



The Corporation of The Town of Cobourg
Heritage Advisory Committee

Wednesday, November 25, 2020

4:00 P.M.

Electronic Participation

Join Zoom Meeting

<https://us02web.zoom.us/j/84364891864?pwd=VEFuMnA4bUyY0FQL1Q2R0lteWdhZz09>

Meeting ID: 843 6489 1864

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Dial by your location

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Pages

1. CALL TO ORDER

2. APPROVAL/ADDITIONS TO THE AGENDA

Action Recommended:

THAT the Agenda dated November 25, 2020 be approved as presented/amended.

3. DECLARATIONS OF INTEREST BY MEMBERS

4. ADOPTION OF MINUTES

3

Action Recommended:

THAT the minutes dated November 12, 2020 be adopted as presented/amended.

5. DELEGATIONS/PRESENTATIONS

6. COMMUNICATIONS/CORRESPONDENCE

7. HERITAGE PERMIT APPLICATIONS

8. NEW BUSINESS

8.1. 589 King St. W - Part IV Individual Designation Amendment to Schedule A

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Staff Report

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11.	<u>ADJOURNMENT</u>	
12.	<u>NEXT MEETING</u>	
	2021 Committee calendar to be finalized in December	



The Corporation of The Town of Cobourg
Heritage Advisory Committee
MINUTES

November 12, 2020, 4:30 p.m.
Electronic Participation

Members Present: Councillor Nicole Beatty
Ken Bagshaw, Vice-Chair
Loren Turner
Felicity Pope
Catherine Richards

Members Absent: Graham Andrews, Chair
Rob Franklin, Manager of Planning Services

Staff Present: Dave Johnson, Heritage Planner
Adriane Miller, Committee Secretary

1. CALL TO ORDER

Councillor N. Beatty called the meeting to order at 4:33PM

2. APPROVAL/ADDITIONS TO THE AGENDA

THAT the Agenda dated November 12, 2020 be approved as amended

Moved by Member L.Turner

CARRIED

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest stated by Committee Members.

4. ADOPTION OF MINUTES

THAT the minutes dated November 04, 2020 be adopted as amended

Moved by member F.Pope - **CARRIED**

5. DELEGATIONS/PRESENTATIONS

No delegations/presentations

6. COMMUNICATIONS/CORRESPONDENCE

No correspondence received

7. HERITAGE PERMIT APPLICATIONS

7.1 Certo Building - Permit Application

WHEREAS, Heritage and Planning staff has reviewed the proposed building improvements consisting of roof replacement, building stabilization and masonry restoration/rehabilitation work, including all pillars and bond system, for Building “C” (Certo Building) at 520 William Street, and has concluded that the proposed work would generally conform to established Heritage Guidelines and best practices, is consistent with the heritage designation for the subject property and is conducive to retaining an important industrial heritage asset in the community; and,

THEREFORE, it is recommended that Heritage Permit Application HP-2020-031, submitted by Keith Colterman of Historic Carpentry Inc. on behalf of FV Pharma, for the proposed roof replacement, building stabilization and masonry restoration of Building “C” (Certo building) as specified in the engineered design drawings in Appendix “A” be approved and implemented subject to the finalization of details by Building and Heritage staff.

Moved by Member N.Beatty - **CARRIED**

8. UNFINISHED BUSINESS

Items in unfinished business to be discussed at the next scheduled committee meeting on Wednesday November 25th

8.1 CHIA Terms of Reference Review

8.2 Heritage District Mail Out

8.3 Vacant Committee Positions

8.4 22 Queen Street Historical Report

8.5 144 King Street Tour

9. NEW BUSINESS


No new business conducted

10. ADJOURNMENT

Meeting adjourned at 5:08PM

11. NEXT MEETING

Wednesday November 25, 2020

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM:	Dave Johnson	
TITLE:	Planner I - Heritage	
DATE OF MEETING:	November 25, 2020	
TITLE / SUBJECT:	Amendment to Heritage Designation By-law 589 King Street West ("The Cedars")	
REPORT DATE:	November 20, 2020	File #:

1.0 STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 RECOMMENDATION

THAT the Cobourg Heritage Advisory Committee endorse the proposed Amendment to Schedule A of Designation By-law 16-93 approved under Part IV of the *Heritage Act* for the property known as 589 King Street West (The Cedars);

AND FURTHER THAT the Cobourg Heritage Advisory Committee recommends that Council authorize municipal staff to implement the required process to amend the Designation By-law in accordance with the requirements of the *Heritage Act*, including the issuance of a Notice of Intention to Amend Schedule A to Designating Bylaw 16-93, the preparation of a new Schedule A, and the registration of the necessary documents on title to recognize the new property limits for The Cedars on Lot 9, Plan 39M-936.

3.0 ORIGIN

The subject property known as 589 King Street West is presently being prepared for a new 15-lot residential subdivision known as Cedar Shore Estates. The existing heritage structures have been incorporated into a new lot (Lot #9) on the plan of subdivision. The heritage structures and real property, referred to as "The Cedars", were designated under Part IV of the *Heritage Act* in 1993 however, with the registration of the new plan of subdivision, an

amendment to Schedule A of the heritage designating by-law is required to reflect its new property context. Refer to the following attachments:

- Appendix A – Original Designation By-law No. 16-93;
- Appendix B – Plan of Subdivision (M-Plan) 39M-936; and,
- Appendix C – New Schedule A.

In order to proceed, the Town must issue a 30 day Notice of Intention to Amend the Designation By-law.

4.0 BACKGROUND

The subject property at 589 King Street West is a designated property on the Town of Cobourg's Register of Properties of Cultural Heritage Value or Interest under Part IV of the Ontario *Heritage Act*.

Geographic Context



Above: The subject property is shaded in purple. The properties that are shaded in pink are non-designated properties that are listed on the Town of Cobourg's Register of Properties of Cultural Heritage Value and Interest.

Section 29 of the *Heritage Act* allows municipalities to designate real property within a municipality to be of cultural heritage value or interest if the property meets the prescribed criteria and established process outlined in the *Act*. The property is already designated and as such, the property meets the prescribed criteria as can be seen in Designating By-law 16-93 (Appendix A).

Given that the whole property is presently designated by by-law under the *Heritage Act*, and the fact that the existing heritage structures now form a lot on the newly registered plan of subdivision (Lot #9 on the M-Plan attached in Appendix B), the Municipality must follow the Section 29 process to amend Schedule A of the Designation By-law in order to accurately reflect the new property limits on which the heritage structures now sit.

5.0 ANALYSIS

E.I.E Corporation purchased the property some years ago to develop a residential subdivision called Cedar Shore Estates. The development underwent a comprehensive review and approvals process with the draft plan of subdivision being approved with conditions in 2016. The final plan of subdivision and subdivision agreement were approved by Council in 2018 and the documents were registered on title to the overall property in September of 2020. During these processes, the Town and the owner agreed to capture the existing heritage structures on a single lot (Lot #9 on the M-Plan) and collaborate on creating policies and architectural guidelines for the lots closest to the heritage resource, The Cedars, in order to ensure that new development in close proximity to the heritage property will be compatible and will not adversely impact the heritage resource.

The 1993 Designation By-law currently includes the entirety of the lands formerly known as 589 King Street West in its legal description. In light of the subdivision agreement and the new M-Plan registered on title, the heritage resource is now located wholly on Lot 9 of the new subdivision, see Appendix B. An amendment to the Designation By-law is now required to reflect the new property limit (see Appendix C).

Staff of consulted with the Town's solicitor and have outlined a process for the Town to follow.

1. Issue Notice of Intention to Amend Designation By-law
 - a. Necessary Consultation – covered by the 30 day grace period for objection.
 - b. Notice is to indicate only the legal description of the property – no changes to the Statement of Reasons for the Designation are proposed
2. Address any objections through S.29 (OHA) process
3. Pass Amending by-law
4. Register the amending by-law against Lot 9, Plan 39M-936
5. Prepare the application to delete the registration against all other lots.

