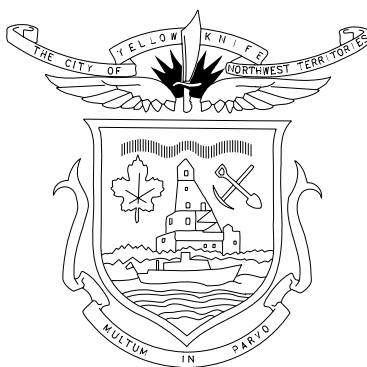


THE CITY OF YELLOWKNIFE

NORTHWEST TERRITORIES



HERITAGE BY-LAW NO. 4540

Adopted October 26, 2009

**CITY OF YELLOWKNIFE
BY-LAW NO. 4540**

A BY-LAW of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to repeal and replace By-law No. 3445, a by-law to provide for the protection of heritage resources.

PURSUANT TO the provisions of the *Planning Act* and the *Cities, Towns and Villages Act*;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife adopted a Policy for the Preservation and Development of Yellowknife's Heritage Resources, by resolution on July 27, 1987;

AND WHEREAS the Council has adopted a General Plan which identifies:

objectives under Section 1.1.2, specifically,

Objective 7 for 'A Culturally Sensitive and Heritage Resource Ethic' which states that there will be a recognition of place, building, works and bodies of water as public heritage resources because of their prehistoric, historic, cultural, natural or aesthetic value.

policies for Heritage and Culture under Section 1.2.9, specifically,

Policy 2 which states that facilities and spaces of significant cultural value that contribute to heritage preservation, tourism development and economic development will be protected.

Policy 3 which states that methods of facilitating and funding the preservation of heritage resources in the community will be investigated.

Policy 5 which states that the City will recognize and respect the importance of place, building, works and bodies of water as public heritage resources due to their cultural, natural and aesthetic value.

specific proposals for Heritage and Culture under Section 1.2.9, specifically,

Proposal 1 for Design Guidelines which states that the City will investigate opportunities for heritage design guidelines for developers that will facilitate improved design.

Proposal 3 for a Heritage Resource Inventory and Plan which states that the City, in partnership with First Nations and stakeholders, will complete an inventory of significant heritage structures and sites and examine ways and means of assisting developers and the City in the recognition and protection of these resources.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, hereby enacts as follows:

SECTION 1: ENACTMENT AND INTERPRETATION

1.1 Short Title

This by-law shall be known as the "*Heritage By-law*".

1.2 Purpose

The purpose of this by-law is to regulate the recognition, designation, and restoration of Heritage Resources within the City of Yellowknife in a manner that is consistent with the objectives and policies of the current General Plan.

1.3 Application

The provisions of this by-law apply to land, buildings, and structures within the municipal boundary of the City of Yellowknife.

1.4 Interpretation

- (1) Words used in the present tense include the other tenses and derivative forms. Words in the singular include the plural and vice versa. Words have the same meaning whether they are capitalized or not.

(2) The words *shall* and *must* require mandatory compliance.

(3) Words, phrases and terms not defined in this part may be given their definition in the *Planning Act*. Other words shall be given their usual and customary meaning.

1.5 Site Identification

The Heritage Resource proposed for recognition, designation, or restoration may be identified by civic address, by lot, by metes and bounds, or by such other means as the Planning and Lands Division considers sufficient to provide notice of the boundaries of the place, district, building or work to be recognized, designated, or restored.

1.6 Definitions

In this By-law:

"Administration" means any person employed by the City and designated by Council to act and make decisions on behalf of the City;

"Alteration" means construction, modification, repair, renovation, or excavation, and also includes the installation of any permanent sign, advertisement, hoarding or wall, but shall not include restoration;

"Building Inspector" means an employee of the City employed to administer the provisions of the Building By-law, the provisions of the National Building Code and their equivalents, and other by-laws concerning building control;

"City" means the Municipal Corporation of the City of Yellowknife;

"City Heritage Committee" means the City Heritage Committee appointed by Council;

"Council" means the Council of the City;

