



Calgary Historic Resource Evaluation System Handbook



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CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

OVERVIEW

Historic preservation is about values. We preserve historic resources because they have value to our community – aesthetic, historic, scientific, cultural, social, natural or spiritual qualities that make a place important or significant for past, present or future generations.

– Calgary Heritage Strategy, 2008

A key tool for managing historic resources in Calgary is the Inventory of Evaluated Historic Resources ('the Inventory'). The Inventory is a list of historic resources that have been evaluated by Heritage Calgary and have been formally acknowledged to have significant heritage value. The Inventory is continually expanding as more potential historic resources are researched and evaluated.

Heritage Calgary evaluates potential historic resources for inclusion on the Inventory using the Calgary Historic Resource Evaluation System. The system is made up of worksheets and an evaluation form with a Statement of Significance (SOS).

This handbook outlines how a resource is evaluated in a way that meets Heritage Calgary standards. It outlines how to do the required research and how to complete the worksheets and evaluation form. It is not intended as an in-depth guide for how to conduct research, but does touch upon some of the research requirements.

This Handbook is intended for:

- professional consultants, hired by Heritage Calgary to research potential resources; and
- volunteer researchers who are willing and able to meet the standards of Heritage Calgary.

This handbook will describe the Inventory and what merits inclusion, the evaluation process, the required research and how to complete each section of the evaluation form.

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1. The Inventory

The Inventory is a list of historic resources, including, but not limited to: buildings, structures, archeological sites, cultural landscapes, and parks that Heritage Calgary has evaluated and formally acknowledged to have significant heritage value. Alberta's Historic Resources Act and Calgary's Heritage Strategy (2008) defines a historic resource specifically as:

"... any work of nature or of humans that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific or esthetic interest including, but not limited to, a palaeontological, archeological, prehistoric, historic or natural site, structure or object."

To determine heritage value, Heritage Calgary uses a set of nine (9) criteria approved by City Council. Some resources are significant to a community or neighbourhood, while some resources are significant to the entire city and even the greater region beyond.

Calgary's Historic Resource Evaluation System uses a date of 25 years before the present to determine eligibility for inclusion on the Inventory, but there may be exceptions for newer resources that have exceptional merit.

All properties listed on the Inventory also appear on the online version of the Inventory: Discover Historic Calgary.

Heritage Calgary

Heritage Calgary is a Civic Partner with a mission to identify, preserve, and promote Calgary's diverse heritage for future generations.

Our mandate is to:

- Advise Council on all matters relating to Calgary's heritage resources.
- Evaluate potential historic sites.
- Maintain Calgary's Inventory of Evaluated Historic Resources.
- Promote public awareness of our shared heritage.





What the Inventory is

The Inventory identifies resources that have been **formally recognized by Heritage Calgary as possessing heritage value.**

These resources:

- May be eligible for incentives for the purpose of conservation.
- Are flagged on the City's development permitting system. Permits affecting resources on the Inventory are reviewed by Heritage Calgary and Heritage Planning staff at the City of Calgary.

What the Inventory is not

The Inventory does not:

- Offer legal protection (e.g. Municipal Historic Resource designations).
- Prevent demolition

Inclusion on the Inventory is a pre-requisite for formal legal protection. In Calgary, resources are formally recognized as having significant heritage value by receiving Municipal Historic Resource designation. This is a process conducted by the City of Calgary and includes the development and adoption of a bylaw that details features of the resource that cannot be altered or updated without the permission of the City. Any site on the Inventory may be designated as a Municipal Historic Resource. In Calgary, legal protection requires support from the owner of the historic resource.

Information on the Inventory resources is available online, providing a helpful tool for researchers, reporters, students, policy makers and others interested in Calgary's history.

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Criteria of Significance

What do we mean by 'significant'?

Heritage Calgary uses nine criteria to describe the values that contribute to the historic significance of the resource:

- | | | |
|-----------------------------|-------------------------------|------------------------------|
| 1. Activity Value | 4. Person/People Value | 7. Construction Value |
| 2. Event Value | 5. Design Value | 8. Landmark Value |
| 3. Institution Value | 6. Style Value | 9. Symbolic Value |

Each potential historic resource must meet **at least one** of the criteria in order to be listed on the Inventory. A resource may be considered significant to a community or to the city as a whole.

If a resource possesses merit at a city-wide level for at least one of the nine criteria, it becomes a City-Wide Historic Resource.

Note: For complete definitions of the criteria, see the worksheets.

Criteria of Integrity

The resource must also have integrity. That is, resources on the Inventory must not have had major changes that have destroyed their essential character.

The criteria used to determine integrity are:

- | | | |
|--------------------|-----------------------|-----------------------|
| 1. Location | 3. Environment | 5. Workmanship |
| 2. Design | 4. Materials | 6. Association |

Keep in mind that sometimes changes to a historic resource over time become valuable in their own right.

For buildings—especially private buildings—you may not be able to access the interior. In these cases, only the exterior features of the building will be considered in the evaluation and it will be noted that the condition of the interior is unknown.



A resource with HIGH integrity



A resource with LOW integrity

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Examples of Significant Resources

1. Activity Value:	The Bridgeland–Riverside Vacant Lot Garden is the only existing garden directly associated with the significant activity of gardening through the Vacant Lots Garden Club in Calgary.
2. Event Value:	The Stampede Corral is directly associated with the Calgary Stampede. It is one of the oldest remaining buildings in Stampede Park, and was one of the first buildings constructed in the Stampede’s post-Second World War modernization.
3. Institution Value:	The Ranchman’s Club is significant as Calgary’s oldest and most prestigious private club.
4. Person Value:	The Nellie McClung House is directly associated with this nationally-significant author, reformer and politician because she lived here between 1923 and 1933.
5. Design Value:	The Calgary Tower is a rare example of an unconventional, original design in Calgary.
6. Style Value:	The Sales Residence is an early, rare, and intact example of the “Free Classic” Queen Anne Revival style in Calgary.
7. Construction Value:	The Grain Exchange Building was Calgary’s first skyscraper, representing an advance in construction technology.
8. Landmark Value:	The Eau Claire Smokestack is a neighbourhood landmark due to its unique form and industrial character in an otherwise commercial area.
9. Symbolic Value:	Memorial Drive commemorates the soldiers who died in the First World War.

Note: A resource can be insignificant for one criteria, yet still be significant for others.



**Calgary Paint & Glass
Co. Warehouse (1913)**



**Bridgeland/Riverside
Vacant Lot Garden (c. 1930)**



**Eau Claire
Smokestack (1947)**

2. The Evaluation Process

Before you begin:

Doing all of the research and documentation for the evaluation process takes time.

- Read through the worksheets; make sure you understand the Criteria of Significance and its definitions.
- Heritage Calgary conducts a preliminary review of candidates for the Inventory before assigning a potential resource to a researcher; however, we rely on your keen eye and expertise to validate the resource candidate before proceeding with the research work. Based on what you already know, does the resource that you are investigating meet at least one of the criteria in a significant way? On balance, does the resource meet the Criteria of Integrity? If not, reconsider proceeding with the evaluation process.

The evaluation process is made up of two parts:

1. The worksheets, which will help you collect and organize the necessary information.
2. The evaluation forms, where you will present your research and conclusions in a clear, consistent way.

