

Heritage Impact Assessment Terms of Reference

The purpose of this document is to serve as a guideline for the preparation of Heritage Impact Assessments in support of proposed developments or site alterations on the site of an identified or significant cultural heritage resource, located in close proximity to a significant cultural heritage resource, or on adjacent lands to a significant cultural heritage resource. This document must be read together with the policies of the Town of Halton Hills Official Plan (May 2019 consolidation) and the Provincial Policy Statement (2020).

WHAT IS A HERITAGE IMPACT ASSESSMENT?

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 resources within the property.

An HIA must be prepared by a qualified heritage conservation professional and member of the Canadian Association of Heritage Professionals (CAHP) in good standing, retained by and at the expense of the proponent. The HIA will address properties identified in the Town of Halton Hills' Heritage Register (which includes both listed properties and properties designated under Part IV and Part V of the *Ontario Heritage Act*) as well as any yet unidentified cultural heritage resource(s) found as part of the site assessment. The HIA will be based on a thorough understanding of the significance and heritage attributes of the cultural heritage resource(s), identify any impacts the proposed development or site 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 or site alteration.

The HIA shall address the relevant cultural heritage policies contained in the Provincial Policy Statement (2020) and the Town of Halton Hills Official Plan. The HIA should also address appropriate conservation principles, including, but not limited to:

- The Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (2011);
- Ontario Ministry of Culture's Eight Guiding Principles in the Conservation of Historic Properties (2007); and,
- Ontario Ministry of Culture's Heritage Conservation Principle's for Land Use Planning (2007).

WHY IS A HERITAGE IMPACT ASSESSMENT REQUIRED?

An HIA informs the review of a proposed development or site alteration on the site of an identified or significant cultural heritage resource, located in close proximity to a significant cultural heritage resource, or on adjacent lands to a significant cultural heritage resource. The rationale for the requirement to provide an HIA arises from:

- The *Ontario Heritage Act*;
- Section 2(d) of the *Planning Act*;
- Section 2.6.3 of the *Provincial Policy Statement (2020)*; and,
- Part II-A, Section A2.6, Section F5, and Section G12 of the Town of Halton Hills' *Official Plan* (May 2019 consolidation).

WHEN IS A HERITAGE IMPACT ASSESSMENT REQUIRED?

A HIA is required for the following application types for properties identified on the Town of Halton Hills' Heritage Register, including both listed properties and properties designated under Part IV or Part V of the *Ontario Heritage Act*:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Draft Plan of Subdivision; and/or,
- Site Plan Control.

A HIA may be required for the following additional application types, at the request of the Town's Senior Heritage Planner:

- Consent and/or Minor Variance, Building Permit applications, or Demolition Permit applications for any property included on the Town of Halton Hills' Heritage Register;
- Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Site Plan Control, Consent, and/or Minor Variance applications for properties adjacent to a cultural heritage resource; and,
- Heritage Permit Applications for any property designated under Part IV (individual) or Part V (Heritage Conservation District) of the *Ontario Heritage Act*.

WHAT DOES A HERITAGE IMPACT ASSESSMENT CONTAIN?

1. Introduction to the Development Site

- A location plan and aerial photograph identifying the development site;
- A concise written and visual description of identified cultural heritage resource(s) within the development site, located in close proximity to the development site, or on adjacent lands to the development site, identifying significant features, buildings, landscapes, and/or vistas, and including any existing municipal,

provincial, federal, or international heritage recognitions with existing heritage descriptions as available;

- A concise written and visual description of the existing site context, including any nearby heritage properties and their recognition (as above), and any yet unidentified potential cultural heritage resource(s); and,
- Present owner contact information.

2. Historical Research, Site Analysis and Evaluation

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

3. Assessment of the Existing Condition

- A comprehensive written description and high-quality color photographic documentation of the cultural heritage resource(s) in its current condition.

4. Evaluation of Cultural Heritage Value or Interest

- A Statement of Significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by research and analysis of the site, and will follow the provincial guidelines set out in the Ontario Heritage Tool Kit, including Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest.
- 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.

5. Description of the Proposed Development or Site Alteration

- A written and visual description of the proposed development or site alteration, and a description how the development or site alteration is in keeping with the PPS, the Town of Halton Hills Official Plan, and where applicable, Heritage Conservation District Plans.

6. Measurement of Development or Site Alteration Impact

- An assessment identifying any impact(s) the proposed development or site alteration may have on the cultural heritage resource(s). Negative impacts to a cultural heritage resource(s) as stated in the Ontario Heritage Tool Kit include, but are not limited to:
 - Destruction of any, or part of any, significant heritage attributes or features;
 - Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance;
 - Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature or plantings, such as a garden;
 - 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; and,
 - Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource, including archaeological resources.

7. Consideration of Alternatives, Mitigation and Conservation Methods

- 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:
 - 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; and,
 - Reversible alterations.
- 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;

- Recommendations for additional studies/plans related to, but not limited to: conservation; site specific design guidelines; interpretation/commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance; and,
- Referenced conservation principles and precedents.

8. Summary Statement and Conservation Recommendations

- The significance and heritage attributes of the cultural heritage resource;
- The identification of any impact that the proposed development will have on the cultural heritage resource;
- An explanation of what conservation or mitigative measures, or alternative development or site alteration approaches, are recommended to minimize or avoid any impact on the cultural heritage resource; and,
- If applicable, clarification of why some conservation or mitigative measures, or alternative development or site alteration approaches, are not appropriate.

9. Bibliography

- A bibliography listing all source materials used and institutions consulted in preparing the HIA.

10. Report Author Credentials

- The qualifications and background of the consultant who completed the HIA.
- The consultant who completed the HIA must be a member in good standing of the Canadian Association of Heritage Professionals (CAHP).