

Development application guidelines

Cultural Heritage Evaluation Report

What is the purpose of this?

A **Cultural Heritage Evaluation Report (CHER)** is an independent, professional and objective study to assist the town in determining whether a property, or a collection of properties, has cultural heritage value. It will be considered when determining whether a property is to be recommended to town Council for inclusion as a listed property on the town's Register of Properties of Cultural Heritage Value ('Heritage Register') and/or for designation under Part IV of the *Ontario Heritage Act* (OHA).

A **CHER** includes primary and secondary research, visual inspection, and evaluation against prescribed criteria (Ontario Regulation 9/06) and the preparation of a draft Statement of Cultural Heritage Value and identification of Heritage Attributes.

The **CHER** is the recommended first step in the development application process, and establishes what heritage values and attributes will be conserved when planning for change. The preparation of a **CHER** prior to determining what change may be appropriate enables a resource's significance to be determined at the earliest stages of the development application process. It may also be used to identify heritage resources outside of the development application process, to recognize valued community assets.

In addition to a standalone document, a **CHER** may also be required within a [Heritage Impact Assessment](#). Applicants are encouraged to undertake a **CHER** and submit that to the town prior to the submission of a development application to assist with the conservation of cultural heritage resources as part of the land use planning process.

Who should prepare this?

The **CHER** will be prepared by a qualified heritage specialist who is a Professional member in good standing with the Canadian Association Heritage Professionals (CAHP), who possesses applied and demonstrated knowledge of accepted heritage conservation, historical research and the identification and evaluation of cultural heritage value or interest. CAHP members are listed at cahp-acecp.ca. 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?

A **CHER** may be required when:

- A notice of intention to demolish or a development application is submitted for a property listed under Section 27 of the OHA on the town's Heritage Register
- A notice of intention to demolish is submitted for a property that is designated under Part IV, Section 29 of the OHA
- A development application is submitted for a property that was designated under Part IV, Section 29 of the OHA prior to 2006
- A development application is submitted for a property that was designated under Part V, Section 41 of the OHA prior to 2006

Why do we need this?

The **CHER** is required to:

- Determine compliance with relevant cultural heritage policies
- Assist staff with their analysis and report preparation

The rationale for the requirement for the **CHER** arises from: the *Ontario Heritage Act*; Section 2(d) of the *Planning Act*; Section 2.6.3 of the Provincial Policy Statement (2020); and Section 5.3.7 of the Livable Oakville Plan.

How should this be prepared?

The **CHER** must be impartial and objective, thorough, complete and sound in its methodology and application of *Ontario Heritage Act* evaluation criteria and the *Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada* and be consistent with recognized professional standards and best practices in the field of heritage conservation in Canada and the CAHP Code of Conduct. The **CHER** must include all required information and be completed to the satisfaction of the Director of Planning.

A **CHER** will contain, but is not limited to, the following information. As each proposal and property is different, Heritage Planning staff will verify which of the following information is required.

Owner and Agent Information

- Name and full contact information, including email address(es), of the owner
- Name and full contact information, including email address(es), of any representative or agent acting on behalf of the owner

Introduction to the Property

- Location plan and current site plan of the property
- Legal description and land use designation of the property
- Description of the heritage status of the subject property and adjacent properties
- Written description of the property, location and surroundings
- Written description of the heritage attributes of the site, including any significant features, buildings, landscapes, vistas and archaeological potential

Assessment of Existing Conditions

- 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, including the view from the public realm
 - Exterior views of each elevation of each building
 - Views of the property including all significant landscape features
 - Interior views of buildings, where applicable
 - Close-up views of all significant interior heritage features

Research and Analysis

- Comprehensive review of the history of the property's development as documented in pictorial and textual records and as observed in as-found evidence

- Chronological history of the development of any structures, such as additions, removals, conversions, etc.
- Evaluation of the cultural heritage significance of the site in terms of its history, architecture and local context
- 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

- 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

Appendices

- List of primary and secondary sources consulted
- Summary of the author's background qualifications

The study will be submitted in PDF format.

What else should we know?

The Town of Oakville reserves the right to request an independent peer review of a **CHER** 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 **CHERs**. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, 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 Citizenship and Multiculturalism *Standards and Guidelines for Conservation of Provincial Heritage Properties*
- The Ontario Ministry of Citizenship and Multiculturalism *Eight Guiding Principles in the Conservation of Historic Properties*
- The Ontario Ministry of Citizenship and Multiculturalism *Heritage Conservation Principles for Land Use Planning*
- The Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada*

Town staff contact information

- Town of Oakville - Heritage Planning Information:
<https://www.oakville.ca/business-development/planning-development/heritage-planning/>