Subject to Council approval, staff will issue the Notice of Intention on the Town website and local newspaper and follow the above process.

6.0 CONCLUSION

The property at 589 King Street West is presently subject to a heritage designation by-law that covers the entirety of the property. An amendment to Schedule A (legal description) is required to reflect the new property boundaries of the heritage resource, which will now be Lot 9, Plan 39M-936. As such, Heritage and Planning staff require authorization from Council to implement the Designation By-law amendment process, including a Notice of Intention to Amend the Designation By-law under the *Heritage Act* and the registration of the documentation on title.

Report Prepared By:

Dave Johnson, Planner 1 – Heritage

Report Approved By:



Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



PLAN 39M- 936

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF NORTHUMBERLAND (No 39) AT 13:56 O'CLOCK ON THE 30 DAY OF September 2020 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER 51085-1837(LT) AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. Nb 203115

L. Lang
REPRESENTATIVE FOR LAND REGISTRAR

THIS PLAN COMPRISES ALL OF PIN 51085-1837.

PLAN OF SUBDIVISION OF
PART OF LOT 21 CONCESSION A
and PART OF WATER LOT IN
FRONT OF LOT 21 CONCESSION A
(GEOGRAPHIC TOWNSHIP OF HAMILTON)
TOWN OF COBOURG
COUNTY OF NORTHUMBERLAND

SCALE: 1:500
0m 5 10 25 50 metres
FRED PETRICH, B.Sc., O.L.S., O.L.I.P.

METRIC

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTE

BLOCKS 16, 17, 18 AND 19 ARE NOT TO SCALE TO PROVIDE CLARITY.

ALL PLANTED MONUMENTS ARE IRON BARS UNLESS OTHERWISE STATED.

BEARINGS ARE GRID REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS)(1997) CONSISTENT WITH COORDINATE SYSTEM INTEGRATION OF PLAN 39R-13179.

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.0002185.

LEGEND

■ DENOTES MONUMENT FOUND
□ DENOTES MONUMENT PLANTED
SIB DENOTES STANDARD IRON BAR
SSIB DENOTES SHORT STANDARD IRON BAR
IB DENOTES IRON BAR
CP DENOTES CONCRETE PIN
1005 DENOTES C. FLEISCHMANN O.L.S.
765 DENOTES G.T. HORTON O.L.S.
1293 DENOTES E.L. BROWN O.L.S.
765 DENOTES HORTON, WALLACE & DAVES O.L.S.

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GNSS OBSERVATIONS USING THE TOPNET REAL-TIME NETWORK SERVICE, REFERRED TO UTM ZONE 17 (81°W LONGITUDE) NAD83 (CSRS)(1997). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O. REG. 216/10.

POINT	DESCRIPTION	NORTHING	EASTING
ORP A	SIB	4870993.82	725414.62
ORP B	SIB	4870806.63	725620.37

CAUTION: COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

1. LOTS 1 TO 15 BOTH INCLUSIVE, THE STREETS, NAMELY SUZANNE MESS BOULEVARD, CEDAR SHORE TRAIL AND OSLER COURT, THE STREET WIDENING, NAMELY BLOCK 16, THE 0.30 METRE WIDE RESERVES, NAMELY BLOCKS 17, 18 AND 19, AND BLOCKS 20, 21 AND 22 HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

2. THE STREETS AND STREET WIDENING, NAMELY BLOCK 16, ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF COBOURG AS PUBLIC HIGHWAYS.

DATED THE 17 DAY OF March, 2020

EIE CORPORATION

Virginia Lam
VIRGINIA LAM
PRESIDENT
I HAVE THE AUTHORITY TO BIND THE CORPORATION

THE CORPORATION OF THE TOWN OF COBOURG

THIS FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51 (58) OF THE PLANNING ACT, R.S.O. 1990 c.P. 13.

SEPT. 11, 2020
DATE

Glenn McLaughlin
GLENN MCLAUGHLIN
DIRECTOR OF PLANNING AND DEVELOPMENT
I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE

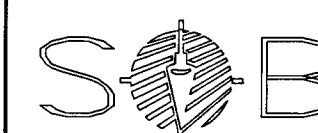
I CERTIFY THAT :

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYOR'S ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THE SURVEY WAS COMPLETED ON THE 1st DAY OF FEBRUARY, 2020.

FEBRUARY 10, 2020
DATE

F. Petrich
FRED PETRICH
ONTARIO LAND SURVEYOR



SYLVESTER & BROWN
LAND SURVEYING
191 TORONTO ROAD
PORT HOPE, ONTARIO L1A 3V5
OFFICE: 905-885-2260
sylvester.brown@dfsurveyors.ca

DRAWN BY: RD/MDM CHECKED BY: AK SHEET SIZE: 24x36 JOB No: P2017-027

Schedule A

Town of Cobourg, County of Northumberland, Lot 9, Plan 39M-936, being Part of Lot 21 Concession A and Part of Water lot in front of Lot 21 Concession A.



THE CORPORATION OF THE TOWN OF COBOURG
Building & Planning Department
55 King Street West
Cobourg ON K9A 2M2
Telephone: 905-372-1005
Fax: 905-372-1533

September 2016

CULTURAL HERITAGE IMPACT ASSESSMENT

TERMS OF REFERENCE

BACKGROUND

The Provincial Policy Statement, 2014, specifies that *“significant built heritage resources and significant heritage landscapes shall be conserved”* and that development and site alteration on protected heritage properties or on adjacent lands shall be evaluated to demonstrate that the heritage attributes of the protected heritage property will be conserved.

The Town’s Official Plan introduces cultural heritage as the following:

Cultural heritage resources include buildings, structures, features or areas of architectural, historical or archaeological interest including cemeteries and unmarked burials and urban districts and cultural heritage landscapes. The Town recognizes the significance of these resources and will provide for their conservation, including adaptive reuse, in accordance with the provisions of the Ontario Heritage Act, the Cemeteries Act and the Planning Act and other relevant legislation.

The Town of Cobourg Heritage Master Plan recognizes the need to protect cultural heritage assets. This is typically achieved through the preparation of a Cultural Heritage Impact Assessment in order to mitigate, understand and assess potential impacts to a heritage resource as a result of development activity. Recommendation/goal *1i* of the Town’s Heritage Master Plan states:

That the Town of Cobourg prepare a formal Terms of Reference to guide the completion of Cultural Heritage Impact Assessments (CHIAs) for development proposals involving heritage properties

PURPOSE

Heritage conservation involves identifying, protecting and promoting the elements that our community values. A Cultural Heritage Impact Assessment (CHIA) is the main heritage planning mechanism to assess and review the potential cultural heritage significance of a particular resource, consider the impact of any proposed site development or alteration and recommend a general approach that best protect/conserves identified cultural heritage resources.

RATIONALE

The rationale for the requirement to provide a Cultural Heritage Impact Assessment arises from:

- the *Ontario Heritage Act*;
- Section 2(d) of the *Planning Act*;
- Section 2.6 of the *Provincial Policy Statement (2014)*
- Section 5.5 of the *Town of Cobourg's Official Plan (2010)*
- *Town of Cobourg Heritage Master Plan (2016)*

DESCRIPTION

A Cultural Heritage Impact Assessment is a study to determine the impacts of a proposed development or site alteration on the cultural heritage value of a property and to recommend an overall approach to the conservation of the heritage resources. The study applies to known and potential heritage resources. The assessment results in a report that identifies all heritage resources, provides an evaluation of the significance of the resources, outlines any impact the proposed development or site alteration will have on the heritage resources, and makes recommendations toward conservation methods and/or mitigative measures to minimize impacts on the heritage resources.