Each evaluation follows the same process:

1. Preliminary consideration in collaboration with Heritage Calgary about the merit of the resource using the significance and integrity criteria.
2. Ongoing communications with Heritage Calgary staff for assistance obtaining supporting materials (i.e. historic title search) and support in facilitating the evaluation process.
3. Conducting research.
4. Completing the worksheets and evaluation form.
5. Review of worksheets and evaluation form by Heritage staff.
6. Review of the evaluation form by Heritage Calgary and a decision made about adding the property to the Inventory.



Hotel Cecil (Cecil Hotel - 1911 - demolished)



Ogden Federal Elevator (1914 - demolished)



Rundle Ruins / General Hospital #2 (1899)

3. Conducting Research: *What Comes First?*

Sources

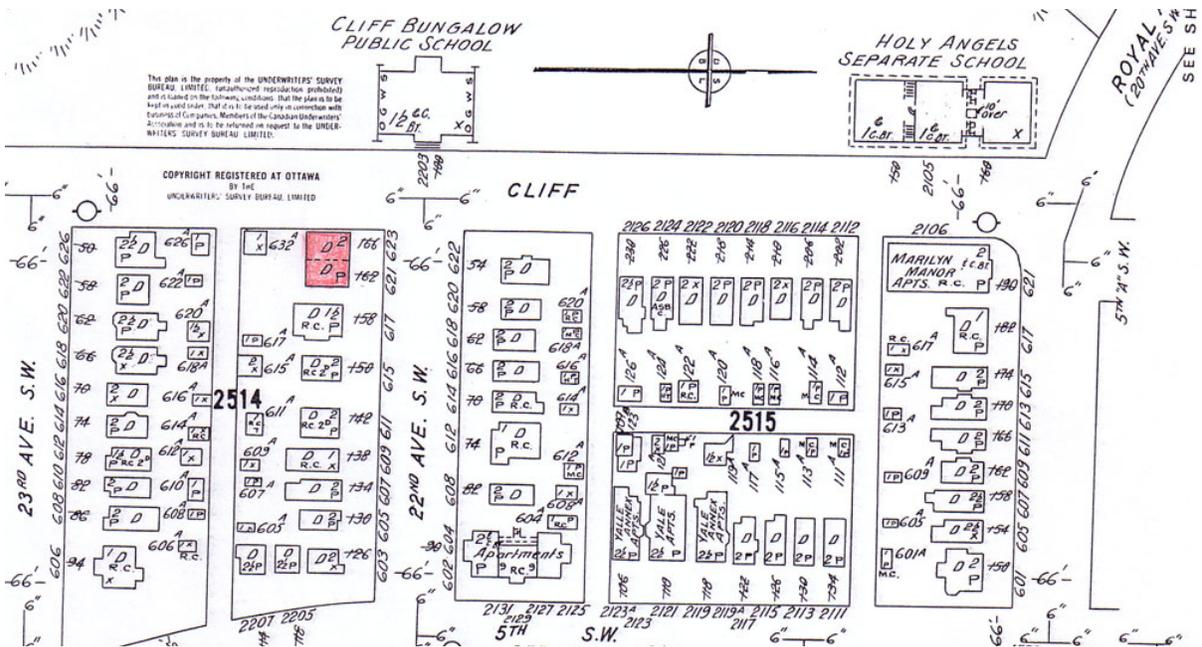
Some of the main sources for researching resources in Calgary are listed below. Gather as much information as you can at each location. Get to know The City Heritage staff and the archivists and resource staff at the libraries and archives. They are there to assist. There are also a number of online resources, some of which are listed below.

1. Heritage Calgary Staff

- Information and advice
- Current City map
- Historic title search - researchers are expected to use their discretion in ordering these titles and will be reimbursed if they choose to submit a titles order.

2. The Glenbow Library & Archive Western Research Centre

- [Glenbow Digital Collection](#)
- Henderson's Directories
- Historical & fire insurance maps
- Biographical dictionaries, or "Who's Who in Alberta"
- Clipping files
- Fonds relating to institutions or individuals relevant to the resource



Example of Fire Insurance Map

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3. Calgary's Story Collection at the Central Calgary Public Library

- [Online archives](#)
- Local histories
- Clipping files
- Books on architecture
- Some Henderson's Directories

5. Online resources

- City of Calgary [How to Research Building History](#)
- City of Calgary [Guide to Researching Building History](#)
- [City Archives](#)
- [Alberta Heritage Survey Program](#)
- [Alberta Register of Historic Places](#)
- Parks Canada [National Historic Sites](#)
- [Archives Society of Alberta](#)
- University of Calgary [Historical Maps Online](#)
- University of Calgary [Canadian Architectural Archives](#)
- Google and other search engines. Remember that not all information on the internet is accurate. Wikipedia may be a good initial or preliminary reference site, but is not an authoritative source.

4. City of Calgary Archives

- Building permits
- Tax assessment records
- Fonds relating to City departments
- Fire Insurance maps
- Clipping files

6. Other

- Local histories
- Community Associations
- Interviews with owner / current residents / other people associated with the resource

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Evaluation Development Strategy

Below is the suggested research strategy for the evaluation process:

Step 1: Conduct a preliminary scan & make a judgement call

Heritage Calgary will provide you with the address of the resource so you can take a preliminary look online, and a folder of materials about the resource up for evaluation. If Heritage Calgary staff have issued you the resource via contract it is likely to be worthy of evaluation; however, there are times a resource may end up on a list for evaluation and not actually qualify for evaluation. As such, it is up to you to do a decent preliminary scan of the resource before beginning the evaluation process.

If you feel the resource has lost too much of its heritage integrity, please get in touch with your Heritage Calgary contact before conducting an evaluation's worth of work on the resource. The Heritage Resources Coordinator will initiate an in-depth review with you and the backing of other expertise as well.

Rest easy – there is always another resource for you if one of the resources that end up on your contract is of too poor integrity to consider re-evaluating. We will get another resource to you to work on ASAP!

Step 2: Do a site visit

The site visit will give you a feel for the context, the integrity of the resource, and what elements contribute to the value of the resource (character-defining elements).

Take lots of photographs. You will refer to them later, especially when you write the description and character-defining element sections for the SOS portion of the evaluation form. **See Section 8 for photo documentation guidelines.**

Take detail photos of the portions of the property that you may need to refer back to later in the process, such as windows, siding, etc.

If someone asks what you are doing, tell them, and refer them to Heritage Calgary staff for more information.

Step 3: Review the historic land title search

The historic land title search provides the legal description and record of ownership of the property, including how often it Calgary changed hands, and if it was subdivided or amalgamated with other properties.

Every time a property changes hands, the previous title registration certificate is cancelled. Each certificate includes the number of the previous certificate. Earlier certificates may include more than one property.

The date the title was registered is not always the same date the property Calgary changed hands. Sometimes the new owner did not register the new property until months or even years after the sale.

No trespassing!

Do not go onto private property without the property owner's permission, not even to get a closer look or to take a photograph. Stay on the sidewalk or in the alley or adjacent public space.

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Make a paper trail

Keep copies of your notes and all of the documents and websites from which you derive specific information so you can provide it in the “sources” section of the evaluation form.

Ordering these land titles can be costly – as such, ordering them is expected to be done at your discretion as a researcher. If you feel this information is necessary - if you believe it will turn up valuable/necessary information, if the research file does not include the titles - please use your discretion and order from your preferred historic land title source and invoice Heritage Calgary at the end of the contract for reimbursement.