"Development Officer"	means a Development Officer of the City;
"Designated Heritage Resource"	means any Heritage Resource that is designated by a by-law of Council;
"Development Permit"	means a document authorizing development issued pursuant to the current Zoning By-law;
"Evaluation Package"	means a package comprised of a completed Form H - 'Application for Heritage Recognition or Designation', supporting information from applicant, blank criteria scoring worksheet, and Administration's review of applicable municipal by-laws, studies, or motions in the context of the Heritage Resource.
"Heritage Resource"	means a place, building, structure, or work which may be of interest because of their prehistoric, historic, cultural, natural or aesthetic value, and whether or not designated as such under this by-law;
"Owner"	means the person(s) or entity who owns the Heritage Resource;
"Planning and Lands"	means the Planning and Development Department of the City of Yellowknife;
"Recognized Heritage Resource"	means any Heritage Resource that is not designated by a by-law of Council but is acknowledged as 'Recognized' through a motion of the Heritage Committee.
"Resource Plan"	means a plan of how the applicant intends to complete the proposed restoration project and shall include a budget, timelines, supplies, labour, any in-kind services, etc.

"Restoration"

means the action or process of protecting, maintaining and stabilizing the existing materials, form and integrity of a Designated Heritage Resource only, while protecting its heritage value;

achieving a continuing or compatible contemporary use of a Heritage Resource or of an individual component, through repair, alterations and additions, while protecting its heritage value;

accurately revealing, recovering or representing the state of a Heritage Resource or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

SECTION 2: RECOGNITION AND DESIGNATION OF HERITAGE RESOURCES

2.1 Application for Recognition or Designation

- (1) A proposal for a Heritage Resource to be Recognized or Designated must be made through application in Form H - 'Application for Heritage Recognition or Designation' which must be submitted to the Planning and Lands Division.
- (2) There shall be no application fee.
- (3) Any request for a Heritage Resource Designation must include authorization from the registered owner.
- (4) The owner shall not have to provide permission for an application seeking Recognition of a Heritage Resource.
- (5) The City shall not initiate the application review until a completed application is received.
- (6) In addition to the criteria identified herein and on Form H, the following information must be provided with the application package:
 - (a) site plan showing subject property and adjacent properties;

- (b) pictures of the Heritage Resource taken within the previous 12 months; and
- (c) supporting information as desired including, but not limited to, old pictures and written accounts from members of the public.

2.2 Evaluation, Recognition and Designation Process

- (1) Upon receipt of a complete 'Application for Heritage Recognition or Designation', Administration shall, within 10 days, review the application in relation to any applicable municipal by-laws, studies or motions and provide this review to the Heritage Committee in the Evaluation Package.
- (2) Administration shall submit to the Heritage Committee, ten business days in advance of either a regularly scheduled or special meeting, an Evaluation Package.
- (3) After Administration has completed a review of the application, within 10 business days, refer the application for consideration at the next regularly scheduled or special meeting of the Heritage Committee.
- (4) Upon receipt of the application from Administration, the Heritage Committee may, at its meeting, defer consideration of the application,
 - (a) until its next meeting, in the absence of quorum; or,
 - (b) until such time as the Heritage Committee is satisfied that the information provided to it within the application(s) is adequate for it to make an informed recommendation consistent with the purpose of this by-law, where the Heritage Committee is not so satisfied at the time of receipt of the application(s).
- (5) The Heritage Committee shall review the application using the criteria as herein described and scoring system as described in Schedule A attached to and forming part of this by-law.
- (6) The Heritage Committee shall complete the review of the Evaluation Package and prepare a recommendation to Administration by the end of the next regularly scheduled or special meeting.

- (7) If a Heritage Resource is recommended for Designation by the Heritage Committee, Administration shall present the designation by-law for Council consideration.
- (8) If Council does not designate the Heritage Resource as recommended by the Heritage Committee, the Heritage Resource shall be classified as 'Recognized'.

2.3 Criteria

The following components form the basis for evaluating a Heritage Resource for Recognition or Designation. Each component gives a range of criteria that a Heritage Resource may, or may not, meet. It is important to note that the Heritage Resource does not have to meet all the criteria to be Recognized or Designated. Rather, the Heritage Resource shall be classified as 'Not Recognized', 'Recognized', or 'Designated' based on the scoring system as described in Schedule A attached to and forming part of this by-law.

