



# HERITAGE IMPACT ASSESSMENT TERMS OF REFERENCE

## STUDY DESCRIPTION

The **Heritage Impact Assessment (HIA)** is to provide an understanding on the impact, if any, a proposed development has on the cultural heritage value of a built heritage resource(s) or a cultural heritage landscape. The HIA shall also provide recommendations on alternative development approaches or mitigation techniques that can be implemented to conserve the cultural heritage value of the resource(s) or landscape.

## PURPOSE OF REPORT

AIA allows County Planning staff to understand the following components more clearly:

- The presence and location of existing cultural heritage resources and landscapes.
- The chronological history of the resource or landscape, cultural heritage value, and any relevant historical characteristics associated with the resource or landscape.
- In-effect legislation, regulations, and policies at the provincial, county, and municipal levels that guide and govern heritage conservation.
- How the proposed development may impact the cultural heritage values of existing resource(s) and landscape(s).
- The alternative mitigation techniques and approaches that can be implemented to conserve and promote the cultural heritage values of heritage resource(s) and landscape(s).



## WHEN REQUIRED

Through an initial pre-consultation meeting with the County and, for certain applications, the Town/Township, staff will confirm if the applicant is required to submit an HIA.

The submission of an HIA will likely be required for the following *Planning Act* applications:

- Official Plan Amendment (including Secondary Plans and Block Plans)
- Zoning By-law Amendment (including Temporary Use By-laws)
- Draft Plan of Condominium
- Draft Plan of Subdivision
- Site Plan Control

At the discretion of County staff, an HIA may be requested for submission in support of other development applications, especially that of a Demolition Permit.

## QUALIFIED PERSON(S)

The HIA must be prepared by a qualified heritage conservation professional, such as a heritage planner, heritage architect, and/or heritage landscape architect. The professional the prepares the HIA must be a member of the Canadian Association of Heritage Professionals and be in 'good standing' with the organization. All final documents and reports provided in the HIA must be stamped and/or signed by a qualified professional who is licensed in the Province of Ontario.

## REQUIRED CONTENT

The AIA is required to include the following sections, subsections, and information.

### 1. Executive Summary

- A high-level summary of proposed development, cultural heritage resource(s) and/or landscape(s), impact of proposed development on cultural heritage resource(s) and/or landscape(s), and alternatives and mitigation strategies.

### 2. Background Research Analysis

- Provide context to the subject lands, adjacent land uses, and surrounding neighbourhood(s).
- Any relevant policies and regulations (i.e., Ontario Heritage Act, Planning Act).

### 3. Identification and Analysis of Cultural Heritage Resource(s) and/or Landscape(s)

- Discussion on history of subject lands (i.e., previous uses, development, owners, and construction dates).
- Analysis on cultural heritage value or attributes of the cultural heritage resource(s) and/or landscape(s). This will provide context on the following:
  - Heritage Recognitions
    - Designation under Part IV or Part V of the Ontario Heritage Act.
    - Heritage designation under Town/Township Heritage Registers.
    - Inclusion in Parks Canada National Historic Sites of Canada.

## REQUIRED CONTENT CONTINUED

- Inclusion on any Provincial or Federal heritage registries.
- Existing condition(s) of the cultural heritage feature.
- Relevant cultural heritage values or attributes associated with the resource(s) and/or landscape(s).

### 4. Description of Proposed Development

- Details on proposed development concept and/or site alteration.
- Discussion on how the proposed development conforms to heritage policies set out in County Official Plan, Town/Township Official Plan, and other heritage plans/regulations, where applicable.

### 5. Assessment on Impact of Proposed Development or Site Alteration

- Analysis on the impact the proposed development has on the existing cultural heritage feature. This analysis should highlight both positive and negative impacts that occur directly and indirectly as a result of the proposed development.
- Positive impacts may include, but are not limited to, the following:
  - Restoration of cultural heritage feature.
  - Enhancement to quality of cultural heritage landscape.
  - Adaptive re-use of built heritage resource to ensure ongoing viability of resource.
- Negative impacts may include, but are not limited to, the following:
  - Damage and destruction of any heritage attributes or values.
  - Change in land use that impacts the value of the cultural heritage feature.
  - Isolation of heritage feature from surrounding environment or neighbourhood context.
  - Land disturbances that adversely affect the heritage feature.
  - Increase in shadows, noise, dust, and vibration on the lands or within the surrounding area that impact the appearance or longevity of the cultural heritage resource.

### 6. Consideration of Development Alternatives and Mitigation Strategies

- Assessment on alternative development options, mitigation measures, and conservation methods that can be implemented to conserve the cultural heritage value of the resource(s) and/or landscape(s).
- Analysis on conservation methods and approaches that can be introduced to promote and positively impact the cultural heritage resource(s) and/or landscape(s).

### 7. Schedule and Reporting Structure for Implementation and Monitoring

- A schedule and reporting structure for implementing the recommended conservation/mitigative/avoidance measures and monitoring the heritage resource as the development or site alteration is undertaken.

### 8. Summary and Conservation Recommendations

- Provide a general summary on the proposed development, cultural heritage resource(s) and/or landscape(s) in question, as well as impacts to those cultural heritage resource(s) and/or landscape(s).
- Discussion on recommended conservation strategy to protect and enhance the cultural heritage resource(s) and/or landscape(s). This should also include reasons why certain mitigation strategies and development alternative were chosen and others omitted.
- Provide recommendations on any additional studies, reports, and plans that should be prepared to ensure the conservation of the cultural heritage resource(s) and landscape(s).

### 9. Appendices

- This section should contain all materials that are relevant for review but not suitable for the body of the report. Materials to be included in this section are:
  - Any maps, figures, and illustrations (i.e., tables and charts)
  - Proposed Development or Concept Plan
  - Site Plan indicating location of cultural heritage resource(s) and landscape(s)
  - Relevant information including land records, permit records, assessment rolls, drawings, and photographs.
  - Literature Citations
  - Other Data Sources Uses

## ADDITIONAL INFORMATION AND RESOURCES

To hire a qualified heritage professional, please refer to the Canadian Association of Heritage Professionals (CAHP) directory that can be accessed [here](#).

All information relating to the heritage conservation in the Province of Ontario can be found in the [Ontario Heritage Act](#).