Please note that if the cost of titles adds up (and they can!), Heritage Calgary will of course reimburse you those costs before the end of the contract.

For more information, see [An Introduction to Alberta Land Titles](#).

Step 4: Conduct your Research

Spend some time in our **local libraries and archives** (see pgs. 8-9 for current listings) looking for community histories, walking tours and newspaper clippings about the neighbourhood. This will give you an idea of how the resource fits into the general history of the neighbourhood and city.

Henderson’s Directories (and other directories like this) are annual listings of the building occupants in Calgary, listed by address. They include an alphabetical listing of people’s names and occupations. The directories will indicate approximately when the resource was developed and what was there before it.

The directories are available in several places, but the most complete collection in hard copy (not microfilm) at the Central Calgary Public Library. Some years (especially later years) are available in hard copy at the library. Also, many years are available [online](#). See **Section 5.4 - Research and Supporting Documentation** about how to document information available in the Henderson’s Directories. Compare occupants’ names to the names on the title to see whether or not the property was rented or owner-occupied. This directory was not a legal publication thus spelling errors were common.

For buildings, **fire insurance maps** record the original building footprint and the materials used in construction. The maps give an accurate view of the subject resource context at a particular time. They are helpful in determining development dates and identifying later changes to the resource (e.g. additions or demolitions). Editions for only a few years in the first half of the twentieth century are available.

Development and building permits are located at the City of Calgary and can provide valuable insight into construction dates and major renovations over the years. You will need the legal description at the time of the resource’s construction. The building permit register lists the name of the owner and sometimes the name of the builder. This will give you a fairly accurate development date. Note that not all resources will have building permits. Building permits exist for 1903–13 and 1947–70 (with gaps).

Heritage Planning staff may be able to pull development and building permits from the mid 1970s onwards from the Planning & Development records centre. These can be useful to identify changes to a building that are to be noted in the Statement of Integrity section of the evaluation form. If you are interested in seeing these permits, contact Heritage Planning and allow for 3-5 business days for the planner to retrieve them.



4. Conducting Research: *What Comes Next?*

The worksheets are a tool to help you consider and organize the evidence about what aspects of the property have significance and why. The worksheets help the researcher methodically consider each of the Criteria of Significance and Criteria of Integrity. The worksheets can be completed in bullet form; they are primarily for the benefit of the researcher and are not used by Heritage Calgary or City staff.

Pass it on

The worksheets are not the final product. They remain on file, but Heritage Calgary relies on the evaluation form alone to make its decision about each potential Inventory property. Make sure you transfer all of the important information from the worksheets onto the evaluation form.

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4.1 Evaluation criteria

The worksheets are organized into sections according to the nine Criteria of Significance: Activity, Event, Institution, Person/People, Design, Style, Construction, Landmark, and Symbolic Value. The worksheets include a definition of each of the Criteria of Significance to guide you.

Each worksheet section will help you consider and outline the direct association between each resource and the Criteria of Significance evaluation. For example, for Person, the fact that a former resident's daughter had William Aberhart as a teacher is a loose and indirect association, and not enough to make the house significant for its association with a person/people.

CRITERIA OF SIGNIFICANCE WORKSHEETS

2020 version

Resource Name	
Address	

1. Activity

A resource must be directly associated with an activity that has made a **significant contribution** to the broad pattern of municipal history. Activities include occupations, pursuits, and leisure practices of a few or many local individuals that were continuous and commonplace or ordinary, i.e. not celebratory.

An historic resource must meet one of the following qualifiers in order to be associated with an activity:

- The activity is significant to the history of the city of Calgary
- The activity is significant to the history of the neighbourhood or community

If the activity is not significant to the history of the city or community and/or is slightly associated with this historic resource, then this resource is not significant for this criterion.

a) Summary

What is the significant activity that is directly associated with this resource?
Is/Was the activity important to the whole city or the community and/or the neighbourhood? How?

b) Description of how the activity relates to the resource

--

c) Notes

--

d) Activity Qualifiers

<input type="checkbox"/> City-wide – the resource is directly associated with an activity that made or marked a significant contribution to the Calgary's history.
<input type="checkbox"/> Neighbourhood and/or Community – the resource is directly associated with an activity that made or marked a significant contribution to the neighbourhood and/or community history.

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4.2 Filling in the blanks

Note: Most resources will only be significant for a few of the Criteria of Significance. Put N/A for the Criteria of Significance that are not relevant to the resource.

Each of the Criteria of Significance sections of the worksheet includes four sub-sections.

- a) Summary – Identify how the Criteria of Significance is directly associated with the resource. Was it important to the whole city, community or neighbourhood? How did it contribute? Note that community can also mean an ethnic, cultural or professional group, as well as a geographic location.

a) Summary

What is the significant activity that is directly associated with this resource?
Is/Was the activity important to the whole city or the community and/or the neighbourhood? How?

- b) Description – Describe how the criteria relate to the resource. You can cut out irrelevant information later when you transfer the information to the evaluation form.

b) Description of how the activity relates to the resource

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- c) Notes – Use this space to organize your research, with notes from site visits, newspaper clippings, interviews, community histories and other sources. Remember that you will need to transfer all important information to the summary form. This is also where you can include information that is interesting, but not always key (e.g. that the resident’s daughter was taught by William Aberhart).

c) Notes

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- d) Qualifiers – Decide if the resource is directly associated with the criteria on a city-wide or neighbourhood and/or community level, or if it is not associated with this criteria.

d) Activity Qualifiers

<input type="checkbox"/> City-wide – the resource is directly associated with an activity that made or marked a significant contribution to the Calgary’s history.
<input type="checkbox"/> Neighbourhood and/or Community – the resource is directly associated with an activity that made or marked a significant contribution to the neighbourhood and/or community history.

Architectural Style Tip

If you are evaluating a building, please choose one of the 40 predominant architectural styles found in Calgary, listed in **Section 5: Style** of the Criteria Worksheets. If you need help, check the resources list at the end of this booklet first, or contact Heritage Calgary.

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4.3 Criteria of Integrity Worksheet

The purpose of this part of the worksheet is to identify how much the resource has changed from its original form.

The Statement of Integrity is a short statement consisting of one or two paragraphs describing the major changes associated with the six Criteria of Integrity. It can be in paragraph form or organized by each of the six criteria.

CRITERIA OF INTEGRITY WORKSHEET 2020 version

Statement of Integrity	
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Does the resource maintain sufficient overall integrity to convey its significance?

1. LOCATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Location is the place where an historic resource was constructed or the site where an historic activity or event occurred.			
2. DESIGN	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Design is the combination of elements that create the form, plan, space, structure and style of a resource.			
3. ENVIRONMENT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Environment is the physical setting of an historic resource. Whereas location refers to a specific place, environment refers to the character of the place in which a resource played its historic role.			
4. MATERIALS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Materials are the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form an historic resource.			
5. WORKMANSHIP	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is important because it can provide information about technological practices and aesthetic principles.			
6. ASSOCIATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Association is a <i>direct link</i> between an historic resource and a significant historical theme, activity or event, or an institution or person.			
2005 Provincial Master Plan Theme (please select one)	<input type="checkbox"/> Prehistoric Alberta <input type="checkbox"/> Fur Trade <input type="checkbox"/> Aboriginal Life <input type="checkbox"/> Resource Development <input type="checkbox"/> Transportation <input type="checkbox"/> Agricultural Development <input type="checkbox"/> Urban Development <input type="checkbox"/> Politics and Government <input type="checkbox"/> Health	<input type="checkbox"/> Work and Leisure <input type="checkbox"/> Spiritual Life <input type="checkbox"/> Business and Industry <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Military <input type="checkbox"/> Education <input type="checkbox"/> Sports <input type="checkbox"/> Intellectual Life <input type="checkbox"/> The Face of Alberta	

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Statement of Integrity Example

CRITERIA OF INTEGRITY WORKSHEET 2020 version

Statement of Integrity	<p>Location The Bell Block retains its original location and situation (placement) on the property.</p> <p>Design The Bell Block displays a high degree of integrity, retaining all its Edwardian Commercial-style features as well as its classical architectural details.</p> <p>Environment The Bell Block’s setting retains its commercial-industrial context and relation to the railway, and to the adjacent and nearby early commercial buildings of the Warehouse District. By the 1950s a power substation was built on the part of the former rail yards directly north of the building and maintains a similar industrial context to the yards. The building also retains its location on the former 2nd Street SE commercial street. In 1967 part of Macleod Trail was re-routed to 2nd ST SE which increased traffic on the corridor, but there are still many pedestrians on the commercial street.</p> <p>Materials The Bell Block retains almost all its original materials. The red-brick parapet on the front façade has been painted off-white, and the red-brick storefront piers painted dark grey, but generally alterations are modest, and most materials are intact. Many of the prism-glass transom lights have been replaced with single-light glazing. Work was done on the building in 1993 following a fire.</p> <p>Workmanship The Bell Block retains almost all its original materials and therefore the workmanship associated with those materials.</p> <p>Feeling The Bell Block retains its Edwardian Commercial features as do the two adjacent buildings. The Bell Block’s well-maintained and active storefronts retain the feeling of the early commercial street.</p> <p>Association The Bell Block maintains its associations with its long service as a mixed-use commercial-residential building with its intact Edwardian Commercial-style design. It continues its commercial use with eight storefronts at street level (the combined south bays are again divided); most are used for various retail businesses although some are vacant.</p>
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**A word about
the audience**

Remember that your work will be available to the public and may be used by a wide variety of people, including heritage experts, community members, City Council and the media. Your research and documentation will be subject to scrutiny and must be consistent, credible and professional.

5. Evaluating and Reporting your Research: *the Evaluation Form*

Heritage Calgary uses the evaluation form to determine if the resource should be included on the Inventory. It is divided into two sections: description and significance. Use the information that you have gathered in the worksheets to complete each section.

The most important section of the entire Evaluation Form is the Statement of Significance (SOS). Write it first. The SOS is covered in Section 5.3 of this Handbook.

5.1 Resource Description

The description summarizes information such as: name, location, style, etc. and summarizes which values (Criteria of Significance) are associated with the resource.

- A) Resource Name.** In most cases, the resource name is usually the original name of the resource or takes its name from the first owner, if applicable. Heritage Calgary will make a final determination of the appropriate name.
- B) Alternate Names.** If the building has changed names or if it is commonly known by a different name, list the name(s) here.
- C) Address.** Use the current street address that is used by The City. Check www.calgary.ca/myproperty to find the address.
- D) Community District.** Give the name of the community that is used by The City. Check calgary.ca/myproperty to find the community name
- E) Legal Description.** Give the legal description in the form of: Plan ; Block ; Lot.
- F) Year of Construction.** If you could not find a specific year, use a circa date, based on your research.
- G) Architectural Style.** Choose one style from the list in the Criteria of Significance worksheets. If you require assistance, check with Heritage Calgary staff.
- H) Architect.** If not known or applicable, write N/A.

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RESOURCE DESCRIPTION

A	Resource Name	
	Alternate Names	
C	Address	
	Community District	
E	Legal Description	
	Year of Construction	
G	Architectural Style	
	Architect	
I	Builder	
J	Use Type <small>(please select one)</small>	<input type="checkbox"/> Archaeological <input type="checkbox"/> Health and Research <input type="checkbox"/> Commerce <input type="checkbox"/> Industry <input type="checkbox"/> Community <input type="checkbox"/> Leisure <input type="checkbox"/> Defense <input type="checkbox"/> Mixed Use <input type="checkbox"/> Education <input type="checkbox"/> Religion, Ritual and Funeral <input type="checkbox"/> Food Supply <input type="checkbox"/> Residence <input type="checkbox"/> Government <input type="checkbox"/> Transport
K	Original Use	
L	City Owned	<input type="checkbox"/> Yes <input type="checkbox"/> No
M	Era of Development <small>(please select one)</small>	<input type="checkbox"/> Pre 1850 <input type="checkbox"/> 1850 to 1874 (Pre Settlement) <input type="checkbox"/> 1875 to 1884 (Frontier) <input type="checkbox"/> 1885 to 1905 (Railway/Early Settlement) <input type="checkbox"/> 1906 to 1913 (Pre WW I Boom, Age of Optimism) <input type="checkbox"/> 1914 to 1918 (WW I) <input type="checkbox"/> 1919 to 1929 (Post WW I to Stock Market Crash) <input type="checkbox"/> 1930 to 1939 (Depression) <input type="checkbox"/> 1940 to 1945 (WW II) <input type="checkbox"/> 1946 to 1956 (Oil Boom) <input type="checkbox"/> 1957 to 1982 (Modern) <input type="checkbox"/> 1983 onward

- I) Builder.** This means the carpenter/contractor, not for whom it was commissioned. If not known or applicable, write N/A.
- J) Use Type.** Choose the resource use type based on the Purpose Groups from Canada’s Historic Places Register
- K) Original Use.** What was the first use of the resource?
- L) City-Owned.** Is the resource owned by The City of Calgary or is it private property?
- M) Era of Development.** Choose one from the list. If the resource was developed in one era and has substantially Calgary changed in another era, use the earlier date for this section and put the other dates in the next section. Criteria of Significance. Check all that apply. Make sure that these values have been outlined in the SOS and the summary in section 2.

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N	Dates	As well as the year of completion other significant dates are:	
O	Classification	<input type="checkbox"/> City Wide Historic Resource (important for the whole of Calgary) <input type="checkbox"/> Community Historic Resource (important for the whole of a particular neighbourhood or community)	
P	Designation	Federal <input type="checkbox"/> Yes <input type="checkbox"/> No Provincial <input type="checkbox"/> Yes <input type="checkbox"/> No Registered <input type="checkbox"/> Yes <input type="checkbox"/> No Municipal <input type="checkbox"/> Yes <input type="checkbox"/> No	
Q	2005 Provincial Master Plan Theme <small>(please select one)</small>	<input type="checkbox"/> Prehistoric Alberta <input type="checkbox"/> Fur Trade <input type="checkbox"/> Aboriginal Life <input type="checkbox"/> Resource Development <input type="checkbox"/> Transportation <input type="checkbox"/> Agricultural Development <input type="checkbox"/> Urban Development <input type="checkbox"/> Politics and Government <input type="checkbox"/> Health	<input type="checkbox"/> Work and Leisure <input type="checkbox"/> Spiritual Life <input type="checkbox"/> Business and Industry <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Military <input type="checkbox"/> Education <input type="checkbox"/> Sports <input type="checkbox"/> Intellectual Life <input type="checkbox"/> The Face of Alberta

- N) Dates.** Other significant dates may include major alterations or additions, the dates of a significant person’s association with the resource, or the dates of a key event. Keep this section brief and limited to major occurrences
- O) Classification.** Suggest whether the resource is a community or city-wide historic resource. If the resource is identified with any of the Criteria of Significance at a city-wide level, the resource becomes a City Wide Historic Resource.
- P) Designation.** Check to see if the resource has already been designated at the municipal, registered, provincial or federal levels. You can check the Alberta Register of Historic Places to find this.
- Q) Provincial Master Plan Themes.** Choose the one theme from this list that most closely aligns with the resource.

CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

5.2 Criteria of Significance

This section outlines specifically why the resource should be included on the Inventory. What is it about this resource that is significant or meaningful to a community’s history or to Calgary’s history as a whole?

The most important section of the entire evaluation form is the SOS. You may choose to write the SOS first. The SOS is covered in Section XX of this handbook.

CRITERIA OF SIGNIFICANCE

A	Summary	This site is significant because... <i>(xxxx Value, City Wide Significance) and/or (xxxx Value, Community Significance)</i>			
B	Criteria of Significance <small>(see worksheets)</small>	Activity	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Event	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Institution	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Person/People	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Style	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Design	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Construction	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Landmark	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
		Symbolic Value	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
C	Statement of Significance	<p><i>(please use CHR Evaluation Handbook for details on how to write the SOS)</i></p> <p>Description</p> <p>Heritage Value</p> <p>Maximum 4000 characters *use ST instead of Street, etc. in order to cut down on characters</p> <p>Character-Defining Elements</p> <p>Character-defining elements include, but are not limited to:</p>			

CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

A) Summary. A summation of why the resource is significant. It succinctly and explicitly summarizes the values (Criteria of Significance) identified in the SOS. Each Criteria of Significance associated with the resource should be outlined in a separate summation no more than three sentences in length. At the end of each summation, place in brackets what Criteria of Significance applies and whether it has community or city-wide value. See Summary example below:

Summary	<p>This site is significant because...</p> <p>For well over a century the mixed use commercial-residential building has provided retail and commercial service to Victoria Park and the downtown commercial core. <i>(Activity Value, Community Significance)</i></p> <p>The Bell Block possesses person value for its developer, namesake and owner from 1909 to 1949, colourful frontier citizen Ralph Alexander Gasgorne Bell (1860-1953), who arrived in Calgary ca1882. <i>(Person Value, Community Significance)</i></p> <p>The Bell Block, designed by well-known Calgary architect William Dodd, is a substantial and well-preserved example of the late Edwardian Commercial Style. <i>(Style Value, Community Significance)</i></p> <p>The Bell Block is an attractive and prominent example of the red-brick Edwardian commercial buildings that collectively symbolize Calgary’s warehouse district. <i>(Symbolic Value, Community Significance)</i></p>
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B) Criteria of Significance. Check all that apply. Make sure that these values have been outlined in the SOS and the summary in section 2.

Criteria of Significance <small>(see worksheets)</small>	Activity	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Event	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Institution	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Person/People	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Style	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Design	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Construction	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Landmark	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA
	Symbolic Value	<input type="checkbox"/> City Wide	<input type="checkbox"/> Community	<input type="checkbox"/> NA

C) Statement of Significance. See Section 5.3.

CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

5.3 Writing the Statement of Significance (SOS)

The Heritage Calgary Evaluation System uses a values-based approach to consider the significance of a resource using a set of nine criteria. The SOS is the heart of the evaluation form. It is where you will provide clear, concrete value statements about how and why the resource is significant in relation to the Criteria of Significance, along with supporting evidence.

The SOS has three parts: description, heritage value, and character defining elements. Each section of the SOS must not exceed 4,000 characters, including spaces.

Description. Three to five sentences outlining the basic physical features of the resource. Include basic information about form, style, appearance, context, date of construction and construction material (as applicable). This is not the section to explain why the resource has value or describe aspects of its history. Think of this section as providing a “snapshot” description.

Statement of Significance

Description

The ca1909 Bell Block is a three-storey Edwardian Commercial style building of solid masonry construction with a wide upper cornice and name block topped by a flagpole. The red-brick upper façade displays decorative brick pilasters below the name block, and horizontal banks of large Chicago-style windows with concrete lintels and sills. The ground floor has a centred, recessed main entry way to the upper floors flanked by rusticated concrete pilasters and four double storefronts. The parapeted flat-roofed commercial-residential building is located on Macleod Trail East, a busy traffic corridor and commercial street just two blocks south of the old City Hall. It is situated at the east end of Calgary’s Warehouse District in the part of Beltline originally known as Victoria Park, one of Calgary’s earliest inner city communities.

Heritage Value. This is the historic, aesthetic, scientific and social values that a historic resource possesses, as per the Criteria of Significance. Make clear, concrete statements about why the resource is significant (as per the values you’ve selected) and support those statements with additional information. The purpose of this section is not to give a comprehensive, chronological or narrative history of the resource. Why is it valuable? Ensure this section is readable and interesting.

Writing a good SOS

The most important section of the SOS is the heritage value section. It must be accurate, concise and make a clear argument as to **why** the resource is significant.

- Use information and ideas from your completed worksheets to identify why the resource is significant according to the criteria.
- Remember to include background information that supports the value statements, not provide a chronological history.
- Donot getsidetracked by interesting yet ultimately irrelevant information.



CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

Heritage Value-Example

The Bell Block possesses person value for its developer, namesake and owner from 1909 to 1949, colourful frontier citizen Ralph Alexander Gasgorne Bell (1860-1953), who arrived in Calgary ca1882. Bell emigrated from Yorkshire with his family to settle in Ontario as a young child, coming west with the North West Mounted Police (NWMP) where he served from 1881-86. He operated the first ferry crossing the Bow River in 1883, and later served with Sam Steele and General Strange. Speaking with a reporter in 1953 Bell believed himself to be 'Calgary's oldest continuous resident'. He freely shared his opinions, based on first hand observation, regarding the Dominion Government's poor handling of both the Northwest Resistance and the slaughter of the bison that he had witnessed. After retiring from the force, he was an agricultural implement dealer, and operated stables on 9th AV before building the Bell Block.

VALUE STATEMENT: Person Value, Community Significance

Supporting / contextual information

The Bell Block is an attractive and prominent example of the red-brick Edwardian commercial buildings that collectively symbolize Calgary's warehouse district. The area where the Bell Block is situated was subdivided by the Canadian Pacific Railway (CPR) in 1888, five years after their east-west transcontinental railway reached Calgary. After the CPR constructed their north and south railway lines in 1891-92, the city became an important distribution and maintenance centre, and commercial and light industry began developing in the form of rail yards and a warehouse district along the CPR right of way, primarily along 10th, 11th and 12th Avenues between 4th ST E and 13th ST SW. By 1909 the Blue Line streetcar route looped through the neighbourhood, its northbound leg running along 2nd ST E, making it an advantageous location for the new Bell Block.

VALUE STATEMENT: Symbolic Value, Community Significance

Supporting / contextual information

The Bell Block, designed by prolific Calgary architect William Dodd, is a substantial and well-preserved example of the late Edwardian Commercial Style. While it shares common elements with earlier versions of the style like storefronts and cornices, it is much grander, using solid masonry rather than wood-frame construction, displays wider multi-assembly Chicago-style windows, and is designed by an architect compared with utilising prefabricated or catalogue design elements. The wide cornices and horizontal banks of windows with sills and lintels give it an attractive and modern appearance. The use of classical features such as its Romanesque front entry arch with decorative pilasters rising to the name block, and the prism-glass storefront transoms is a characteristic of Dodd's architecture.