(1) Architectural History

One or more of the following criteria shall apply only to any proposed Heritage Resource which is a building or structure and these criteria shall be evaluated in the context of the building or structure's attributes including, but not limited to, massing, proportion, scale, layout, material detailing, colour, texture, fenestration, ornamentation or artwork:

- (a) The Heritage Resource is a notable example of any builder or architect's work;
- (b) The Heritage Resource has potential for illustrating Yellowknife's heritage to a degree such that it will be possible for a visitor to gain an understanding of the architecture or history with which it is associated;
- (c) The Heritage Resource is significant because of the original materials and workmanship remaining;
- (d) The Heritage Resource is a rare, unique, representative or early example of a style, type, expression, material, or construction method;
- (e) The Heritage Resource displays a high degree of craftsmanship or artistic merit;

- (f) The Heritage Resource demonstrates a high degree of technical or scientific achievement;
- (g) The Heritage Resource embodies characteristics of an architectural type valuable for the study of a style or a method of construction significant to its period, Yellowknife, or the Northwest Territories.

(2) Context

One or more of the following criteria shall apply to any type of Heritage Resource and these criteria shall be evaluated in the context of the Heritage Resource's historical relationship between its site and immediate environment:

- (a) There is a notable and historical relationship between the Heritage Resource's site and the street, waterfront, view or other geographic features which were a part of the building's original function;
- (b) The Heritage Resource is important in defining, maintaining or supporting the character of an area;
- (c) The Heritage Resource is physically, functionally, visually or historically linked to its surroundings;
- (d) The Heritage Resource's continuity and compatibility with adjacent and surrounding buildings, land use, and the building's visual contribution to a group of similar buildings is historically important;
- (e) The Heritage Resource has a visual or symbolic importance as a local landmark.

(3) Cultural History

One or more of the following criteria shall apply to any Heritage Resource and these criteria shall be evaluated in the context of the Heritage Resource's cultural history:

- (a) The Heritage Resource has an association with a person, group, or institution with historical significance to Yellowknife which may include a

well-known pioneer, an organization or business, or distinct group of people;

- (b) The Heritage Resource has an association with an event or activity of historical significance to Yellowknife which may be a unique event or a recurring event;
- (c) The Heritage Resource has a direct association with a theme, event, belief, person, activity, organization or institution that is significant to Yellowknife;
- (d) The Heritage Resource yields, or has the potential to yield, information that contributes to an understanding of Yellowknife or local Aboriginal groups;
- (e) The Heritage Resource demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to Yellowknife;
- (f) The Heritage Resource is associated with broad patterns of local area or civic history including ecological, social, political, economic or geographic change.

(4) Usability and Utilization

One or more of the following criteria shall apply only to any proposed Heritage Resource which is a building or structure and these criteria shall be evaluated in the context of how the Heritage Resource is currently being used, how it meets City of Yellowknife regulations, and what the end use of the Heritage Resource will be:

- (a) The Heritage Resource meets current building and fire codes;
- (b) The Heritage Resource meets the current Zoning By-law requirements;
- (c) The Heritage Resource has the potential, with modifications, to meet the requirements of the current Zoning and Building By-laws;
- (d) The Heritage Resource is currently occupied and used for residential or commercial purposes;
- (e) The Heritage Resource has an end use which is economically viable.

(5) Integrity

One or more of the following criteria shall apply only to any proposed Heritage Resource which is a building or structure and these criteria shall be evaluated in the context of the historical integrity of the Heritage Resource and the degree of alteration the Heritage Resource has sustained since its original construction or implementation:

- (a) The extent and the impact of the changes and restorations which include alterations that have occurred to the Heritage Resource over time including, but not limited to, style, design and construction;
- (b) The structural integrity of the Heritage Resource, including the interior and exterior, and the site;
- (c) The location of the Heritage Resource in relation to its original site.

SECTION 3: HERITAGE RESOURCE INVENTORY**3.1 Heritage Resource Inventory Maintenance**

- (1) The City Clerk shall maintain all by-laws for Designated Heritage Resources, which shall be considered to form part of this by-law and the current Zoning By-law.
- (2) Administration shall maintain a list called the 'Heritage Resource Inventory' of all Recognized and Designated Heritage Resources.
- (3) The Heritage Resource Inventory shall be updated on an ongoing basis as required.
- (4) The Heritage Resource Inventory shall clearly indicate the status of each Heritage Resource as 'Recognized' or 'Designated'.
- (5) The Heritage Resource Inventory shall log all alterations or restoration of a Heritage Resource.
- (6) The Heritage Resource Inventory shall be available to the public.
- (7) Council may, by by-law, designate all or any 'Recognized' Heritage Resources in the Heritage Resource Inventory as 'Designated' based on the

criteria established herein and the scoring system attached in Schedule A.

