

Development application guidelines

Heritage impact assessment

What is the purpose of this?

A **Heritage Impact Assessment (HIA)** is an independent, professional and objective study to determine the impact of a proposed development on the cultural heritage value of a property, or properties, that are listed on the town's Register of Properties of Cultural Heritage Value ('Heritage Register') or designated under Part IV or Part V of the *Ontario Heritage Act* (OHA). The **HIA** will recommend an overall approach to the conservation of the heritage resource(s), including those that are part of a Cultural Heritage Landscape (CHL).

The **HIA** 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 **HIA** 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.

A [Cultural Heritage Evaluation Report](#) (CHER) may be required within the **HIA** to determine whether a property, or properties, has cultural heritage value.

Who should prepare this?

The **HIA** 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 **HIA** may be required when a development or redevelopment is proposed:

- On, adjacent to, or in the immediate vicinity of, a property that is individually designated under Part IV, Section 29 of the OHA
- Within, adjacent to, or in the immediate vicinity of, the boundaries of a Heritage Conservation District designated under Part V, Section 41 of the OHA
- On a property listed under Section 27 of the OHA on the town's Heritage Register

Why do we need this?

The **Heritage Impact Assessment** 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 **HIA** 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 or it will be considered incomplete.

A **HIA** 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

Introduction of Adjacent Heritage Properties

- Description of the adjacent listed or designated heritage property/properties, including any buildings, structures, landscapes and views and viewsheds
- Written description of heritage attributes of any adjacent property designated under Part IV or Part V of the OHA
- Description of the relationship between the property and adjacent listed and designated heritage properties, including any physical/visual/historical links and differences in topography, architecture etc. The site context should include views and viewsheds, both to and from the subject property.

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
- For CHLs, a comprehensive review of the following general topics:
 - Land use and activities
 - Patterns of spatial organization

- Response to the natural environment
- Cultural traditions
- Chronological history of the development of any structures, such as additions, removals, conversions, etc. or any designed features, including a description of the landscape architect/designer (if known) and the historical style/tradition represented by the original design and/or subsequent alterations;
- 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) as described in the post-2006 Part IV designation by-law, if relevant (attach Part IV by-law to the HIA);
- 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 and designation by-laws
- 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

- 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, where applicable
 - Close-up views of all significant interior heritage features
- For CHLS, a description of the physical elements which together constitute the landscape and their interrelationship:
 - Circulation networks
 - Boundary demarcations
 - Vegetation related to land use
 - Buildings, structures, and other man-made objects or land alterations
 - Settlement clusters
 - Archaeological sites

Description of the Proposed Development

- Written description of the development proposal
- 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

- 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

- 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, Cultural Heritage Landscape Strategy, 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 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*** 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 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 Provincial Policy Statement, 2020
- *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*

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

Town staff
contact
information