The Cultural Heritage Impact Assessment should:

- Be based on a comprehensive understanding of the significance and heritage attributes of the cultural heritage resource(s);
- Identify any impact the proposed development or alteration will have on the resource(s);
- Consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development;
- Apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s).

Minimal intervention should be the guiding principle for all work.

This analysis must be prepared by a qualified heritage specialist. Applicants may refer to the Canadian Association of Heritage Professionals (CAHP) at <http://www.caphc.ca>, which lists members by their specialization.

The Cultural Heritage Impact Assessment is required in order to determine compliance with relevant cultural heritage policies at municipal, provincial, and federal levels. Furthermore, it assists Town staff in the processing and evaluation of development and heritage permit applications.

WHEN REQUIRED

The Cultural Heritage Impact Assessment may be required:

- When a development or redevelopment is proposed on or contiguous to an individual property designated in accordance with Part IV of the *Ontario Heritage Act*;
- When a development or redevelopment is proposed within or contiguous to the boundaries of a Heritage Conservation District designated in accordance with Part V of the *Ontario Heritage Act*;
- For applications to demolish, de-designate, or de-list a property currently included on the Register (i.e. sites which are listed as having potential cultural heritage significance but are not formally designated under the Ontario Heritage Act).

REQUIRED CONTENTS/FORMAT

A Cultural Heritage Impact Assessment will include, but is not limited to:

(A) Introduction to Development Site

- A location plan and current site plan of the property;
- present owner's contact information;
- A concise written description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- A concise written description of the cultural heritage resources located within and adjacent to the site, identifying any significant features, buildings, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property and including existing heritage descriptions as available;
- A concise written description of the context of the property, including adjacent heritage properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential cultural heritage resources.

(B) Background Research and Analysis

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- A chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions etc., and referencing substantiated dates of construction;
- An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the community, and the situation of the site in local context;
- Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.

(C) Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s), in accordance with provincial legislation Ontario Regulation 9/06 made under the *Ontario Heritage Act* and referenced in the *Ontario Heritage Tool Kit*.
- This statement should be informed by current research and analysis of the site as well as pre-existing heritage descriptions.
- This statement should be written in a way that does not respond to or anticipate any current or proposed interventions to the site.

(D) Assessment of Existing Condition

- A comprehensive written description of the physical condition of the structures on the site, including their exterior and interior;

(E) Description of the Proposed Development or Site Alteration

- A written and visual description of the proposed development or site alteration;
- The written description and conceptual drawings should note which heritage attribute(s) are considered for retention and which are considered for removal or alteration.

(F) Impact of Development on Heritage Attributes

- A discussion identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s) and heritage attributes of the site and/or adjacent lands.
- Negative impacts on cultural heritage resources may include, but are not limited to:
 - The destruction of any significant heritage attribute or part thereof;
 - Alteration that is not sympathetic to the heritage attribute;

- Shadows created by new development that alter the appearance of, or change the viability of a heritage attribute;
- Isolation of a heritage attribute from its surrounding environment, context, or significant spatial relationship;
- Direct or indirect obstruction of significant views or vistas;
- A change in land use which negates the property's cultural heritage value
- Land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

(G) Considered Alternatives and Mitigation Strategies

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s) (see the *Ontario Heritage Tool Kit*) include, but are not limited to:
 - Alternative development approaches;
 - Isolating development and site alteration from significant built and natural features and vistas;
 - Design guidelines that harmonize mass, setback, setting, and materials;
 - Limiting height and density;
 - Allowing only compatible infill and additions;
 - Reversible alterations

(H) Recommended Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
 - A mitigation strategy including the proposed methods;
 - A conservation scope of work including the proposed methods;
 - An implementation and monitoring plan.
- Where appropriate recommendations for additional studies/plans related to, but not limited to:
 - Conservation
 - Site specific design guidelines;
 - Interpretation and commemoration;
 - Lighting, landscaping and signage;
 - Structural analysis;
 - Additional record documentation prior to demolition;
 - Long-term maintenance
- Referenced conservation principles and precedents

WHO CAN PREPARE A CULTURAL IMPACT ASSESSMENT?

All Cultural Heritage Impact Assessments and other related documents must be prepared by a qualified heritage professional such as a heritage planner, heritage architect and/or heritage

landscape architect with demonstrated knowledge of acted heritage conservation principles and standards, and who has undertaken historical research and identification/evaluation of cultural heritage value.

All heritage consultants submitting CHIA's must be members in good standing of the Canadian Association of Heritage Professionals (CAHP).

Additionally, under Provincial law only a licensed, professional archaeologist may carry out an Archaeological Assessment using specific provincial standards and guidelines.

PEER REVIEW

The Town of Cobourg reserves the right to request an independent peer review of a Cultural Heritage Impact Assessment at the applicant's cost. Heritage Planning staff will facilitate peer reviews if deemed necessary by the Director of Planning and Development.

Peer reviews will evaluate the assessments provided by Cultural Heritage Impact Assessments. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, omissions and misrepresentations.

DELIVERABLES

The Cultural Heritage Impact Assessment is to be submitted in hard copy (2 copies) and in PDF format.

Links

Local Resources

- Town of Cobourg's Register of Properties of Cultural Heritage Value or Interest
<http://www.cobourg.ca/en/my-cobourg/Heritage-Register.aspx>
- Town of Cobourg's Heritage Master Plan
<http://www.cobourg.ca/en/town-hall/Heritage-Master-Plan.aspx>

Provincial Documents and Resources

- Ontario Heritage Tool Kit
http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml
- Ontario Ministry of Culture, Tourism and Sport: Eight Guiding Principles in the Conservation of Historic Properties
http://www.mtc.gov.on.ca/en/publications/InfoSheet_8%20Guiding_Principles.pdf

National Documents and Resources

- Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Heritage Impact Assessments

Terms of Reference



A Heritage Impact Assessment (HIA) is a study to determine the impact of a proposed development on the cultural heritage value of a property and to recommend an overall approach to the conservation of the heritage resource. The assessment results in a report that identifies all heritage resources present on a site, provides an evaluation of those resources and makes recommendations regarding conservation methods and/or mitigation that would minimize the impact of the proposed development. HIAs are important planning tools to ensure that heritage values and attributes are considered in the land development process.

The study will be based on a thorough understanding of the significance and heritage attributes of the cultural heritage resource, identify the proposed development or alteration will have, and consider and recommend mitigation and conservation strategies that best conserves the resources within the context of the proposed development.

Minimal intervention should be the guiding principle for all work.

Policy Context

An HIA is intended required to determine compliance of a proposed development with heritage policies and assist staff with analysis and report preparation. The rationale for requiring a heritage impact assessment arises from:

- The Ontario Heritage Act
- Section 2(d) of the Planning Act
- Section 2.6 of the Provincial Policy Statement (2020)
- The City of Kawartha Lakes Official Plan, Sections 10.5—Heritage Policies and 35.11 Appendix K—Heritage Impact Assessment

Heritage impact assessments should be based on accepted conservation principles and guidelines including:

- *The Standards and Guidelines for the Conservation of Historic Places in Canada* (Parks Canada)
- *Heritage Conservation Principles for Land Use Planning* (Ontario Ministry of Tourism, Culture and Sport)
- *Eight Guiding Principles in the Conservation of Historic Properties* (Ontario Ministry of Tourism, Culture and Sport)
- *Standards and Guidelines for the Conservation of Provincial Heritage Properties* (Ontario Ministry of Tourism, Culture and Sport)
- *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation* (Ontario Heritage Trust)
- *The Appleton Charter for the Protection and Enhancement of the Built Environment* (ICOMOS)

When is a Heritage Impact Assessment Required

In accordance with the policies in the PPS (2020) and the City of Kawartha Lakes' Official Plan, a heritage impact assessment is required when there is a proposed alteration, demolition, or development involving or adjacent to an identified heritage resource. This includes properties which are:

- Designated individually under Part IV of the Ontario Heritage Act
- Located in a Heritage Conservation District designated under Part V of the Ontario Heritage Act
- Listed on the City's Heritage Register
- Adjacent to designated properties, heritage conservation districts, or listed properties.