3.2 Changes to and Removal from the Heritage Resource Inventory

- (1) If an owner wishes to remove the classification of 'Designated' Heritage Resource from their property, they shall submit a request to Administration who shall present the matter to Council for consideration.
- (2) The Heritage Committee may, by motion, remove from the Heritage Resource Inventory any Recognized Heritage Resource which it considers to have lost its value as a Heritage Resource.
- (3) Council may, by by-law, change the classification of a Designated Heritage Resource to 'Recognized' upon request from the owner or for those Heritage Resources which it considers to have diminished value as a Heritage Resource.
- (4) Council may, by by-law, remove from the Heritage Resource Inventory any Designated Heritage Resource which it considers to have lost its value as a Heritage Resource.

SECTION 4: HERITAGE RESOURCE RESTORATION CRITERIA

4.1 Application for Restoration

- (1) Regardless of any other municipal permits required, a proposal for a Designated Heritage Resource to undergo restoration must be made through application in Form R - 'Application for Heritage Resource Restoration' which must be submitted to the Planning and Lands Division. In addition to Form R, the review shall be based on the criteria herein.
- (2) There shall be no application fee.
- (3) All applications for restoration shall be accompanied by a Development and Building Permit as required by the Zoning and Building By-laws.
- (4) The property owner, or agent of the property owner, shall submit information describing the restoration and any other information as required by the Planning and Lands Division.

- (5) Review of the application shall not be initiated by the City until such time that permission from the owner of the Designated Heritage Resource is granted.
- (6) The applicant must address each criterion as described herein and outlined on Form R.
- (7) In addition to the restoration criteria identified herein and on Form R, the following information must be provided with the application package:
 - (a) Proof that the Heritage Resource is either Designated (by-law number) or Recognized (motion number); and
 - (b) A resource plan.

4.2 Evaluation and Restoration Approval Process

- (1) Upon receipt of a complete application, the Planning and Lands Division shall, within 10 days, review the application for conformance to relevant municipal by-laws, studies and motions using the criteria herein.
- (2) After the Planning and Lands Division has completed a review of the application, within 10 business days, the Planning and Lands Division shall refer the application for consideration at the next regularly scheduled or special meeting of the Heritage Committee.
- (3) The referred application to the Committee shall include a recommendation to the Heritage Committee as to whether the Restoration Application should be approved in full or in part based on the outcome of the assessment criteria in Form R.
- (4) Upon receipt of the application from Administration, the Heritage Committee may, at its meeting, defer consideration of the application,
 - (a) until its next meeting, in the absence of quorum; or
 - (b) until such time as the Heritage Committee is satisfied that the information provided to it within the application is adequate for it to make an informed recommendation consistent with the purpose of this by-law, where the Heritage Committee is not so satisfied at the time of reception of the application.

- (5) Upon consideration of the application and recommendation of the Planning and Lands Division, the Committee shall provide direction to Administration:
 - (a) that the application be approved by Council; or,
 - (b) that the application be rejected.

4.3 Criteria for Restoring Heritage Resources

Each application for restoration must address the following restoration criteria.

- (1) Conserve the heritage value of the Heritage Resource by not removing, replacing, or substantially altering its intact or repairable character-defining elements. No part of the Heritage Resource shall be moved if its current location is a character-defining element.
- (2) Conserve changes to a Heritage Resource which, over time, have become character-defining elements in their own right.
- (3) Conserve heritage value by adopting an approach calling for minimal intervention.
- (4) Recognize each Heritage Resource as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
- (5) Find a use for a Heritage Resource that requires minimal or no change to its character-defining elements.
- (6) Protect and, if necessary, stabilize a Heritage Resource until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information. Maintain consistency with any applicable territorial legislation for protection and preservation of a Heritage Resource or archaeological resource.
- (7) Evaluate the existing condition of character-defining elements to determine the appropriate intervention

needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.