VALUE STATEMENT: Style Value, Community Significance

Supporting / contextual information

William Marshall Dodd (1872-1949) was a talented architect who designed numerous early 20th century Western Canadian buildings, including historic resources such as City Hall and Knox United Church. Ontario-born Dodd practiced in Calgary from 1900-10 before moving to Vancouver, and served as the Alberta Association of Architects vice-president from 1907-08.

For well over a century the mixed use commercial-residential building has provided retail and commercial service to Victoria Park and the downtown commercial core. Although individual proprietors changed frequently, for several decades the eight 25-foot storefront bays housed the same types of businesses: retailers including a barber shop, grocer, confectionary, hardware store and tailor; and wholesalers like import/export and manufacturing agents. Other enterprises included a billiards room, steam baths and the International Correspondence School. Richard A. Brocklebank, a well-known contractor who is responsible for many local historic resources including Stanley Jones School, and who served as Alderman for several terms, had offices upstairs from 1911-13. Long-time businesses from the 1930s were Toledo Scales and the Sun Blind Co, the latter expanding to occupy the two south bays by the 1940s. Upstairs, over thirty suites provided housing for residents, many employed by the CPR.

VALUE STATEMENT: Activity Value, Community Significance

Supporting / contextual information

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Character Defining Elements (CDEs). A technical description of the original, historical and significant physical features of the resource including specific architectural, design, construction, landscape and contextual features. For a building, some commonly required features to mention (and group) may be:

- Form, scale and massing (e.g. two-story, rectangular, side hall plan)
- Roof – form, materials and details (e.g. hipped roof with lower cross gable and exposed, decorative purlins)
- Materials – construction and exterior materials (e.g. wood-frame, common-bond brick veneer)
- Windows (fenestration) – window materials and profile (e.g. four-over-four, wooden-sash windows)
- Ornamental features
- Interior
- Landscape/context
- Additional separate bullet points of other features that do not fit within the above groupings
- When a building is more complex, the interior can be described in its own section of bullets. When multiple buildings exist on a site, each building should have its own list of character-defining elements.

Staying in Character

Character-defining elements may be used as a management tool by heritage planners, property owners, architects and developers. A good way to approach this section is to imagine that the resource could be redeveloped/renovated: **what are the main features that should be respected for a resource to retain its character?**



Window detail
Nellie McClung House (1907)



Soffit & eaves detail
Sommerville Duplex (1912)

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Character-Defining Elements - Example

Statement of Significance

Character-Defining Elements

Character-defining elements include, but are not limited to:

- form, scale and massing as expressed by its three-storey, rectangular plan with long façade;
- flat roof with plain brick parapet with concrete coping and brick edging on east wall; moulded pressed tin upper cornice with deep overhang; pressed tin upper sign band with articulated name block with block lettering 'BELL BLOCK' and modillions below; parapet and upper cornice and signband above name block;
- concrete construction on first floor; solid red-brick construction on upper floors with common bond pattern on rear and side elevations; original red face-brick cladding on front façade in stretcher bond pattern; brick piers and pilasters; concrete trim;
- original fenestration pattern on all façades; original multi-assembly Chicago-style windows with fixed and 1-over-1 double-hung wooden sashes; concrete lintels and sills; two-leaf, 2-panel centre doors with wooden and glazed panels and original hardware, 2-light sidelights and arched transom; tall vertical south entryways on upper floors with sidelights, 3-light transom and concrete lintel;
- additional exterior front entry details such as moulded, pressed tin lower cornice/sign band, articulated above central entry way; centred, recessed main entryway flanked by rusticated concrete pilasters with base and capitals; segmental-arched door surround with concrete 'keystone'; four double commercial storefronts, all with brick piers, wooden kneewalls, full-length plate glass display windows with transom lights, wooden fixed sashes and trim;
- interior details such as pressed-tin ceilings with wide pressed-tin mouldings;
- location on front and north property line without setback, front and north setbacks aligned with adjacent buildings;
- position on Macleod Trail (formerly 2nd Street E) with many intact commercial buildings from the early twentieth century; historic relation to railway line; and
- setting in Calgary's historic warehouse district comprised of a high number of Edwardian Commercial-style buildings.

CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

5.3 Criteria of Integrity

The Criteria of Integrity helps identify how much the resource has changed from its original form.

The Integrity criteria section includes a short statement consisting of one or two paragraphs describing the major changes associated with the six Criteria of Integrity. It can be in paragraph form or organized by each of the six criteria. This section also details which Integrity criteria are met, and which are not.

Finally there is an overall integrity indicator to determine if the resource maintains sufficient overall integrity to convey its significance. If a resource being evaluated is deemed to NOT maintain its overall integrity, the researcher should contact Heritage Calgary to discuss next steps. Another resource may be assigned in the significantly altered resource's place, and the significantly altered resource may be decommissioned.

CRITERIA OF INTEGRITY

Maintaining Overall Integrity	<p>Does the resource maintain sufficient overall integrity to convey its significance?</p> <p>YES <input checked="" type="checkbox"/></p> <p>NO* <input checked="" type="checkbox"/></p> <p><i>*IF NO – please contact Heritage Calgary to discuss.</i></p>
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Statement of Integrity	<p><i>please use Handbook for guidance</i></p>
------------------------	--

1. LOCATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Location is the place where an historic resource was constructed or the site where an historic activity or event occurred.			
2. DESIGN	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Design is the combination of elements that create the form, plan, space, structure and style of a resource			
3. ENVIRONMENT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Environment is the physical setting of an historic resource. Whereas location refers to a specific place, environment refers to the character of the place in which a resource played its historic role.			
4. MATERIALS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Materials are the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form an historic resource.			
5. WORKMANSHIP	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is important because it can provide information about technological practices and aesthetic principles.			
6. ASSOCIATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Association is a <i>direct link</i> between an historic resource and a significant historical theme, activity or event, or an institution or person.			

CALGARY HISTORIC RESOURCE EVALUATION SYSTEM HANDBOOK

5.4 Research & Supporting Documentation

This section clearly and succinctly documents the researcher’s research and specific sources used to create the evaluation. Additional heritage information discovered during the evaluation process that is interesting but ultimately not relevant to the resource’s heritage value can also be documented here - researchers can simply add additional lines in this table.

RESEARCH & SUPPORTING DOCUMENTATION

RESOURCE RESEARCH RECORDS

A	Historical Title Search	
B	Henderson’s Directory Search	

A) Historical Title Search. Enter the information from the Certificates of Titles provided by Heritage Planning. List owners from historic to most recent and include the date the title was registered. Do not include the name of the current owner; instead, list the date that the current owner is registered on title and reference as current owner. If handwritten portions of a title are illegible use [?] to denote where information is incomplete.

B) Henderson’s Directory Search. List occupants from historic to most recent, including the name and occupation of every occupant for each of the first three years after construction, and every five years after that. For apartment buildings, list only the names and occupations for the first year but review other years. If there were important changes in unit make-up, occupancy or other significant dates, include the listings for those years as well.

