

## Terms of Reference:

# Cultural Heritage Evaluation Report

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 Heritage Conservation Plan (HCP) outlines conservation strategies for an identified cultural heritage resource. The HCP will consider the cultural heritage value and heritage attributes of the property, the condition of its components, and conservation best practices as described by the *Standards and Guidelines for the Conservation of Historic Places in Canada* (as adopted by Policy 4.10.1.8 of the Official Plan). The purpose is to provide the framework for and details of conservation, restoration, and adaptive re-use efforts for a heritage resource that is being retained as part of the redevelopment of a property. The HCP will include a cost estimate for the proposed conservation works for the purposes of determining appropriate project securities.

The *Provincial Policy Statement* - through Policy 2.6.1 and the definition of conserved - permits the establishment of a conservation plan as a requirement through municipal policy. 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.

### Development Application Stream:

A Cultural Heritage Evaluation Report may be required in relation to the following development applications:

- Official Plan amendments
- Zoning By-law amendments
- Mai Street North Downtown Permit System
- Draft Plan of Subdivision
- Site Plan Control
- Consent and/or Minor Variance

### Prepared By:

A Heritage Conservation 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.

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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/City-Hall/Official-Plan/Documents/Sept2020\\_Consolidated\\_OP\\_2006.pdf](https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf), Section 2.2.

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

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### Rationale:

A HCP is required for a property determined to have cultural heritage value or interest where the heritage attributes are proposed for retention *in-situ* or relocation –within or outside their original property—as part of a rehabilitation or development project. A conservation plan will most often be recommended through the Heritage Impact Assessment (HIA) process (see the City of Brampton Heritage Impact Assessment Terms of Reference) when a resource is being conserved as part of a redevelopment of a property. However, there are other circumstances where an HCP may be required. The HCP is required to be submitted prior to any conservation work on 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. The HCP should be prepared as early in the planning process as possible as the report conclusions will inform the decision-making for the project’s conservation and design options and application requirements.

City Heritage Planning Staff can assist in determining when an HCP is required or encouraged. An HCP may be a condition of approval for certain planning applications and will be recommended as part of an HIA or Peer Review of an HIA.

### Content:

A conservation plan must be prepared following these Terms of Reference and in compliance with recognized requirements, such as the *Standards and Guidelines for the Conservation of Historic Places in Canada*, the Appleton Charter for the Protection and Enhancement of the Built Environment, and other recognized heritage protocols and standards. *Headings from Table 1 (below) shall be used as the general Table of Contents for the HCP. Use a table such as Table 1 to cross reference to relevant appendices – if necessary.* The HCP will include the following information (at minimum):

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

Content Requirement	Location in the CHER Report
<b>Cover Sheet</b> A separate covert sheet/cover letter shall accompany all cultural heritage reports submitted to the City.	
<b>Executive Summary</b> The HCP will include an executive summary that includes:	
a. A brief description of the report’s scope;	
b. A brief description of the planned redevelopment of the property;	

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<p>c. A summary of the anticipated impacts of the project proposed conservation and mitigation measures.</p>	
<p><b>1. Introduction</b> The introduction to the HCP must include:</p>	
<p>a. Scope and purpose of report;</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 and its heritage attributes;</p>	
<p>d. Brief description of the proposed development;</p>	
<p>e. 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. Methodology</b> Briefly describe the methodology or approach used to create the HCP.</p> <p>a. Describe conservation principles and guidance documents followed including, but not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Standards and Guidelines for Historic Places in Canada;</i></li> <li>• <i>Ontario Heritage Tool Kit;</i></li> <li>• <i>Appleton Charter for the Protection and Enhancement of the Environment;</i> and,</li> <li>• <i>Eight Guiding Principles in the Conservation of Built Heritage Properties.</i></li> </ul>	
<p>b. Include details on site visit(s), other specialists consulted, and public engagement activities.</p>	
<p><b>3. Cultural Heritage Value</b> a. Describe the details of the property's cultural heritage value or interest;</p>	
<p>b. Include a brief summary of the property history or cross reference to a relevant CHER or HIA with a detailed property history.</p>	
<p><b>4. Development Plan</b></p>	