- (8) Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in-kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
- (9) Make any intervention needed to preserve character-defining elements physically and visually compatible with the Heritage Resource, and identifiable upon close inspection. Document any intervention for future reference.
- (10) Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the Heritage Resource.
- (11) Conserve the heritage value and character-defining elements when creating any new additions to a Heritage Resource or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the Heritage Resource.
- (12) Create any new additions or related new construction so that the essential form and integrity of a Heritage Resource will not be impaired if the new work is removed in the future.
- (13) Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and oral evidence.

4.4 Financial Assistance

The City shall provide financial assistance for restoration of a Designated Heritage Resource pursuant to Development Incentive Program By-law No. 4534.

SECTION 5: ALTERATION OF A DESIGNATED HERITAGE RESOURCE

The following regulations shall apply to all alterations and development affecting a Heritage Resource that are not considered as restoration as per this by-law.

5.1 Alteration and Development of a Heritage Resource

- (1) All alterations and development affecting a Designated Heritage Resource must be approved through a development or Building Permit issued under the current Zoning and Building By-laws.
- (2) Upon receipt of a complete development or Building Permit application, Administration, within 10 business days, shall complete a review of the application using the current Zoning and Building By-laws.
- (3) After Administration has completed a review of the application(s), Administration, within 10 business days, shall refer the application(s) for consideration at the next regularly scheduled or special meeting of the Heritage Committee.
- (4) Upon receipt of the application(s) from Administration, the Heritage Committee may, at its meeting, defer consideration of the application,
 - (a) until its next meeting, in the absence of quorum; or
 - (b) until such time as the Heritage Committee is satisfied that the information provided to it within the application(s) is adequate for it to make an informed recommendation consistent with the purpose of this by-law, where the Heritage Committee is not so satisfied at the time of receipt of the application(s).
- (5) Upon consideration of the application(s), the Committee may recommend:
 - (a) that the application be approved by the Development Officer;
 - (b) that the application be approved by the Development Officer, with amendments;
 - (c) that the application be approved by Council; or
 - (d) that the application be rejected.

SECTION 6: AUTHORITY

6.1 Entry

Council shall have power of themselves or through their employees or through the Heritage Committee to enter upon all lands and into any buildings or structures for the purpose of carrying out any of the provisions of this by-law and to determine whether any Heritage Resource may become Recognized or Designated provided, however, that entrance shall be on adequate notice delivered to the owner or occupant.

6.2 Covenants

Council may, by resolution, enter with owners into such restrictive covenants and easements as it considers conducive to the purpose of this by-law.

6.3 Suspension or Cancellation of Permits

- (1) Council may suspend or cancel any Development Permit issued under the current Zoning By-law or Building Permit issued under the current Building By-law, where it considers such action necessary to implement the purpose of this by-law.
- (2) The Development Officer, Building Inspector or Council, upon receipt of information that a Development Permit or Building Permit has been obtained by fraud and misrepresentation or that a development or alteration which has been issued a Development Permit or Building Permit is not being carried out or completed to the extent or in the manner originally approved, may suspend, or revoke the Development or Building Permit. Any Permit suspended may be reinstated once the reasons for the suspension are addressed to the satisfaction of the Development Officer, Building Inspector or Council.

6.4 Enforcement

Anyone undertaking development not in accordance with this by-law shall be guilty of an offence and subject to enforcement action as per the Zoning By-law.

6.5 Effect on Existing Projects and Proposals

Nothing in this by-law shall be used to reverse or otherwise affect any actual and valid development or alteration work which was commenced prior to the coming into force of a Heritage Resource Designation on that property.

SECTION 7: COMMENCEMENT AND TRANSITION

7.1 Effective Date

That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

7.2 Repeal

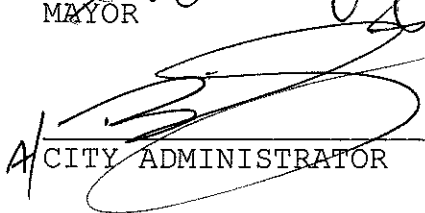
Heritage By-law No. 3445, as amended, is hereby repealed.

7.3 Severability


Each provision of this by-law is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this by-law shall remain valid and enforceable, and the by-law shall be interpreted as such.

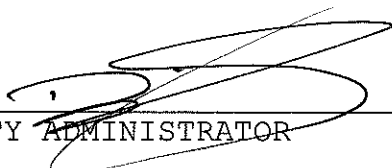
READ a First time this 14 day of SEPTEMBER, A.D. 2009.


