

## Terms of Reference:

# Documentation and Salvage Plan

Approved by Municipal Council on December 6, 2023, through Resolution Number C299-2023

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### Description:

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”<sup>1</sup> Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”<sup>2</sup>

A Documentation and Salvage Plan (DSP) is a two-part study. First, it records and documents heritage resources under threat of demolition or significant alteration. The purpose is to record cultural heritage resources or parts of heritage resources that are not able to be conserved to keep a permanent record of what will be lost. Second, it identifies parts of the cultural heritage resource that could be salvaged and potentially reused. The Salvage part of the DSP includes how and what will be salvaged, while also providing recommendations for the reuse of those materials. It is the intention of the City that salvaged materials from historic properties have a plan for their reuse.

Documentation prior to demolition and removal is always understood to be a mitigation strategy of last resort. While it does provide a clear, detailed record of a property and/or the structure(s) that were once present, it does not allow for the public to see and interact with the resource in its context. Documentation, when combined with a meaningful and focused approach to salvage and reuse of architectural elements can bring benefits to other conservation/restoration projects. Similarly, when combined with a thoughtful and accessible Heritage Commemoration Plan, the DSP can be a valuable vehicle for sharing information about historic construction materials and practices based on direct recording of a specific resource.

It may be required as part of a planning application where cultural heritage value or interest has been identified for a property subject to the application.

The DSP should be prepared as early as possible after it is known one is required.

### Development Application Stream:

A Documentation and Salvage Plan may be required in relation to the following development applications:

- Official Plan amendments
- Zoning By-law amendments
- Amendments to the Downtown Permit System (DPS)
- Draft Plan of Subdivision
- Site Plan Control
- Consent and/or Minor Variance

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<sup>1</sup> City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, [https://www.brampton.ca/EN/Business/planning-development/Plans-and-Policies/Documents/Official%20Plan/2006%20Official%20Plan/Sept2020\\_Consolidated\\_OP\\_2006.pdf](https://www.brampton.ca/EN/Business/planning-development/Plans-and-Policies/Documents/Official%20Plan/2006%20Official%20Plan/Sept2020_Consolidated_OP_2006.pdf), Section 2.2.

<sup>2</sup> City of Brampton, “Official Plan,” Section 4.10.

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- Demolition permit Applications

A DSP is not required for properties with cultural heritage value that are proposed to be retained in-situ.

### Prepared By:

A Documentation and Salvage Plan must be prepared by qualified professional members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.

### Rationale:

A DSP is required when a property determined to have cultural heritage value or interest is proposed for full or partial demolition. A DSP may be recommended through the Heritage Impact Assessment (HIA) process (see the City of Brampton Heritage Impact Assessment Terms of Reference). However, there are other circumstances where a DSP may be required. Documentation and Salvage is typically recommended when it is determined that it is not possible to retain the cultural heritage resource. Documentation and Salvage is only considered to be a feasible option when all other options for conservation have been demonstrated to have been thoroughly exhausted. The DSP is required to be submitted and approved prior to any demolition or removal of the subject cultural heritage resource and/or its heritage attributes.

If the property under review is on a development site, it is advisable that you discuss your project in advance with Heritage Planning staff during preliminary consultation meetings. Proponents are strongly encouraged to complete a DSP, if required, at the earliest stages of the planning process. A DSP may be required as part of a complete application or as a Condition of Approval.

City Heritage Planning Staff can assist in determining when a DSP is required or encouraged.

### Content:

The DSP must be prepared following these Terms of Reference and relevant Provincial guidance such as the *Ontario Heritage Tool Kit*. Headings from Table 1 (below) shall be used as the general Table of Contents for the DSP. Use a table such as Table 1 to cross reference to relevant appendices – if necessary. The DSP will include the following information (at minimum):

**Table 1: Minimum information to include in a DSP submitted to the City of Brampton**

Content Requirement	Location in the DSP Report
<b>Cover Sheet</b> A separate covert sheet/cover letter	
<b>Executive Summary</b>	

