

Development application guidelines

Heritage impact assessment for a built heritage resource

What is the purpose of this?

A *heritage impact assessment for a built heritage resource* is a study to determine the impact of a proposed development on the cultural heritage value of a property, or properties, and to recommend an overall approach to the conservation of the heritage resource(s).

The study will be based on a thorough understanding of the significance and heritage attributes of the cultural heritage resource(s), identify any impact the proposed development or 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.

The *heritage impact assessment for a built heritage resource* will apply conservation principles, describe the conservation work and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal intervention should be the guiding principle for all work.

Who should prepare this?

This analysis will be prepared by a qualified heritage specialist. Applicants may refer to the Canadian Association Heritage Professionals (CAHP) at cahp-acecp.ca, which lists members by their specialization. Please note: not all CAHP members may be qualified to complete a heritage impact assessment.

Consideration will be given on a case-by-case basis to non-CAHP members who have specialization in applicable areas, depending on the types of heritage resources being assessed.

When is this required?

In accordance with the heritage conservation policies in the Livable Oakville Plan, a *heritage impact assessment for a built heritage resource* may be required when a development or redevelopment of property is proposed:

- on, adjacent to, or in the immediate vicinity of, an individually designated historic property;
- within, adjacent to, or in the immediate vicinity of, the boundaries of a Heritage Conservation District; or
- on a property listed on the Oakville Register of Properties of Cultural Heritage Value or Interest.

Why do we need this?

The *heritage impact assessment for a built heritage resource* is required in order to:

- determine compliance with relevant cultural heritage policies
- assist staff with their analysis and report preparation

The rationale for the requirement for the heritage impact assessment arises from: the *Ontario Heritage Act*; Section 2(d) of the *Planning Act*; Section 2.6.3 of the *Provincial Policy Statement (2014)*; Section 5.3.4 of the *Livable Oakville Plan*.

How should this be prepared?

A *heritage impact assessment for a built heritage resource* will contain, but is not limited to, the following information. As each proposal and property is different, the heritage planner will verify which of the following information is required.

Introduction to the Property

- a location plan and current site plan of the property/properties
- a written description of the property, its location and surroundings, including the heritage status of the development site and adjacent properties
- a written description of the heritage attributes of the site, including any significant features, buildings, landscapes and vistas

Research and Analysis

- a comprehensive review of the history of the property's development as documented in pictorial and textual records and as observed in as-found evidence
- a chronological history of the development of any structures, such as additions, removals, conversions, etc.
- an evaluation of the cultural heritage significance of the site in terms of its history, architecture and local context
- the reproduction of any pictorial records found, including relevant maps, atlases, drawings, photographs, permit records, land title records, assessment rolls, etc.

Statement of Cultural Heritage Value or Interest

- a statement of cultural heritage value or interest and description of heritage attributes of the cultural heritage resource(s), in accordance with provincial legislation Ontario Regulation 9/06
- this statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions
- this statement will be written in a way that does not respond to or anticipate any current or proposed interventions to the site

Assessment of Existing Conditions

- a comprehensive written description of the physical condition of the structures on the site, including their exterior and interior
- current photographs of the property, including:
 - views of the area surrounding the property to show it in context with adjacent properties
 - exterior views of each elevation of each building
 - views of the property including all significant landscape features
 - interior views of each room in each building
 - close-up views of all significant interior heritage features

Description of the Proposed Development

- a written description of the development proposal
- a conceptual site plan and conceptual drawings of all building elevations
- description and drawings should note which heritage attribute(s) are considered for retention and which are considered for removal or alteration

Impact of Development on Heritage Attributes

- a discussion of the potential impacts the proposal may have on the site's heritage

attributes

- negative impacts on cultural heritage resources may include:
 - destruction of any, or part of any, significant heritage attribute
 - alteration that is not sympathetic to the heritage attribute
 - shadows created by new development that alter the appearance of or change the viability of a heritage attribute
 - isolation of a heritage attribute from its surrounding environment, context or significant relationship
 - direct or indirect obstruction of significant views or vistas
 - a change in land use which negates the property's cultural heritage value
 - land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource

Considered Mitigation and Conservation Strategies

- 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)
- alternatives and strategies should have consideration for relevant cultural heritage policies (Provincial Policy Statement; Official Plan; Heritage Conservation District Plan, Designation By-law, if applicable)
- recommendations for additional studies to be undertaken related to, but not limited to: restoration specifics, design guidelines, interpretation and commemoration, lighting, signage, landscaping, structural analysis, additional written and photo documentation prior to demolition, long-term maintenance plan

Appendices

- a list of primary and secondary sources consulted
- a summary of the author's qualifications

The study will be submitted in hard copy (2 copies) and in PDF format.

What else should we know?

The Town of Oakville reserves the right to request an independent peer review of a ***heritage impact assessment for a built heritage resource*** at the development proponent's cost. Heritage Planning staff will facilitate peer reviews if deemed necessary by the Director of Planning.

Peer reviews will evaluate the assessments provided in heritage impact assessments. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards (see below), omissions and misrepresentations.

It is expected that the preferred protective and mitigative measures will be consistent with recognized standards for heritage conservation, including:

- The Ontario Ministry of Tourism, Culture and Sport *Standards and Guidelines for Conservation of Provincial Heritage Properties*
- The Ontario Ministry of Tourism, Culture and Sport *Eight Guiding Principles in the Conservation of Historic Properties*
- The Ontario Ministry of Tourism, Culture and Sport *Heritage Conservation Principles for Land Use Planning*

- *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*
- *The Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada*
- *the Appleton Charter for the Protection and Enhancement of the Built Environment*
- *the International Charter for the Conservation and Restoration of Monuments and Sites (the Venice Charter)*

What other resources are available?

Town of Oakville - Heritage Planning Information:

<https://www.oakville.ca/business/heritage-planning.html>

Province of Ontario - Ministry of Tourism and Culture:

<https://www.ontario.ca/page/ministry-tourism-culture-and-sport>

Parks Canada:

<http://www.pc.gc.ca/>

The Appleton Charter for the Protection and Enhancement of the Built Environment:

<https://www.icomos.org/charters/appleton.pdf>

The Venice Charter: International Charter for the Conservation and Restoration of Monuments and Sites:

https://www.icomos.org/charters/venice_e.pdf