Historic Land Title Information Example

1931 February 11	The Mutual Life Assurance Company of Canada
1918 December 3	Edna Louis Millican (married woman) Lot 16 in Block 18
1914 April 20	Robert H. Rowan and Herbert J. Rowan (brokers) Lots 15 and 16 in Block 18
1912 August 22	Robert H. Rowan and Herbert J. Rowan (brokers) Lots 14, 15, and 16 in Block 18
1911 July 20	Edmund P. Stavert (accountant)
1911 June 5	Oliver Cromwell Smith (gentleman)
1909 June 21	Henry N. Sereth (lumber merchant) [refer to certificate FM175]
<i>FM175</i>	
1906 December 13:	The Canadian Pacific Railway Company Lots 1-16 in Block 18
(Date illegible):	The Canadian Pacific Railway Company Fractional south-east quarter of S9-T24-R1 west of the 5 th .
1888 January 20:	Grant to the Canadian Pacific Railway: in The Provisional District of Alberta in the North West Territories, the fractional South East quarter of Section Nine of the Twenty-Fourth Township in the First Range West of the Fifth Meridian

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RESOURCE IMAGES

C

Context Image	
Title	
Description	
Source	
Date	
Copyright	City of Calgary

D

Contemporary Image	
Title	
Description	
Source	
Date	
Copyright	City of Calgary

E

Contemporary Image	
Title	
Description	
Source	
Date	
Copyright	City of Calgary
Historic Image	
Title	
Description	
Source	
Date	
Copyright	City of Calgary

- C) Context Image.** Include your photograph showing the resource in its context of the surrounding buildings or area. Ensure the context image shows some of the surrounding buildings and streetscape.
- D) Contemporary Image.** A direct photograph of the resource. If this is a building, the photograph must be of the entire front façade. You may include photos of specific details or other elevations under the additional photographs section
- E) Historic Image.** Not all resources will have historic images. If you cannot find one, put N/A.

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EVALUATION AUTHORSHIP

F	Evaluation Author	
G	Date Evaluated by E&R Committee	
H	Approved by Heritage Calgary	

ADDITIONAL RESOURCE RECORDS

I	Additional Images	
	Title	
	Description	
	Date	
	Source	
	Copyright	
J	Additional Sources	<i>please annotate</i>

CITY MAP

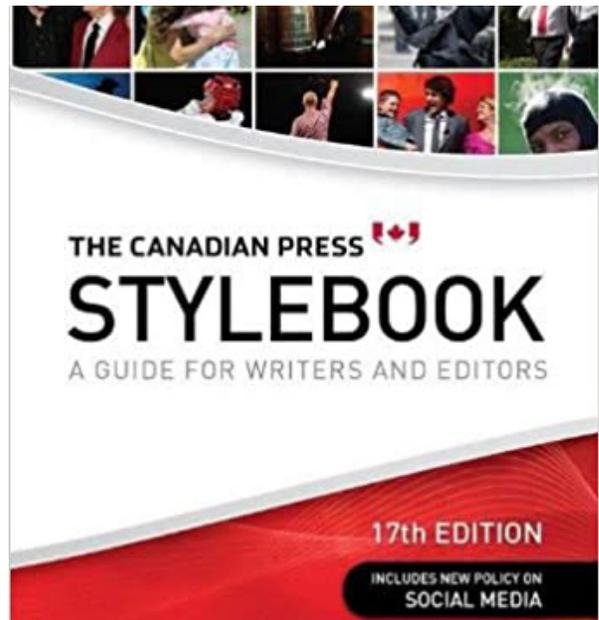
K	Map	<i>Provided by City staff</i>
	Title	
	Description	Map of
	Source	Business Technical Services, PDA, City of Calgary
	Date	
	Copyright	City of Calgary

- F) Evaluation Author and Contact Information.** Add your name (or firm). An email or phone number is sufficient for contact information.
- G) Date Evaluated by E&R Committee.** Leave blank.
- H) Date approved by Heritage Calgary.** Leave blank.
- I) Additional Images.** Include up to six additional images, which may be contemporary or historic photos or drawings. Details and or interior photos can be grouped into one cell.
- J) Additional Sources.** List other sources (books, interviews etc.) where you obtained information specific to the resource and annotate in parentheses what unique information was derived from that source (e.g.: modifications to building, club activities & membership, etc.). Use MLA style for your citations.
- K) City Map.** Heritage Calgary will provide the City map.

6. Statement of Significance Style Guidelines

Generally the Statement of Significance (SOS) should follow the Canadian Press (CP) Stylebook. The following are some common names, titles and abbreviations that should be consistent when writing an SOS:

- Second World War not World War II
- \$450 million and \$50-million project not \$450 million dollars and \$50-million-dollar project
- Months are always written out in full when they are not part of a specific date. In precise dates, Jan., Feb., Aug., Sept., Oct., Nov. and Dec. are always abbreviated: Jan. 1 not Jan. 1st. Example: "Convocation was held Nov. 17, 2006." "The Peace Camp lasted through January 1991." The days of the week are never abbreviated.
- Titles, designations of sex and marital status (Mr., Mrs., Miss, Ms) should be omitted, unless specified by the individual or called for by the situation.
- First name or initial and last name should be used. Then use surnames after the first reference: "Marnie Spears" becomes "Spears" in subsequent sentences.
- First names may be used on second reference for children and youths under 18.
- Refer to a married couple by their first names and then their last name: Jason and Erin Lee. When they do not share the same last name: Jane Smith and Erin Michaels, a married couple.
- To distinguish between persons of the same last name on second reference, repeat first names or note the relationship when appropriate. For parent-child association you may use "the elder" and "the younger"
- When it is appropriate to use academic titles they should be used in a parallel and consistent manner. "Dr. Smith and Prof. Jones" or "J. Smith and H. Jones" not "Dr. Smith and H. Jones."



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- Titles such as Dr., Capt., Prof., Lieut. are abbreviated, if they come before names, on first reference but are written out in descriptive passages: Dr. Ron Anderson. Prof. Daniel VanHeyst. Capt. Hiram McMillan; The professor stood at the front of the class.
- Abbreviate the titles of legal corporations: Cargill Inc., Ford Motor Co. of Canada Ltd. Spell out words like company when they are not part of a corporate entity: The Canadian Opera Company, the Company of Young Canadians
- Geographical abbreviations take periods, others do not. The RCMP have several offices in the N.W.T. HMCS Calgary ran aground on the south coast of P.E.I. The U.S. and the U.K. are members of the UN.
- Spell out a number above 10 at the start of the sentence: "Thirty to 40 men were waiting when the sun rose."
- Spell out numbers in figures of speech: The Ten Commandments or a ten-gallon hat. Exceptions include the "Dirty '30s" and the "Roaring '20s".
- Numerals are used in numbers with fractions and decimals: He fired a .30-calibre revolver at a target 9.5 centimetres by 7.2 centimetres; and in decisions, votes & scores: the Oilers beat Leafs 6-5; the court ruled 5-4. Percentages are shown as two words: Two per cent, 12 per cent, 1.3 per cent.
- Numerals are used in ages when they stand after a name. Bruce, 3, had two sisters, five and seven.

An exception to the CP style is with addressing. To be consistent with City of Calgary addressing standards and to help cut down on character count, use:

- Numbered street names are not spelled out, abbreviate the quadrants without periods, avenues and the like are abbreviated in specific addresses, but not in general addresses: 1352 Norfolk DR, 1005 85 AV, 135 Albert CT, the 1300 block of Norfolk Drive, the crash took place on Crowfoot Trail in Calgary's northwest, the bridge spanned between 4 and 6 Avenues.