MAYOR



CITY ADMINISTRATOR

READ a Second time this 14 day of SEPTEMBER, A.D. 2009.


MAYOR


A/ CITY ADMINISTRATOR

READ a Third time and finally passed this 24 day of OCTOBER, A.D. 2009.


MAYOR


A/ CITY ADMINISTRATOR

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.


A/ CITY ADMINISTRATOR

Application for Heritage Recognition or Designation

Criteria Scoring Worksheet

Schedule A to Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



1. Scoring

For the checklist provided in 'Form H – Application for Heritage Recognition or Designation', use the responses and any additional information provided to rate each criterion. A score of '1' shall indicate poor performance in relation to the criterion, whereas a score of '5' shall indicate excellent performance. For those responses that were marked as 'n/a', a score of '0' shall be given.

The total possible points for each criteria category shall be calculated as:

$$\text{Total possible points} = (\text{Number of total criteria} - \text{number of criteria answered 'n/a'}) \times 5$$

Architectural History		Score (out of 5)
1.1	Is a notable example of a Canadian builder or architect's work	
1.2	Has the potential for illustrating Yellowknife's heritage to a degree such that it will be possible for the visitor to gain from the Heritage Resource an understanding of the architecture or history with which it is associated.	
1.3	Is significant because of the original materials and workmanship remaining.	
1.4	Is a rare, unique, representative or early example of a style, type, expression, material or construction method.	
1.5	It displays a high degree of craftsmanship or artistic merit.	
1.6	It demonstrates a high degree of technical or scientific achievement.	
1.7	It embodies characteristics of an architectural type valuable for the study of a style or a method of construction of its period, Yellowknife, or the NWT.	
Total 'Architectural History' Score		(A)
Total Possible Points for 'Architectural History'		(B)
FINAL SCORE FOR ARCHITECTURAL HISTORY = (A / B) X 100		%

Context		Score (out of 5)
2.1	Has a notable and historical relationship between the Heritage Resource's site and the street, waterfront, view or other geographic features which were a part of the resource's original function.	
2.2	Is important in defining, maintaining or supporting the character of an area.	
2.3	Is physically, functionally, visually or historically linked to its surroundings.	
2.4	Its continuity and compatibility with adjacent and surrounding buildings and the resource's visual contribution to a group of similar resources is historically important.	
2.5	Has a visual or symbolic importance as a local landmark.	
Total 'Context' Score		(A)
Total Possible Points for 'Context'		(B)
FINAL SCORE FOR CONTEXT = (A / B) X 100		%

Application for Heritage Recognition or Designation
Criteria Scoring Worksheet
Schedule A to Heritage By-law No. 4540
 Planning and Development Department, City of Yellowknife



Cultural History		Score (out of 5)
3.1	Has an association with a person, group, or institution with historical significance to Yellowknife which may include a well-known pioneer, an organization or business, or distinct group of people.	
3.2	Has an association with an event or activity of historical significance to Yellowknife which may be a unique event or a recurring event.	
3.3	Has a direct association with a theme, event, belief, person, activity, organization or institution that is significant to Yellowknife.	
3.4	Yields, or has the potential to yield, information that contributes to an understanding of Yellowknife or local Aboriginal groups.	
3.5	Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to Yellowknife.	
3.6	Is associated with broad patterns of local area or civic history including ecological, social, political, economic or geographic change.	
Total 'Cultural History' Score		(A)
Total Possible Points for 'Cultural History'		(B)
FINAL SCORE FOR CULTURAL HISTORY = (A / B) X 100		%

Usability and Utilization		Score (out of 5)
4.1	Meets current building and fire codes.	
4.2	Meets the current Zoning By-law requirements.	
4.3	Has the potential, with modifications, to meet the requirements of the current Zoning and Building By-laws.	
4.4	Is currently occupied and used for residential or commercial purposes.	
4.5	Has an end use which is economically viable.	
Total 'Usability and Utilization' Score		(A)
Total Possible Points for 'Usability and Utilization'		(B)
FINAL SCORE FOR UTILITY AND UTILIZATION = (A / B) X 100		%

Discussion of Integrity		Score (out of 5)
5.1	Extent and impact of changes and alterations that have occurred.	
5.2	Structural integrity.	
5.3	Location in relation to original site.	
Total 'Integrity' Score		(A)
Total Possible Points for 'Integrity'		(B)
FINAL SCORE FOR INTEGRITY = (A / B) X 100		%