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<p>Briefly describe the proposed development or rehabilitation and how the cultural heritage resource is to be integrated.</p>	
<p><b>5. Adaptive Reuse</b> Propose future uses of the resource following restoration. Not intended to be exhaustive but should focus on uses that would best compliment the character of the resource and involves the least alteration to the resource.</p>	
<p><b>6. Condition Assessment</b> Thoroughly inventory and describe the resource and its condition using both written and visual descriptions. Each element and defect should be recorded and assessed with descriptions of how it affects and relates to other physical elements of the resource.</p>	
<p><b>7. Required Maintenance</b> Outline the steps to be taken before restoration to ensure that the resource does not deteriorate. This should also document any heritage attributes proposed to be demolished, removed, salvaged, or otherwise irreversibly damaged.</p>	
<p>a. Critical short-term maintenance: Identify critical short-term maintenance required to repair and stabilize the resource to prevent deterioration or loss. Identify the types of professionals that will be required to complete these works.</p>	
<p>b. Short-Term Maintenance &amp; Documentation Plan: As an appendix, outline a short-term maintenance and documentation plan with photo documentation, written descriptions of identified critical maintenance issues requiring immediate attention, and recommended remedies.</p>	
<p>c. Ongoing and Long-Term Maintenance: As applicable, identify any longer-term maintenance and conservation work required to preserve the heritage fabric and attributes on an ongoing basis prior to full restoration. A schedule for routine inspections should be established.</p>	
<p><b>8. Interim Construction Protection Plan</b> The HCP must include an interim construction protection plan that describes (as relevant):</p>	
<p>a. Detail the protection plan for the resource during construction, grading, or other works;</p>	

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<p>b. Provide recommendations for any additional studies or analysis to ensure protection of the resource during construction and other site work (e.g. vibration analysis);</p>	
<p>c. Provide a drawing showing the existing site conditions, location of the resource, the location and type of proposed hoarding, and the location of any proposed protection zones and the nature of those protection zones (e.g. vibration analysis zones, hand dig zones, no vehicle zones). This drawing should be provided to all site personnel and posted in the site office.</p>	
<p><b>9. Security and Inspection Plan</b> The HCP must include a plan that describes security measures and inspection methods and schedules including:</p>	
<p>a. Detail measures that will be taken to secure the site, such as the installation of fencing and securing window openings;</p>	
<p>b. Detail a schedule for security monitoring prior to completion; and,</p>	
<p>c. Establish a schedule for inspection reporting by a CAHP Heritage Professional, including identification of any known issues that must be specifically monitored for deterioration in addition to ongoing monitoring of the resource’s overall condition.</p>	
<p><b>10. Restoration / Rehabilitation Plan</b> The HCP must outline a plan for restoration or rehabilitation of the cultural heritage resource, including:</p>	
<p>a. Detail the restoration and/or replication measures required to return the resource to a higher level of cultural heritage value or interest;</p>	
<p>b. Provide, as an Appendix, drawings and/or plans that sufficiently describe all works proposed in the restoration/rehabilitation plan including a site plan and elevation drawings;</p>	
<p>c. List the qualifications of contractors and tradespeople that will be required to appropriately complete the works.</p>	
<p>d. If a separate Documentation and Salvage Plan has not been required or completed and heritage attributes are to be salvaged as part of the project, fill in the attached Salvage Inventory Form.</p>	
<p><b>11. Implementation Strategy</b></p>	

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<p>Identify key milestones in the restoration/rehabilitation plan and provide an outline of the different phases of restoration that will be completed. This should identify commencement and completion timelines, potential delays, and the maximum period of time that can elapse prior to the condition or integrity of the resource beginning to deteriorate in an irreversible way.</p>	
<p><b>12. Cost Estimates</b>          Briefly summarize the cost estimates for various components of the restoration/rehabilitation plan. Full cost estimate should be included in the appendices.          These cost estimates will be used to inform security amounts for a Heritage Easement Agreement.</p>	
<p><b>13. Conclusion</b>          The HCP must include a conclusion that includes:</p>	
<p>a. Summarize the purpose and scope of the report;</p>	
<p>b. Outline all recommended conservation measures;</p>	
<p>c. Outline all recommended security and temporary protection methods;</p>	
<p>d. Recommend additional studies (if applicable).</p>	
<p><b>14. Appendices</b>          a. Cost estimates for all aspects to determine appropriate securities for the project. If specifics are not available at the time, a general cost per square foot provided by a CAHP Heritage Professional can be included to satisfy this requirement;</p>	
<p>b. Development Plan including a site plan/draft plan of subdivision or relevant drawing to illustrate the full scope of the project;</p>	
<p>c. Short-term Maintenance &amp; Documentation Plan including photo documentation and written descriptions of identified critical maintenance issues requiring immediate attention with a remedy for each.</p>	
<p><b>15. Professional Qualifications of the Conservation Plan author(s)</b>          a. The Conservation 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.</p>	

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<p>b. The background and qualifications of the professional(s) completing the Conservation Plan must be included in the report.</p>	
<p>c. The authors 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 Conservation 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

Salvage Inventory						
<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

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## Scope and Review Checklist – Staff Use Only

Content Requirement	Include in Scope? Y / N / Details	Sufficient Detail Included Y / N
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<b>Executive Summary</b> The HCP will include an executive summary that includes:		
a. A brief description of the report's scope;		
b. A brief description of the planned redevelopment of the property;		
c. A summary of the anticipated impacts of the project proposed conservation and mitigation measures.		
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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)