The City's Official Plan also allows the City to request an HIA for any property which is deemed to exhibit cultural heritage value, even if it is not designated or listed.

For the purpose of an HIA, adjacent means lands that are contiguous to a heritage property or which are near to a heritage property and separated by a road, trail, right of way, walkway, greenspace, or park, as defined in the City's Official Plan.

HIAs are triggered by certain types of applications which include, but are not limited to:

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Site Plan
- Consent
- Minor Variance
- Heritage Alteration Permit
- Demolition Permit

Depending on the scope of the proposed project, a heritage impact assessment may not be required. Heritage impact assessments may be scoped or waived at staff's discretion in certain circumstances.

Minimum Content Requirements

An HIA submitted to the City will contain, but is not limited to, the following sections. The report must clearly analyze the historic value of the site, the impact of the proposed development, and appropriate mitigation measures specific to the property and its heritage attributes, history and context. Staff may scope or expand the HIA in consultation with the applicant to develop a modified terms of reference specific the proposed project, as appropriate. The scope of the HIA will be established at a preconsultation meeting.

1. Introduction

- A location and site plan of the current property, showing any adjacent heritage properties if applicable.
- A fulsome written description of the site, identifying significant features, buildings, landscapes and vistas and associated photographs clearly showing the identified features. Sites with adjacent heritage properties should identify the heritage features of the adjacent property and their relationship to the site.
- Present owner contact information.

2. Research and Analysis

- A comprehensive history of the site and its development as documented in pictorial and textual records and on-site evidence
- A chronological description of the development of any structures on the site include original construction, additions, demolitions and major alterations, with substantiated dates of construction
- An evaluation of the heritage significance of the site with specific emphasis on its architectural/ physical features, historical associations with the community, and situation of the site in the local context
- Description and maps of any known archaeological resources. Properties with known archaeological resources will require a separate archaeological assessment prepared in accordance with Ministry of Heritage, Sport, Tourism and Culture Industries requirements
- Reproductions of any relevant visual and archival material including maps, historic photographs, surveys, drawings, land title records, assessments etc.

3. Statement of Cultural Heritage Value

- A statement of cultural heritage value or interest and description of heritage attributes of the heritage resource(s), in accordance with Ontario Regulation 9/06
- A summary of the Regulation 9/06 criteria outlining which criteria the heritage resource(s) meets and how
- The statement and criteria summary will be based on current analysis of the site and pre-existing heritage descriptions
- The statement and summary will be written in such a way that does not respond or anticipate any current or proposed interventions to the site

4. Assessment of Current Conditions

- Comprehensive written description of the current physical condition of the heritage resource, both interior and exterior
- Current photographs of the property, including, but not limited to:
 - i. Contextual views of the property to showing its relationship with surrounding properties
 - ii. Exterior views of each elevation of all buildings and structures
 - iii. Views of the property including all significant landscape features
 - iv. Interior views of each room of the building
 - v. Close-up views of all significant architectural features (i.e. brackets, trim, cornices, windows, etc.)

5. Description of Proposed Development

- A written description of the proposed development
- Conceptual drawings and site plans clearly illustrating the proposed future use of the site
- Description and drawings should include which heritage features are proposed for retention and which are considered for removal or alteration
- For proposals adjacent to a heritage resource, the drawings and site plans should indicate the location of the adjacent heritage resource and the relationship of the proposed development to it

6. Impact of Development on Heritage Attributes

- A discussion of the potential impact the development will have on the site, or adjacent site, and its heritage attributes, both positive and negative
- Positive impacts may include:
 - i. Restoration of heritage features including replacement of missing, documented attributes
 - ii. Restoration or enhancement of existing streetscape
 - iii. Adaptive re-use of a heritage resource to ensure long-term viability
 - iv. Access to new funds to allow new or continued protection of a heritage resource
- Negative impact may include, but are not limited to:
 - i. Destruction of any, or part of any, significant heritage attributes
 - ii. Alteration that is not sympathetic to, or is incompatible with, the historic fabric and appearance of a heritage resource
 - iii. Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or planting
 - iv. Isolation of a heritage attribute from its surrounding environment, context or significant relationship
 - v. Direct or indirect obstruction of significant views or vista within, from or to built and natural features
 - vi. A change in land use that affects a property's heritage value

7. Mitigation and Conservation Strategies

- An assessment of alternative options, mitigation measures and conservation methods that would avoid or limit the negative impact on the heritage resource. Mitigation methods include, but are not limited to:
 - i. Alternative development approaches
 - ii. Isolating development and site alteration from significant built and natural heritage features
 - iii. Design guidelines that harmonize mass, setback, setting and materials
 - iv. Limiting height and density
 - v. Allowing only compatible infill and additions
 - vi. Reversible alterations
- If a property cannot be conserved, a full analysis explaining why these conclusions have been drawn
- Short term and long term maintenance and conservation strategies and any additional site-specific studies or plans that might be required
- Alternative and strategies should have consideration for relevant heritage policies as applicable

8. Recommendations and Executive Summary

- Concise summary of the findings of the report, including significance of the site, the potential need for additional plans and assessments, and mitigation strategies
- Clear recommendations regarding the most appropriate course of action for the subject property and its heritage resources
- The recommendations and summary must address the following questions:
 - i. Does the property meet the criteria for designation under Ontario Regulation 9/06?
 - ii. Why does or does not the property meet the criteria?
 - iii. Regardless of meeting the criteria, can the structure feasibly be integrated into the proposed development?

9. Appendices

- A complete bibliography including all sources consulted
- A summary of the author's qualifications

Qualified Heritage Professional

A heritage impact assessment will be prepared by a qualified heritage professional such as a heritage planner, heritage architect, and heritage landscape architect with appropriate qualifications, demonstrated knowledge of heritage conservation principles, and who has undertaken historical research and evaluation of cultural heritage resources.

Heritage consultants must be members in good standing of the Canadian Association of Heritage Professionals (CAHP). Consultants who are not CAHP members but who hold equivalent qualifications may be considered. The background and qualifications of the heritage consultant(s) must be included in the report. The consultant preparing the report must also be independent from the planning, consulting or engineering firm making the development application or working on behalf of the applicant.

In addition, any archaeological component of the assessment must be carried out by a licensed professional archaeologist as required by provincial law and must follow provincial standards and guidelines for archaeological assessments.

Peer Review

The City of Kawartha Lakes reserves the right to request an independent peer review of the heritage impact assessment at the applicant's cost if a peer review is deemed necessary by the Director of Development Services. Peer reviews will evaluate the assessments provided in the submitted report. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, omissions, and misrepresentations.

Submission

The heritage impact assessment is to be submitted in two hard copies and a PDF. Staff will review the submission for completeness and advise the applicant if additional information is required. Submissions will be reviewed within 20 working days unless a longer time is agreed upon by the municipality and the applicant or if the application requires peer review.