Application for Heritage Recognition or Designation

Criteria Scoring Worksheet

Schedule A to Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



2. Weighting

Each category of criteria is weighted as follows:

Criteria Category	Weighting for Structures	Weighting for Non-Structures
Architectural History	15%	n/a
Context	30%	50%
Cultural History	30%	50%
Usability and Utilization	10%	n/a
Integrity	15%	n/a

3. Final Rating

The final rating of the Heritage Resource is calculated and rated as follows:

FINAL SCORE FOR STRUCTURES	FINAL SCORE FOR NON-STRUCTURES
(Final score for 'Architectural History' X 0.15) + (Final score for 'Context' X 0.30) + (Final score for 'Cultural History' X 0.30) + (Final score for 'Usability and Utilization' X 0.10) + (Final score for 'Integrity' X 0.15) <hr/> = Final Score for Heritage Resource (%)	(Final score for 'Context' X 0.50) + (Final score for 'Cultural History' X 0.50) <hr/> = Final Score for Heritage Resource (%)

FINAL RATING	
Score	Rating
0 – 40 %	Not Recognized
41 – 75%	Recognized
76 – 100%	Designated

Form H – Application for Heritage Recognition or Designation

Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



I/We hereby make application for: (choose one only)

☐ **HERITAGE RECOGNITION**

☐ **HERITAGE DESIGNATION**

under the provisions of Heritage By-law No. 4540 in accordance with the plans and supporting information submitted herewith and which form a part of this application.

Property to be Recognized or Designated/Property Owner Information				
Property Owner Name				
Property Owner Telephone(s)	Home:		Work or Cell:	
Property Owner Email				
Legal Description of Property	Lot:		Block:	
Civic Address of Property				
Mailing Address of Property Owner				
Property Owner Signature			Date	
Applicant Information (if different from owner)				
Applicant Name				
Applicant Telephone(s)	Home:		Work or Cell:	
Applicant Email				
Civic Address of Applicant				
Mailing Address of Applicant				
Applicant Signature			Date	

FOR OFFICE USE ONLY:

Permit #: _____

Form H – Application for Heritage Recognition or Designation

Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



1. Checklist

The following checklist outlines the information required in the application package. For each criterion, check 'Yes' or 'No'. For those Heritage Resources which are not buildings or structures, 'n/a' (not applicable) may be checked for the 'Architectural History' and 'Usability and Utilization' criteria.

Criteria		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a
Architectural History: The building or structure...				
1.1	Is a notable example of a Canadian builder or architect's work			
1.2	Has the potential for illustrating Yellowknife's heritage to a degree such that it will be possible for the visitor to gain from the Heritage Resource an understanding of the architecture or history with which it is associated.			
1.3	Is significant because of the original materials and workmanship remaining.			
1.4	Is a rare, unique, representative or early example of a style, type, expression, material or construction method.			
1.5	It displays a high degree of craftsmanship or artistic merit.			
1.6	It demonstrates a high degree of technical or scientific achievement.			
1.7	It embodies characteristics of an architectural type valuable for the study of a style or a method of construction of its period, Yellowknife, or the NWT.			
Context: The Heritage Resource...				
2.1	Has a notable and historical relationship between the Heritage Resource's site and the street, waterfront, view or other geographic features which were a part of the resource's original function.			
2.2	Is important in defining, maintaining or supporting the character of an area.			
2.3	Is physically, functionally, visually or historically linked to its surroundings.			
2.4	Its continuity and compatibility with adjacent and surrounding buildings and the resource's visual contribution to a group of similar resources is historically important.			
2.5	Has a visual or symbolic importance as a local landmark.			
Cultural History: The Heritage Resource...				
3.1	Has an association with a person, group, or institution with historical significance to Yellowknife which may include a well-known pioneer, an organization or business, or distinct group of people.			
3.2	Has an association with an event or activity of historical significance to Yellowknife which may be a unique event or a recurring event.			
3.3	Has a direct association with a theme, event, belief, person, activity, organization or institution that is significant to Yellowknife.			
3.4	Yields, or has the potential to yield, information that contributes to an understanding of Yellowknife or local Aboriginal groups.			
3.5	Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to Yellowknife.			
3.6	Is associated with broad patterns of local area or civic history including ecological, social, political, economic or geographic change.			