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The DSP must include an executive summary section that includes:	
a. A brief description of the report's scope;	
b. A summary of the reasoning that the resource cannot be conserved and documentation is being pursued;	
c. A summary of the materials to be salvaged and reused.	
<b>1. Introduction</b>	
The introduction to the report must include:	
a. Report Scope;	
b. Property location and a brief description of the heritage resource(s);	
c. Brief description of the cultural heritage value or interest of the subject property;	
d. Brief description of the proposed development;	
e. Summary of why the resource cannot be conserved, and documentation is being pursued;	
f. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that: <ul style="list-style-type: none"> <li>• A Location Map be at a scale sufficient to understand where in the City the Property is located.</li> <li>• A Site Map be focused on the Property and its immediate context/surroundings.</li> </ul>	
<b>2. Cultural Heritage Value</b>	
Briefly Describe the details of the property's cultural heritage value or interest including ownership and property morphology.	
<b>3. Historical Summary</b>	
Include a brief overview of the property history. This can take the form of a summary of information contained in previous reporting such as a Cultural Heritage Evaluation Report (CHER) or Heritage Impact Assessment (HIA).	
<b>4. Documentation</b>	
Documentation of the cultural heritage resource shall include:	
a. Include a property context plan (showing location in the neighbourhood and larger city), a property survey, and a site plan;	
b. Include measured, to scale elevation drawings, floor plans, and a roof plan;	

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<p>c. Include photo documentation of the subject property with all exterior elevations, a photo location reference plan for exterior photos, complete building interior (if safe and accessible), property perspectives including a key plan, any heritage attributes that are not otherwise clearly shown, and property context (ie. Street view of property); and,</p>	
<p>d. Include historic photographs and plans to articulate altered aspects of the resource and make clear how past construction and demolition episodes have shaped the property as encountered today.</p>	
<p><b>5. Salvage</b> The salvage plan component of the DSP shall include:</p>	
<p>a. Identification of Salvageable Material:</p> <ul style="list-style-type: none"> <li>• Identify which materials will be salvaged, including a written description and photo documentation (See attached Salvage Inventory Form Template, below);</li> </ul>	
<ul style="list-style-type: none"> <li>• Identify the significance of the salvaged materials, where relevant;</li> </ul>	
<p>b. Salvage Plan:</p> <ul style="list-style-type: none"> <li>• The report must indicate by who will be undertaking the salvage work and provide a general overview of the planned means of salvage. This must be a contractor or consultant with demonstrated specific training and experience in salvaging heritage materials;</li> </ul>	
<ul style="list-style-type: none"> <li>• If storage of the salvaged materials is required, indicate where that storage will take place, how long the materials are to be stored, a schedule for regular inspections while stored; The proponent should consult with City Staff regarding the nature and location of the items to be stored; and,</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide, as an appendix, an inventory of salvaged materials using the template within the Appendices of this document. This template will be completed during salvage and provided to the City and the storage location.</li> </ul>	
<p>c. Salvaged Materials Use Plan:</p> <ul style="list-style-type: none"> <li>• Explain the proposed use for the salvaged materials (See attached Salvage Inventory Form Template);</li> </ul>	
<ul style="list-style-type: none"> <li>• If the proposed use is within a commemoration piece, note that a Commemoration Plan will be prepared; and,</li> </ul>	

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<ul style="list-style-type: none"> <li>If there is no immediate use available for the salvaged materials, identify types of potential future projects for which the salvaged materials could be used.</li> </ul>	
<p><b>6. Conclusion</b> The DSP must include a conclusion that:</p>	
<p>a. Summarizes the Purpose and scope of the report;</p>	
<p>b. Outlines all recommended salvage efforts;</p>	
<p>c. Recommends the creation of a Commemoration Plan, where appropriate.</p>	
<p><b>7. Professional Qualifications of the Documentation and Salvage Plan author(s)</b> The DSP must include a conclusion that:</p> <p>a. The Documentation and Salvage Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.</p>	
<p>b. The background and qualifications of the professional(s) completed the Documentation and Salvage Plan must be included in the report.</p>	
<p>c. The author(s) must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the Documentation and Salvage Plan is accurate and reflects their professional opinion.</p>	

## Other Applicable By-laws and Codes

The City of Brampton shall not tolerate demolition by neglect. The Minimum Maintenance By-law (Property Standards), Vacant Building By-Law, Ontario Fire Code, the City of Brampton Guidelines for Securing Vacant Heritage Buildings and any other applicable legislation shall be applied in good faith by all landowners with regard to listed and designated heritage buildings. Landowners shall adhere to all specifications and requirements of the applicable by-laws and codes at all times.