Inquiries regarding heritage impact assessments may be directed to:

Economic Development Officer—Heritage Planning
180 Kent Street West, Lindsay
(705) 324-9411 ext. 1366
heritage@kawarthalakes.ca



The TOWNSHIP of
NORTH DUMFRIES

CULTURAL HERITAGE IMPACT ASSESSMENT TERMS OF REFERENCE

Prepared By: Planning Division
Development Services Department
June 2016
Revised November 2018

1. ***When is a Cultural Heritage Impact Assessment Required?***

A Cultural Heritage Impact Assessment (CHIA) is required for the following application types if the application is adjacent to or contains a property that is included on the *Township of North Dumfries Inventory of Buildings of Architectural and Historical Importance*:

- Notice of Intent to Demolish – Section 27(3) of the *Ontario Heritage Act*
- Application to Demolish – Section 34(1) of the *Ontario Heritage Act*
- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision / Condominium
- Site Plan Control

A CHIA may be required by Staff for the following additional application types:

- Consent and/or Minor Variance and Building Permit applications for any property included on the *Township of North Dumfries Inventory of Buildings of Architectural and Historical Importance*
- Consent and/or Minor Variance and Building Permit applications for any property adjacent to a cultural heritage resource included on the *Township of North Dumfries Inventory of Buildings of Architectural and Historical Importance*

2. ***Purpose of a Cultural Heritage Impact Assessment***

Heritage conservation involves identifying, protecting and promoting the elements that our society values. A CHIA is the primary heritage planning tool utilized by the Township to assess and review the potential cultural heritage significance of a particular resource, consider the impact of any proposed site development or alteration and recommend an overall approach that best conserves any identified cultural heritage resource(s).

A CHIA forms an integral part of the Municipal planning framework. Its rationale emerges from a range of Provincial and Municipal policies including:

- *Provincial Policy Statement, 2014*, Policies 2.6.1 and 2.6.3
- *Ontario Planning Act, R.S.O. 1990*, Part I, 2(d)
- *Ontario Heritage Act, R.S.O. 1990*, Part IV, Sections 27, 29 and 34
- *Township of North Dumfries Official Plan*, Sections 7.1, 7.2, 7.3 and 7.5

Where there is a potential of impacting archaeological resources an archaeological assessment must be undertaken by a licensed archeologist as an additional study. Please refer to the Ministry of Tourism, Culture and Sport for the triggers and stages of an archeological assessment.

3. Who Can Prepare a Cultural Heritage Impact Assessment ?

All CHIAs and other related documents including adaptive reuse plans and site security plans must be prepared by a qualified heritage professional such as a heritage planner and/or heritage architect with a demonstrated knowledge of accepted heritage conservation standards, and who has undertaken historical research and identification / evaluation of cultural heritage value.

All heritage consultants submitting a CHIA must be members in good standing of the Canadian Association of Heritage Professionals.

In addition, under Provincial law, only a licensed, professional archeologist may carry out an Archeological Assessment using specific Provincial standards and guidelines.

4. What Should a Cultural Heritage Impact Assessment Contain and in What Format?

The CHIA will include, but is not limited to the following information:

(1) Introduction to the Development Site

- A location plan indicating the subject property (Property Data Map and aerial photo).
- Concise written and visual description of the property identifying significant features, buildings, landscape and vistas.
- A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property with existing heritage descriptions as available. Reference should be made to the *Township of North Dumfries Inventory of Buildings of Architectural and Historical Significance*, *Ontario Heritage Properties Database*, *Parks Canada National Historic Sites of Canada*, and/or *Canadian Register of Historic Places*.

- A concise written and visual description of the surrounding context including adjacent heritage properties, their landscapes and any potential undesigned cultural heritage resource(s).
- Present owner contact information.

(2) Overview of Applicable Heritage Legislation, Policies and Guidelines

The CHIA must provide a detailed description of the heritage planning framework stemming from legislation, policies and guidelines that are applicable to the subject proposal. In addition, an analysis must be provided below under Conservation Strategy in sub-section 9 of this document, on how the proposal has been developed in accordance with the applicable heritage planning framework.

Legislation, policies and guidelines (as updated from time to time) that are to be assessed must include, but are not limited to:

- The *Ontario Heritage Act*
- The *Planning Act*
- The *Provincial Policy Statement*
- The *Growth Plan for the Greater Golden Horseshoe*
- Ontario Heritage Tool Kit (Ministry of Culture)
 - Heritage Property Evaluation
 - Heritage Conservation Districts
 - Heritage Resources in the Land Use Planning Process
- Eight Guiding Principles in Conservation of Built Heritage Properties (Ministry of Culture, 2007)
- Standards and Guidelines for the Conservation of Historic Places in Canada (Canada's Historic Places, 2010)
- Building Resilience: Practical Guidelines for the Sustainable Rehabilitation of Buildings in Canada (2016)
- Region of Waterloo – Practical Conservation Guidelines for Heritage Properties. These guidelines provide heritage conservation tips on topics such as additions, infill and new construction, landscaping, masonry, metalwork, paint and colour, porches, roofs, and windows/shutters/doors.
- Region of Waterloo - Official Plan (2015)
- Region of Waterloo - Arts, Culture and Heritage Master Plan (2002)
- Region of Waterloo – Archaeological Facilities Master Plan (1989)
- Region of Waterloo - Guidelines for CHL Conservation (2013; Reviewed 2017)
- Township of North Dumfries - Official Plan

- Township of North Dumfries - Cultural Heritage Impact Assessment Terms of Reference
- Township of North Dumfries - Greenfield Heritage Conservation District Study Report (January 2014)
- Township of North Dumfries - Greenfield Heritage Conservation Plan Report (March 2014)
- The Grand River – Canadian Heritage System

(3) Background Research and Analysis

- Comprehensive written and visual research and analysis related to all potential cultural heritage value or interest of the site (both identified and unidentified) as per the applicable legislation, policies and guidelines including: physical or design, historical or associative, and contextual values.
- A development history of the site including original construction, additions and alterations with substantiated dates of construction.
- Research material to include relevant historic maps and atlases, drawings, photographs, sketches / renderings, permit records, land records, assessment rolls, Township of North Dumfries directories, etc.

(4) Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow applicable legislation, policies and guidelines such as the Provincial guidelines set out in the *Ontario Heritage Tool Kit*.
- The statement of significance will be written in a way that does not respond to or anticipate any current or proposed interventions. The Township may, at its discretion and upon review, reject or use the statement of significance, in whole or in part, in crafting its own statement of significance (reasons for listing or designation) for the subject property.
- Professional quality record photographs of the cultural heritage resource in its present state.

(5) Assessment of Existing Condition

- A comprehensive written description accompanied with high quality color photographic documentation of the cultural heritage resource(s) in its current condition and physical context (location, streetscape, etc).
- If demolition or removal of the heritage resource (in full or part) is proposed, a companion written and visual assessment and analysis by a qualified individual shall be undertaken which documents the economic value of the building in terms of structural deficiencies, mold, water or outside climate damage to the interior of the building, or other factors influencing the request. The analysis and assessment shall include the ability to restore and recover against the observed physical damage (in full or in part). The demolition must be assessed in accordance with applicable legislation, policies and guidelines.

(6) Description of the Proposed Development or Site Alteration

- A written and visual description of the proposed development or site alteration.

(7) Impact of Development or Site Alteration

- An assessment identifying any impact(s) the proposed development or site alteration may have on the cultural heritage resource(s) as per applicable legislation, policies and guidelines. Impacts on a cultural heritage resource(s) as stated in the *Ontario Heritage Tool Kit* and *Appleton Charter* include, but are not limited to:
 - + Removal of any, or part of any, significant heritage attributes or features
 - + Alteration that impact on the historic fabric and appearance
 - + Shadow impacts that alter the appearance and/or setting of a heritage attribute, or change the viability of an associated natural feature
 - + Isolation of a heritage attribute from its surrounding environment, context or a significant relationship
 - + Direct or indirect obstruction of significant views or vistas within, from or of built and natural features

- + A change in land use (such as rezoning a church to a multi-unit residence) where the change in use negates the property's cultural heritage value
- + Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource, including archeological resource
- + Relocation (to be considered under the conditions described in the *Appleton Charter*)

(8) Considered Alternatives and Mitigation Strategies

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered to avoid or limit the negative impact on the cultural heritage resource(s), as per applicable legislation, policies and guidelines. Methods of minimizing or avoiding a negative impact on a cultural heritage resource(s) as stated in the *Ontario Heritage Tool Kit* include, but are not limited to:
 - + Alternative development approaches
 - + Isolating development and site alteration from significant built and natural features and vistas
 - + Design guidelines that harmonize mass, setback, setting and materials;
 - + Limiting height and density so as to respect scale and context of the significant built heritage resource
 - + Allowing only compatible infill and additions that are complementary and reinforce the key elements or attributes of the built heritage resource
 - + Reversible alterations
 - + Relocation (to be considered under the conditions described in the *Appleton Charter*)

(9) Conservation Strategy

- The preferred strategy based on best-practice conservation principles and applicable legislation, policies and guidelines that protect and enhance the

cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:

- + A mitigation strategy including the proposed methods
 - + A conservation scope of work including the proposed methods
 - + An implementation and monitoring plan
 - + Recommendation for additional studies / plans related to, but not limited to: conservation, interpretation and/or commemoration
- If removal of the cultural heritage resource is recommended, the CHIA must provide site specific requirements in terms of features or resources that can be protected, removed and re-used, and, undertake a photographic documentation of the history and importance of the built feature prior to demolition. The photographic documentation shall be presented and transferred to the Township.
 - A detailed analysis on how the preferred strategy is in accordance with the applicable legislation, policies and guidelines. Reference conservation principles and precedents.