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Criteria		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a
Usability and Utilization: The building or structure...				
4.1	Meets current building and fire codes.			
4.2	Meets the current Zoning By-law requirements.			
4.3	Has the potential, with modifications, to meet the requirements of the current Zoning and Building By-laws.			
4.4	Is currently vacant.			
4.5	Is currently occupied and used for residential or commercial purposes.			
4.6	Has an end use which is economically viable.			

2. Discussion

For the proposed recognition or designation of a Heritage Resource which is a building or structure, please attach a letter describing the integrity of the Heritage Resource in the following context:

- ❖ The extent and the impact of the changes and alterations that have occurred to the Heritage Resource over time including, but not limited to, style, design and construction.
- ❖ The structural integrity of the Heritage Resource, including the interior and exterior, and the site.
- ❖ The location of the Heritage Resource in relation to its original site.

3. Site Plan

Each application must include a site plan which helps to describe the physical location and neighbourhood of the Heritage Resource. The site plan must include the following:

- * **Setbacks** for all existing and proposed buildings to property lines
- * Location and dimensions of **existing** structures or uses
- * Detailed landscaping plan showing existing and proposed landscaping and plant specifications
- * Elevation drawings of all proposed structures showing exterior finishing material and dimensions
- * Detailed floor plans

*** Important ***

We strongly encourage the submission of supporting information such as old pictures, written stories or history from current or past property owners, stories from Yellowknife residents or any other information that will help describe the historical value of the Heritage Resource.

Form R – Application for Heritage Restoration

Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



I/We hereby make application for Heritage Restoration under the provisions of Heritage By-law No. 4540 in accordance with the plans and supporting information submitted herewith and which form a part of this application.

Property to be Restored/Property Owner Information			
Property Owner Name			
Property Owner Telephone(s)	Home:		Work or Cell:
Property Owner Email			
Legal Description of Property	Lot:	Block:	Plan:
Civic Address of Property			
Mailing Address of Property Owner			
Property Owner Signature		Date	
Applicant Information (if different from owner)			
Applicant Name			
Applicant Telephone(s)	Home:		Work or Cell:
Applicant Email			
Civic Address of Applicant			
Mailing Address of Applicant			
Applicant Signature		Date	

FOR OFFICE USE ONLY:
Permit #: _____
Resource Plan submitted? Yes / No

Form R – Application for Heritage Restoration

Heritage By-law No. 4540

Planning and Development Department, City of Yellowknife



The following criteria and checklist outline the information required in the application package. For each criterion, check 'Yes' or 'No' or 'n/a'.

Planned Restoration of the Heritage Resource will:		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a
1.	Conserve the heritage value of the Heritage Resource by not removing, replacing, or substantially altering its intact or repairable character-defining elements. Will not move a part of a Heritage Resource place if its current location is a character-defining element.			
2.	Conserve changes to a Heritage Resource which, over time, have become character-defining elements in their own right.			
3.	Conserve heritage value by adopting an approach calling for minimal intervention.			
4.	Recognize the Heritage Resource as a physical record of its time, place and use. Will not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.			
5.	Help to promote a use for the Heritage Resource that requires minimal or no change to its character-defining elements.			
6.	Protect and, if necessary, stabilize the Heritage Resource until any subsequent intervention is undertaken. Protection and preservation of archaeological resources will not involve relocation. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information. Maintain consistency with any applicable territorial legislation for protection and preservation of the Heritage Resource or archaeological resource.			
7.	Involve evaluation of the existing condition of character-defining elements to determine the appropriate intervention needed. Use of the gentlest means possible for any intervention, and respect for the heritage value will be paramount when undertaking an intervention (restoration).			
8.	Involve maintaining character-defining elements on an ongoing basis. Will be done by reinforcing original materials using recognized conservation methods. Replacement will be done using similar materials and any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes, will be in keeping with the original era and materials.			
9.	Make any intervention needed to preserve character-defining elements physically and visually compatible with the Heritage Resource, and identifiable upon close inspection. Will include documentation of any intervention for future reference.			
10.	Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the Heritage Resource.			
12.	Conserve the heritage value and character-defining elements when creating any new additions to the Heritage Resource or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the Heritage Resource.			
13.	Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.			
14.	Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.			