## Salvage Inventory Form Template

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<b>Salvage Inventory</b>						
<b>Original Location:</b> <i>Address and Resource Name</i>			<b>Storage Location:</b> <i>Address</i>			
<b>Material Owner Information:</b> <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			<b>Heritage Consultant Information:</b> <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			
<b>Salvage Contractor Information:</b> <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			<b>Storage Location Contact Information:</b> <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			
Item #	Type of Material	Date of Salvage	Date of Storage	Planned Use for Material <i>(indicate if unknown)</i>	Photo of Material	Comments / Additional Details

**Scope and Review Checklist – Staff Use Only**

Content Requirement	Include in Scope? Y / N / Details	Sufficient Detail Included Y / N
<b>Cover Sheet</b> A separate covert sheet/cover letter		
<b>Executive Summary</b> The DSP must include an executive summary section that includes:		
a. A brief description of the report's scope;		
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<p>c. A summary of the materials to be salvaged and reused.</p>		
<p><b>1. Introduction</b> The introduction to the report must include:</p>		
<p>a. Report Scope;</p>		
<p>b. Property location and a brief description of the heritage resource(s);</p>		
<p>c. Brief description of the cultural heritage value or interest of the subject property;</p>		
<p>d. Brief description of the proposed development;</p>		
<p>e. Summary of why the resource cannot be conserved, and documentation is being pursued;</p>		
<p>f. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that:</p> <ul style="list-style-type: none"> <li>• A Location Map be at a scale sufficient to understand where in the City the Property is located.</li> <li>• A Site Map be focused on the Property and its immediate context/surroundings.</li> </ul>		
<p><b>2. Cultural Heritage Value</b> Briefly Describe the details of the property's cultural heritage value or interest including ownership and property morphology.</p>		
<p><b>3. Historical Summary</b> Include a brief overview of the property history. This can take the form of a summary of information contained in previous reporting such as a Cultural Heritage Evaluation Report (CHER) or Heritage Impact Assessment (HIA).</p>		
<p><b>4. Documentation</b> Documentation of the cultural heritage resource shall include:</p>		

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<p>a. Include a property context plan (showing location in the neighbourhood and larger city), a property survey, and a site plan;</p>		
<p>b. Include measured, to scale elevation drawings, floor plans, and a roof plan;</p>		
<p>c. Include photo documentation of the subject property with all exterior elevations, a photo location reference plan for exterior photos, complete building interior (if safe and accessible), property perspectives including a key plan, any heritage attributes that are not otherwise clearly shown, and property context (ie. Street view of property); and,</p>		
<p>d. Include historic photographs and plans to articulate altered aspects of the resource and make clear how past construction and demolition episodes have shaped the property as encountered today.</p>		
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and experience in salvaging heritage materials;		
<ul style="list-style-type: none"> <li>If storage of the salvaged materials is required, indicate where that storage will take place, how long the materials are to be stored, a schedule for regular inspections while stored; The proponent should consult with City Staff regarding the nature and location of the items to be stored; and,</li> </ul>		
<ul style="list-style-type: none"> <li>Provide, as an appendix, an inventory of salvaged materials using the template within the Appendices of this document. This template will be completed during salvage and provided to the City and the storage location.</li> </ul>		
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<p><b>7. Professional Qualifications of the Documentation and Salvage Plan author(s)</b></p> <p>The DSP must include a conclusion that:</p> <p>a. The Documentation and Salvage Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.</p>		
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**Additional Resources:**

- Terms of Reference – Heritage Impact Assessment (HIA)
- Terms of Reference – Cultural Heritage Evaluation Report (CHER)
- Terms of Reference – Heritage Commemoration Plan (HCOMP)
- Terms of Reference – Heritage Building Protection Plan (HBPP)
- Terms of Reference – Heritage Conservation Plan (HCP)