(10) Appendices

- A bibliography listing research materials used and sources consulted in preparing the CHIA

5. *How Many Copies of a CHIA are to be Provided to the Township?*

- Please provide the following to the Township of North Dumfries Planning Division:
 - + Three (3) bound hard copies
 - + One (1) camera ready copy
 - + One (1) CD copy in a PDF Format

6. Consultation Process

- As part of the consideration of a CHIA, consultation with Township Staff and the North Dumfries Heritage Advisory Committee are required. This shall involve:
 - + A pre-consultation meeting with Staff prior to the commencement of the CHIA.
 - + Presentation and discussion with the Heritage Advisory Committee and Township Staff on the *draft* CHIA Report.
 - + Presentation and recommendations with the Heritage Advisory Committee and Township Staff on the *final* CHIA Report.
 - + Staff Report to Council on the CHIA Report.

Contact Information:

Township of North Dumfries
North Dumfries Community Complex
2958 Greenfield Road
P.O. Box 1060
Ayr, Ontario NOB 1E0

Tel. (519) 632-8800
Email mail@northdumfries.ca



Town of Richmond Hill

Cultural Heritage Impact Assessment

Terms of Reference

When is a Cultural Heritage Impact Assessment Required?

A CHIA is required for the following application types if the application is adjacent to or contains a property that is included on the Town of Richmond Hill's Inventory of Buildings of Architectural and Historical Importance:

- Notice of Intent to Demolish – Section 27(3) of the Ontario Heritage Act
- Application to Demolish – Section 34(1) of the Ontario Heritage Act
- Official Plan Amendment;
- Zoning By-law Amendment;
- Plans of Subdivision; and
- Site Plan Control.

A HIA may be required by staff for the following additional application types:

- Consent and/or Minor Variance and Building Permit applications for any property included on the Town of Richmond Hill's Inventory of Buildings of Architectural and Historical Importance; and
- Where properties adjacent to a cultural heritage resource are subject to Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Site Plan Control and/or Consent and/or Minor Variance applications.

Purpose of a Cultural Heritage Impact Assessment

Heritage conservation involves identifying, protecting and promoting the elements that our society values. A Cultural Heritage Impact Assessment (CHIA) is the primary heritage planning vehicle to assess and review the potential cultural heritage significance of a particular resource, consider the impact of any proposed site development or alteration and recommend an overall approach that best conserves any identified cultural heritage resources.

A CHIA forms an integral part of the municipal planning framework. Its rationale emerges from a range of Provincial and Municipal policies including the:

- Provincial Policy Statement, 2005 Section 2.6.3
- Ontario Planning Act, R.S.O. 1990, Part I, 2(d)
- Ontario Heritage Act, R.S.O. 1990, Part IV, Section 29 and Section 34
- Richmond Hill Official Plan, Section 3.4.2

If the property is deemed to contain cultural heritage value, a Cultural Heritage Conservation Plan (CHCP) is required as part of the CHIA. The CHCP shall be informed by established conservation principles and must provide a recommended conservation approach that mitigates negative impacts to the cultural heritage resources in question. The conservation principles contained in the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada and the Appleton Charter, published by the International Council on Monuments and Sites must be utilized to inform the recommended conservation strategy. The CHCP must also contain recommendations and provide sufficient detail to make informed decisions regarding any proposed changes or impacts to identified cultural heritage resources.

Where there is the potential of impacting archaeological resources an archaeological assessment must be undertaken by a licensed archaeologist as an additional study. Please refer to the Town of Richmond Hill's Archaeological Master Plan and the Ontario Ministry of Tourism, Culture and Sport for the triggers and stages of an archaeological assessment.

Who Can Prepare a Cultural Heritage Impact Assessment?

All CHIAs and other related documents including: CHCP reports, adaptive reuse plans and security plans must be prepared by a qualified heritage professional such as a heritage planner, heritage architect and/or heritage landscape architect with demonstrated knowledge of accepted heritage conservation standards, and who has undertaken historical research and identification/evaluation of cultural heritage value.

All heritage consultants submitting Cultural Heritage Impact Assessments must be members in good standing of the Canadian Association of Heritage Professionals (CAHP).

In addition, under Provincial law only a licensed, professional archaeologist may carry out an Archaeological Assessment using specific provincial standards and guidelines.

What Should a CHIA Contain and in What Format?

The CHIA will include, but is not limited to the following information:

(1) Introduction to Development Site

- a. A location plan indicating subject property (Property Data Map and aerial photo);
- b. A concise written and visual description of the property identifying significant features, buildings, landscape and vistas;
- c. A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property (see the Town of Richmond Hill's Inventory of Buildings of Architectural and Historical Importance, Ontario Heritage Properties Database, Parks Canada National Historic Sites of Canada, and/or Canadian Register of Historic Places) with existing heritage descriptions as available;
- d. A concise written and visual description of the surrounding context including adjacent heritage properties, their landscapes and any potential undesignated cultural heritage resource(s); and
- e. Present owner contact information.

(2) Background Research and Analysis

- a. Comprehensive written and visual research and analysis related to all potential cultural heritage value or interest of the site (both identified and unidentified) including: physical or design, historical or associative, and contextual values;
- b. A development history of the site including original construction, additions and alterations with substantiated dates of construction; and
- c. Research material to include relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, Town of Richmond Hill directories, etc.

(3) Statement of Significance

- a. A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit;

- b. The statement of significance will be written in a way that does not respond to or anticipate any current or proposed interventions. The Town may, at its discretion and upon review, reject or use the statement of significance, in whole or in part, in crafting its own statement of significance (Reasons for Listing or Designation) for the subject property; and
- c. Professional quality record photographs of the cultural heritage resource in its present state.

(4) Assessment of Existing Condition

- a. A comprehensive written description accompanied with high quality color photographic documentation of the cultural heritage resource(s) in its current condition and physical context (location, streetscape, etc).

(5) Description of the Proposed Development or Site Alteration

- a. A written and visual description of the proposed development or site alteration.

(6) Impact of Development or Site Alteration

- a. An assessment identifying any impact(s) the proposed development or site alteration may have on the cultural heritage resource(s). Impacts on a cultural heritage resource(s) as stated in the Ontario Heritage Tool Kit and Appleton Charter include, but are not limited to:
- b. Removal of any, or part of any, significant heritage attributes or features;
- c. Alteration that impacts the historic fabric and appearance;
- d. Shadow impacts that alter the appearance and/or setting of a heritage attribute, or change the viability of an associated natural feature or plantings, such as a garden;
- e. Isolation of a heritage attribute from its surrounding environment, context or a significant relationship;
- f. Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features;
- g. A change in land use (such as rezoning a church to a multi-unit residence) where the change in use negates the property's cultural heritage value;
- h. Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource, including archaeological resources; and

- i. Relocation (to be considered under the conditions described in the Appleton Charter).