7. Photo Documentation Guidelines

As a part of completing a Historic Resource Evaluation, you will be required to take photographs on-site that will be used by Heritage Calgary and The City of Calgary for a variety of purposes, online and offline. These guidelines will help ensure that your work is suitable for the widest range of use. For questions beyond the scope of this guide, please contact Heritage Planning directly.

The goal of evaluation photography is always be to visually describe a historic resource, providing detail that cannot be captured in any other way.

Camera and Gear

A wide variety of cameras, equipment and software can be used to provide acceptable results. Use whatever tools are most comfortable to you, as long as the images meet submission guidelines. Important items to keep in mind:

- Different resources will have different Calgary Challenges associated with photographing them. Visiting a site multiple times may be required to capture it fully.
- Indoor photography can require the use of flash, a tripod, and colour correction to ensure consistent quality.

Procedure

Evaluation photographs prioritize clarity over creativity, but can and should be attractive, well-composed images (see examples below). Take as many photos as necessary to fully document the resource – paying particular attention to what you assign as character-defining elements. If granted access to be on-site by the property owner, inquire if there are particular places or subjects they do not want photographed. Where possible, ask permission to move personal items that may be obscuring aspects of the resource (non-historic furniture, clutter), avoid pets or people in your images or blur them in post-production.



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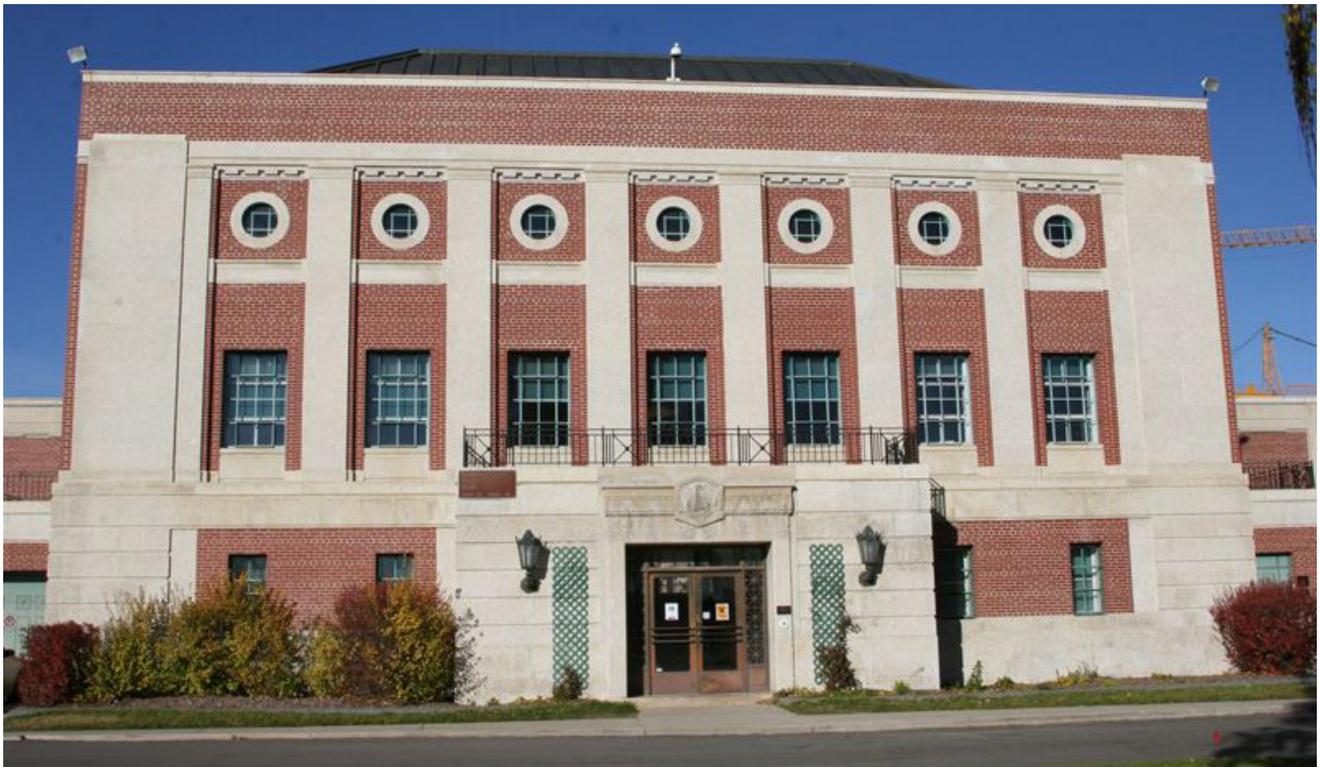
Submission Guidelines

At the conclusion of an evaluation contract, a final edited image set must be submitted alongside the Evaluation document. Photographs need to conform to the following standards:

- JPEG files with a minimum resolution of 1600x1200 pixels at 300dpi
- Straight and level with subject, unless otherwise appropriate
- Minimized obstruction, glare or other inconsistencies
- Accurate labels for each image, noting compass direction (e.g. North elevation, entrance hallway, etc.)
- Enough photographs to fully represent the resource, including:
 - » Each exterior building face (elevation); if impossible, front and rear at minimum
 - » Contextual images of the structure along the street
 - » Descriptive photographs of the form and details of the building (windows, doors, porches, balconies, roof structures, etc.)

Copyright

Photographs are to be provided with a royalty-free, irrevocable, worldwide, non-exclusive licence to use, disclose, reproduce, modify license and distribute.



Glenmore Water Treatment Plant (1933)

8. Submitting your Heritage Evaluation Form

Now that you have completed the worksheets and the summary form, Heritage Calgary staff will review and will likely request revisions or edits before it goes to the Evaluation & Review Committee for evaluation and adoption. If under contract, refer to it to determine when the evaluation form and accompanying research is due.

At the beginning of your contract term Heritage Calgary will create a shared online folder hosted by SharePoint (a web-based Microsoft Office platform) and will share a link to this folder with you. This is how Heritage Calgary manages the uploading and transfer of large files. Submission of draft evaluation forms, final documents, and research and supporting information are to be uploaded before the due date stipulated in your contract to your SharePoint file.

Supply digital copies and transcriptions of all supporting research material in a separate folder, along with digital copies of all photographs. Background research information uploaded to SharePoint should include, but is not limited to:

- Completed Evaluation Form in Word format (not PDF)
- A separate folder with digital copies of all photographs.
- Copies and transcriptions of all supporting research etc. in digital form (scanned):
 - » Land titles
 - » Building permit(s)
 - » Fire Insurance Map(s)
 - » Newspaper clippings
 - » Website print-outs
 - » Notes, including interview notes
 - » Criteria of Significance worksheets
 - » All other materials mentioned in the additional sources section

9. Additional resources

To learn more about how to conduct research on historic places in Calgary, consult The City of Calgary publication, [A Guide to Researching Building History](#).

Architecture - Canada

Ennals, Peter. *Homeplace: The Making of the Canadian Dwelling over Three Centuries*.

Gowans, Alan. *The Comfortable House: North American Suburban Architecture, 1890-1930*.

Gowans, Alan. *Looking at Architecture in Canada*. Kalman, Harold. *A Concise History of Canadian Architecture*.

Kalman, Harold. *A History of Canadian Architecture, [volumes 1 and 2]*

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