



*The TOWNSHIP of*  
**NORTH DUMFRIES**

**CULTURAL HERITAGE IMPACT ASSESSMENT  
TERMS OF REFERENCE**

Prepared By: Planning Division  
Development Services Department  
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## 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 undesignated 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:

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