(7) Considered Alternatives and Mitigation Strategies

- a. An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s). Methods of minimizing or avoiding a negative impact on a cultural heritage resource(s) as stated in the Ontario Heritage Tool Kit include, but are not limited to:
- b. Alternative development approaches;
- c. Isolating development and site alteration from significant built and natural features and vistas;
- d. Design guidelines that harmonize mass, setback, setting, and materials;
- e. Limiting height and density;
- f. Allowing only compatible infill and additions;
- g. Reversible alterations; and
- h. Relocation (to be considered under the conditions described in the Appleton Charter).

(8) Conservation Strategy

- a. The preferred strategy based on best-practice conservation principles that protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
- b. A mitigation strategy including the proposed methods;
- c. A conservation scope of work including the proposed methods;
- d. An implementation and monitoring plan;
- e. Recommendations for additional studies/plans related to, but not limited to: conservation, interpretation and/or commemoration.
- f. If removal of the Cultural Heritage Resource was recommended, the CHIA must provide site specific design guidelines to address: lighting, signage, landscaping, site stabilization/sedimentation, and photographic documentation prior to demolition.
- g. Referenced conservation principles and precedents.

(9) Appendices

- a. A bibliography listing research materials used and sources consulted in preparing the HIA.

How Many Copies of a CHIA are to be Provided to The Town of Richmond Hill?

Please provide the following to the Town of Richmond Hill Heritage and Urban Design Planner:

- Two (2) bound hard copies; and
- One (1) CD copy in PDF Format.

Links

Local Resources

[Read Richmond Hill's Inventory of Buildings of Architectural and Historical Significance](#)

[Read Richmond Hill's Gormley Heritage Conservation District Study](#)

[Read Richmond Hill's Gormley Heritage Conservation District Plan](#)

Provincial Standards and Resources

[Read the Ontario Heritage Toolkit](#)

[Read the Heritage Conservation Principles for Land Use Planning Infosheet](#)

[Read the Eight Guiding Principles in the Conservation of Built Heritage Properties Infosheet](#)

[Visit the Ontario Ministry of Tourism, Culture and Sport Archaeological Assessment web page](#)

National and International Standards and Resources

[Read Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada](#)

[Visit the Canadian Register of Historic Places website](#)

[Visit the National Historic Sites of Canada website](#)

[Read the ICOMOS Appleton Charter](#)

Contact Information

Pamela Vega, CAHP

Heritage and Urban Design Planner,

Planning and Regulatory Services

Town of Richmond Hill

T 905-771-5529

F 905-771-2404

pamela.vega@richmondhill.ca

CULTURAL HERITAGE IMPACT ASSESSMENT TERMS OF REFERENCE

The Corporation of the Town of Whitby
Planning and Development Department
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812



Description

A Cultural Heritage Impact Assessment is a study to determine the impact of a proposed development on the cultural heritage value of a property and to recommend an overall approach to the conservation of the heritage resources.

The Cultural Heritage Impact Assessment should:

- be based on a comprehensive understanding of the significance and heritage attributes of the cultural heritage resource(s);
- identify any impact the proposed development or alteration will have on the resource(s);
- consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development;
- apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s).

Minimal intervention should be the guiding principle for all work.

This analysis is to be prepared by a qualified heritage specialist. Applicants may refer to the Canadian Association of Heritage Professionals (CAHP) at <http://www.caphc.ca>, which lists members by their specialization.

The Cultural Heritage Impact Assessment is required in order to determine compliance with relevant cultural heritage policies at municipal, provincial, and federal levels. Furthermore, it assists Town staff in the processing and evaluation of development and heritage permit applications.

When Required

The Cultural Heritage Impact Assessment is required:

- when a development or redevelopment is proposed within the boundaries of a Heritage Conservation District designated in accordance with Part V of the *Ontario Heritage Act*;
- when development or redevelopment is proposed on, adjacent to, an individual property designated in accordance with Part IV of the *Ontario Heritage Act*;

- in accordance with the submission requirements for applications to demolish, de-designate, or de-list a property currently included on the Register.

Rationale

The rationale for the requirement to provide a Cultural Heritage Impact Assessment includes:

- the *Ontario Heritage Act*;
- Section 2(d) of the *Planning Act*;
- Section 2.6 of the *Provincial Policy Statement* (2014);
- Info Sheet #5 (Heritage Impact Assessments and Conservation Plans), Provincial Policy Statement (2005)
- Section 6.1 of the Town of Whitby's *Official Plan*;
- Town of Whitby Site Plan Control By-Law No. 5846-06

Required Contents

A Cultural Heritage Impact Assessment should contain, but is not limited to:

(a) Introduction to Development Site

- a location plan and current site plan of the property;
- present owner's contact information;
- a concise written description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- a concise written description of the cultural heritage resources located within the site, identifying any significant features, buildings, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property and including existing heritage descriptions as available;
- a concise written description of the context of the property, including adjacent heritage properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential cultural heritage resources.

(b) Background Research and Analysis

- a comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- a chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions etc., and referencing substantiated dates of construction;
- an evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the community, and the situation of the site in local context;

- reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.

(c) Statement of Significance

- a statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s), in accordance with provincial legislation Ontario Regulation 9/06 made under the *Ontario Heritage Act* and referenced in the *Ontario Heritage Tool Kit*;
- this statement should be informed by current research and analysis of the site as well as pre-existing heritage descriptions;
- this statement should be written in a way that does not respond to or anticipate any current or proposed interventions to the site.

(d) Assessment of Existing Condition

- a comprehensive written description of the physical condition of the structures on the site, including their exterior and interior;
- current photographs of the property taken in accordance with the *Photographic Documentation / Recording Guidelines* (2011) including:
 - views of the area surrounding the property to show it in context with adjacent properties;
 - exterior views of each elevation of each building;
 - views of the property including all significant landscape features;
 - interior views of each room in each building;
 - close-up views of all significant interior and exterior heritage features.

(e) Description of the Proposed Development or Site Alteration

- a written description of the proposed development or site alteration;
- a conceptual site plan and conceptual drawings of all building elevations;
- the written description and conceptual drawings should note which heritage attribute(s) are considered for retention and which are considered for removal or alteration.

(f) Impact of Development on Heritage Attributes

- a discussion identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s) and heritage attributes of the site;
- negative impacts on cultural heritage resources may include, but are not limited to:
 - the destruction of any, or part of any, significant heritage attribute;
 - alteration that is not sympathetic to the heritage attribute;

- shadows created by new development that alter the appearance of, or change the viability of a heritage attribute;
- isolation of a heritage attribute from its surrounding environment, context, or significant relationship;
- direct or indirect obstruction of significant views or vistas;
- a change in land use which negates the property's cultural heritage value;
- land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

(g) Considered Alternatives and Mitigation Strategies

- an assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s) (see the *Ontario Heritage Tool Kit*) include, but are not limited to:
 - alternative development approaches;
 - isolating development and site alteration from significant built and natural features and vistas;
 - design guidelines that harmonize mass, setback, setting, and materials;
 - limiting height and density;
 - allowing only compatible infill and additions;
 - reversible alterations.

(h) Recommended Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
 - a mitigation strategy;
 - a conservation scope of work;
 - an implementation and monitoring plan.
- Recommendations for additional studies to be undertaken related to, but not limited to:
 - site specific design guidelines;
 - interpretation and commemoration;
 - lighting, landscaping and signage;
 - structural analysis;
 - additional written and photographic documentation prior to demolition;
 - long-term maintenance.

Peer Review

The Town of Whitby reserves the right to request an independent peer review of a Cultural Heritage Impact Assessment at the applicant's cost. Heritage Planning staff

will facilitate peer reviews if deemed necessary by the Director of Planning and Development.

