites or buildings in this category should be decided in response to the significant aspects of the site. The City actively encourages preservation of these potential heritage resources.

All buildings in “Category B” that are designated as Municipal Historic Resources under the Historical Resources Act, and are located in the CM-2 Land Use District, are eligible to transfer unused development potential to other sites within the same Land Use District in accordance with the Council-approved CPC Item M-6 RE: Implementation of the Core Area Policy Brief: Density Transfer for Heritage Preservation. Council may continue to consider, on their merits, individual Direct Control applications for non-CM-2 proposals incorporating density transfer for heritage preservation purpose.

3. “Category C”:

“Category C” sites or buildings are significant potential heritage resources and their preservation is encouraged by The City of Calgary. Strategies with respect to sites or buildings in this category should be decided in response to the significant aspect(s) of the site.

COMMERCIAL CONVERSION TO OFFICE USE OF EXISTING RESIDENTIAL BUILDINGS LISTED ON CITY OF CALGARY'S "INVENTORY OF POTENTIAL HERITAGE SITES"

BACKGROUND

A number of Area Redevelopment Plans in the Inner City have policies related to the conversion of residential buildings to commercial office use if the structure is listed on The City of Calgary's "Inventory of Potential Heritage Sites." Such conversions on lands which are designated for residential purposes require a land use amendment application.

POLICY

In reviewing applications for the commercial conversion to office uses of residential buildings listed on the City of Calgary's "Inventory of Potential Heritage Sites," the differing significance of such sites is interpreted as follows:

- "Category "A" and "B" sites are automatically eligible for consideration under the commercial conversion policy; and
- "Category C" sites are eligible for consideration under commercial conversion policy on a case-by-case basis.

EXISTING PERMIT REVIEW FOR HERITAGE IMPLICATIONS

1. Development Permits

All development permits for sites on the "Inventory" are reviewed by the Heritage Planner and referred to the Calgary Heritage Authority. The Authority, in turn, makes recommendations to the Planning & Transportation Policy Business Unit and the Development and Building Approvals Business Unit. The Authority's recommendations are advisory only.

2. Building Permits

All building permits for sites listed on the "Inventory" are reviewed by the Heritage Planner for heritage implications and in cases where there is a substantive heritage concern that would irreversibly alter the heritage character of building, the permit application is referred to the Calgary Heritage Authority.

3. Demolition Permits

In accordance with Council-approved policy, all Demolition Permit applications are reviewed by the Heritage Planner for heritage concerns.

Due to the compensation clause in the Historic Resources Act, the Calgary Heritage Authority has rarely recommended to Council for the Municipal Historic Resource Designation of privately-owned sites threatened by demolition. In practice, the Authority enters into discussions with the owner of potential heritage sites proposed for demolition in order to determine if an alternate course of action exists.

4. Historic Resource Impact Assessment on Sites Proposed for Demolition

In cases of the highest significance, the Calgary Heritage Authority can, in accordance with Council-approved policy, refer potential heritage sites to the Province for its consideration regarding designation under the Historical Resources Act. In such cases, the Authority can also request the Province to consider an Historic Resource Impact Assessment of a potential heritage site threatened by demolition. Such an Assessment, if requested of the owner by the Minister, freezes development rights until the Assessment is completed to the Province's satisfaction. The Province rarely designates privately owned property under the Historical Resources Act without the approval of the owner.

MUNICIPAL HISTORIC RESOURCE DESIGNATION PROGRAM
APPROVED BY CITY COUNCIL 1993 JUNE 28
(REVISED AND APPROVED BY CITY COUNCIL 1996 FEBRUARY 26)

INITIATION, NOTIFICATION AND APPROVAL PROCESS

The process of designating a site as a Municipal Historic Resource may be initiated by a request from a property owner, special interest groups, the general public, Council or the Civic Administration.