Peer reviews will evaluate the assessments provided by Cultural Heritage Impact Assessments. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, omissions and misrepresentations.

Deliverables

The Cultural Heritage Impact Assessment is to be submitted in hard copy (2 copies) and in PDF format.

Heritage Permit Applications:

The following information is required to be submitted by the applicant.

Applications will not be considered complete until the applicable information is provided:

- ☐ **Complete** Application Form
- ☐ Photograph of existing building and adjacent buildings
- ☐ Photograph of the building with a mockup of proposed project
- ☐ Colour chips
- ☐ Materials to be used and sample if applicable
- ☐ Dimension of the proposed sign or project
- ☐ Building plans

Note: There are no fees for Heritage Permit Applications

Photo by: Greg Hancock
Streetscape by: Jeremy Nicholls

Town of Cobourg CHC

Cobourg Heritage Advisory Committee
55 King Street West, Victoria Hall
Cobourg, Ontario

Phone: 905 372 1005
Email: djohnson@cobourg.ca
Website:
<https://www.cobourg.ca/en/my-cobourg/Heritage.aspx>

Town of Cobourg

HERITAGE
CONSERVATION
DISTRICT
PROPERTY OWNERS GUIDE



TOWN OF COBOURG HERITAGE
ADVISORY COMMITTEE
(CHC)

Your property is in a Heritage District

How does Heritage District property ownership affect me?

What are the expectations?

Any exterior renovations, painting or changes for any buildings and/ or structures within the Heritage Districts must be approved by the Town of Cobourg in advance of any work being completed.

How can I find out if my property is in one of the four (4) Heritage Districts?

See the Heritage District Map on reverse page of this brochure or contact the Planning Department at 905-372-1005.

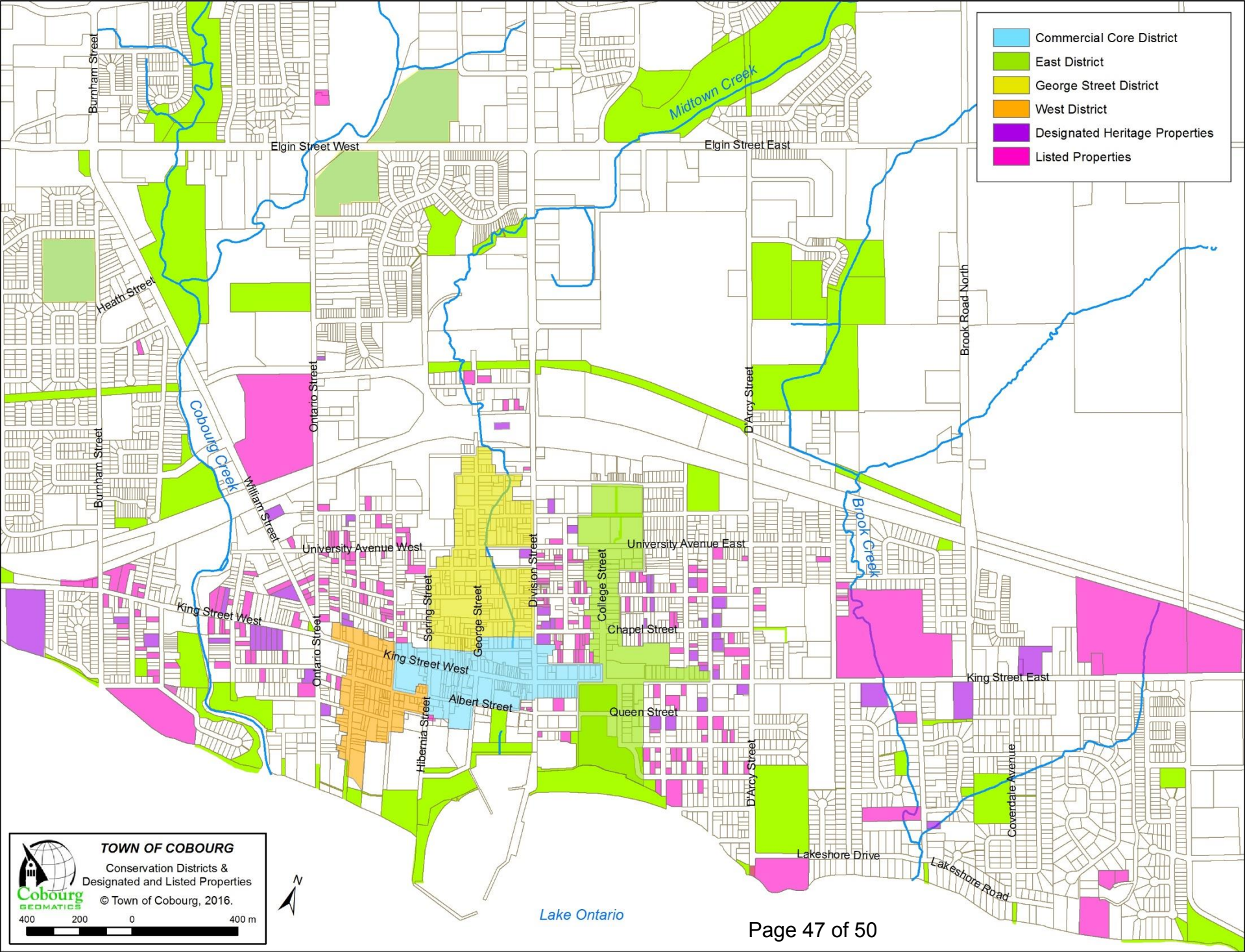
What type of restoration work may require a permit?


- Repair or restoration of outside facade or roof
- Replacing of roof materials
- Additions or removal of exterior portions
- Repair or restoration of windows & doors
- Painting
- Demolition of building or part of building
- Repair or restoration to steps, decks, porches

A Heritage Permit may be required before any work can begin on the exterior portion of your **new or old** heritage district property?

Applications for Heritage Permits and information can be obtained in the Building and Planning Office 2nd Floor, Victoria Hall, Cobourg and on <https://www.cobourg.ca/en/my-cobourg/Heritage.aspx>





	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEMORANDUM
TO:	Cobourg Heritage Advisory Committee
FROM:	Dave Johnson, Planner 1 - Heritage
SUBJECT:	Summary of Heritage Permit Applications – Staff Approvals
DATE:	November 23, 2020

ORIGIN

The following is a summary of Heritage Permits approved by staff by delegation between October 30, 2020 and November 23, 2020.

**1. HP-2020-030 83 King St. W
Painting
New business**

Heritage approval was given for painting the building (masonry already painted) in M25 chiswell grey, trim in T15 Tucker House Chocolate and the entry door in T14 Sampler Red consistent with Cobourg Heritage Permit By-law #97-2009 on November 5th, 2020.

**2. HP-2020-032 2 King St. E
Rear HVAC condenser unit
New business**

Heritage approval was given for a rear condenser HVAC unit placed above the telecom room at the rear of the building consistent with Cobourg Heritage Permit By-law #97-2009 on November 13th, 2020.

**3. HP-2020-033 52 King St. W
New rear window for residential unit**

Heritage approval was given for a new rear 72"x36" window for a new residential unit consistent with Cobourg Heritage Permit By-law #97-2009 on November 17th, 2020.

**4. HP-2020-034 83 King St. W
Sandwich board sign
New business**

Heritage approval was given for a new 2ft x 3ft sandwich board sign consistent with Cobourg Sign By-Law #8-2009, Cobourg Heritage Permit By-law #97-2009 and the Planning Department's Guidelines for Signage on Commercial Heritage Properties on November 17th, 2020.

5. HP-2020-035 99 King St. W
Painting
Former Northumberland today building

Heritage approval was given for painting the exterior signage area black and the window frames grey consistent with Cobourg Heritage Permit By-law #97-2009 on November 17th, 2020.