The Calgary Heritage Authority shall undertake a comprehensive review of the merits of the site in question, examining the site, and all historical research. In certain cases (e.g., density transfer), the initiating property owner may be asked to provide credible supporting evidence. The Authority shall liaise with the owner of the subject property from the outset as the designation of any site is best accomplished with the full cooperation and agreement of the property owner.

If the Calgary Heritage Authority is satisfied that a site is worthy of designation, it shall forward a report to the Standing Policy Committee on Operations and Environment outlining the merits of the subject property and the results of discussions or negotiations with the property owner and any other interested parties. The public shall have the opportunity to attend and address meetings of the Calgary Heritage Authority and the Standing Policy Committee on Operations and Environment when proposed Municipal Historic Resource designations are discussed. A newspaper item containing the agenda for the Standing Policy Committee on Operations and Environment shall invite interested members of the public to attend and address the Committee if they have specific concerns. If City Council concurs with the recommendations it shall serve Notice of Intention to designate to the property owner providing a 60 day notification period. When this notification period has expired, the necessary bylaw shall be passed assuming Council is satisfied that designation is warranted after full consideration of any comments or objections.

From the time Council serves notice of intention to designate, the property is protected as if it were already designated. Upon expiration of the 60 day notification period, Council must either pass a designation bylaw or repeat its notice of intention to designate. The entire process, from service of the notice of intention to designate to the passing of the designation bylaw, must be completed within 120 days. If this period is exceeded the special protection accorded the subject property is discontinued and the process must begin again. City Council may repeal its own notice of intention to designate, or a designating bylaw, if it is satisfied that the designation is not warranted.

MUNICIPAL HISTORIC RESOURCE DESIGNATION BYLAWS

A concise bylaw shall be passed for each individual site. The bylaw shall contain the legal description of the site or, in cases where only portions of a site or building are proposed for designation, plans, drawings, air photographs or rectified photographs registered with the City and with areas to be designated clearly demarcated shall be used.

COMPENSATION

The Historical Resources Act stipulates that, if a Municipal Historic Resource designation decreases the economic value of a building, structure or land designated, the Council shall, by bylaw, provide the owner with compensation that may take the form of a grant, tax relief or any other appropriate means.

City-Owned Property

No compensation, under the Historical Resources Act, is necessary or required for Municipal Historic Resource designation of City-owned property.

Privately-Owned Property

If City Council determines that a privately-owned property is worthy of designation as a Municipal Historic Resource under Section 22 of the Historical Resources Act then either compensation must be provided under Section 24 or, alternatively, a waiver of compensation must be obtained from the owner. Exceptional circumstances may allow a property owner and the City to negotiate a legal agreement that addresses a means of compensation acceptable to the City and the property owner.

Density transfer is provided for in the Calgary Land Use Bylaw CM-2 District, Section 42.3(h) and in the Council-approved Heritage Evaluation Policy Report, 1983. Municipal Historic Resource designation under Section 22 of the Historical Resources Act is a requirement of density transfer from a potential heritage to a receiving site. To be eligible for density transfer a site must be in the top two categories based on the Council-approved Municipal Heritage Evaluation process. Density transfer may occur within Commercial Core Zone 1 and 2, but must occur within the same land area and land use district. Council may consider, on their merits, individual Direct Control applications for non-downtown proposals incorporating density transfer for heritage preservation purposes.

THE MUNICIPALITY'S ROLE FOLLOWING DESIGNATION PERMIT REVIEWS AND APPROVALS FOR MUNICIPAL HISTORIC RESOURCES

Any development or renovation activity proposed for a designated site shall require regular development and building permits as well as a special review and approval by Council or its authorized representative pursuant to subsections (6) and (7) of Section 22 of the Historical Resources Act. The Heritage Planner, Darryl Cariou (as per LPT2004-54), shall be the Approving Authority for matters relating to the alteration of all sites which are designated or under consideration for designation as Municipal Historic Resources as outlined in subsections (6) and (7) of Section 22 of the Historical Resources Act. The Calgary Heritage Authority is the circulation referee and advisor to the Approving Authority.