

GUIDELINES FOR PREPARING A CULTURAL HERITAGE IMPACT ASSESSMENT

PURPOSE

The purpose of a **Cultural Heritage Impact Assessment (CHIA)** report is to identify and evaluate heritage resources and cultural landscapes in a given area (i.e. “subject property”), and to assess the impacts on the cultural heritage attributes that may result from a proposed development or alteration on the subject property. The CHIA report assists staff in the evaluation of development and heritage permit applications, including the determination of compliance with all applicable cultural heritage policies.

GOOD HERITAGE CONSERVATION PRACTICE

The CHIA report shall be conducted and based on good heritage conservation practice aligned with international, federal, provincial, and municipal statutes and guidelines. This includes (but is not limited to):

- Venice Charter 1964
- Appleton Charter 1983
- Burra Charter 1999
- ICOMOS Charter 2003
- UNESCO’s Recommendation on the Historic Urban Landscape 2011
- Park Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada 2nd Edition
- Ministry of Tourism, Culture and Sport’s Ontario Heritage Toolkit - Heritage Property Evaluation section
- Ministry of Tourism, Culture and Sport’s Eight Guiding Principles in the Conservation of Built Heritage Properties 2007
- Applicable Heritage Conservation District Guidelines

CULTURAL HERITAGE LANDSCAPES

Cultural heritage landscapes include neighbourhoods, landforms, roadways, waterways and other landscapes. These cultural heritage resources are often included on or adjacent to properties identified on the City’s built heritage inventory. Should the proposed alteration or development be deemed to impact the known or potential cultural heritage landscape, as determined by Cultural Heritage staff, the CHIA report requirements for the landscape component shall include the following:

- A site plan drawing/survey of existing conditions (reviewed by a licensed Landscape Architect), including buildings, structures, roadways, driveways, drainage features, trees and tree canopy, fencing, and topographical features of the subject property.
- A written and visual inventory of all elements of the subject property that contribute to its cultural heritage value, including overall site views. For buildings, internal and external photographs and measured floor plans to scale are also required.
- For cultural heritage landscapes or features that transcend a single property, a tree inventory and streetscape measured drawing is required, in addition to photographs of the adjacent properties.

a. Addressing the Cultural Heritage Landscape or Feature Criteria

The CHIA report for a potential cultural heritage landscape must demonstrate how the proposed development will preserve/conservate the criteria that render the landscape a cultural heritage landscape and/or feature. Each cultural heritage landscape and feature includes a checklist of criteria. The CHIA report need only address the checked criteria for the pertinent cultural heritage landscapes or features. Please note, some properties constitute more than one cultural heritage landscape. Criteria include the following:

b. Landscape Environment

1. Scenic and visual quality
2. Natural environment
3. Horticultural interest
4. Cemeteries
5. Landscape design, type and technological interest

c. Built Environment

1. Aesthetic/visual quality
2. Consistent scale of built features
3. Unique architectural features/buildings
4. Designated structures

d. Historical Associations

1. Illustrates a style, trend or pattern
2. Direct association with important person or event
3. Illustrates an important phase of social or physical development
4. Illustrates the work of an important designer

e. Other

1. Historical or archaeological interest and/or value
2. Outstanding features/interest and/or value
3. Significant ecological interest and/or value
4. Landmark value

REQUIREMENTS OF A CULTURAL HERITAGE IMPACT ASSESSMENT

The requirement to submit a CHIA report will be identified by Cultural Heritage staff during the Pre-Application Consultation (PAC) meeting for the proposed development. Cultural Heritage staff will identify the known cultural heritage resources on a subject property that are of interest or concern (based on criteria listed in O.Reg. 9/06). Where there are the potential archaeological resources noted by Cultural Heritage staff (based on available GIS information), an Archaeological Resources Assessment must also be undertaken as an additional study.

The following items are considered the required components of a CHIA report. Additional information may be required by Cultural Heritage staff based on their initial review of the CHIA report.

1. The CHIA report must be prepared by a **qualified heritage specialist**. Refer to the Canadian Association of Heritage Professionals (CAHP) which lists members by their specialization. (<https://cahp-acecp.ca/>)

2. Applicant and owner **contact information**.
3. A **description of the subject property**, both built form and landscape features, and its context including nearby cultural heritage resources. If the requirement for the CHIA is to evaluate potential a cultural heritage landscape, a topographic map will be required within this report.
4. A chronological description of the **history of the subject property** to date and past owners, supported by archival and historical material.
5. A **development history** and **architectural evaluation** of the built cultural heritage resources found on the subject property, the site's physical features, and their heritage significance within the local context.
6. A **condition assessment** of the cultural heritage resources found on the subject property.
7. The **documentation** of all cultural heritage resources on the subject property by way of photographs (interior and exterior) and /or measured drawings, and by mapping the context and setting of the cultural heritage resource. For properties located within Heritage Conservation Districts, include documentation of contributing character attributes regarding massing, mature landscaping and trees and how it contributes the heritage streetscape within the Heritage Conservation District.
8. A **statement of cultural heritage value** if one does not already exist.
 - a. Part IV individually designated properties will have statements provided in the existing City by-law. For older designation statements, a new statement may be requested.
 - b. Part V properties will have an inventory entry that identifies features of interest on the property. Also identify the property's contributing status in the applicable HCD Plan. An updated statement of cultural heritage value that reflects any new information about the property may be requested.
 - c. For non-designated built heritage resources, this statement shall be based on *Ontario Regulation 9/06 – Criteria for Determining Cultural Heritage Value or Interest*.
 - d. For, Cultural Heritage Landscapes and Character Areas, this evaluation should analyze the findings of the possible heritage resource against the policy criteria outlined above in the "Provincial and Municipal Heritage Policies" section.
9. An **summary of the development proposal** for the subject property and the potential impact, both adverse and beneficial, the proposed development will have on identified cultural heritage resources and/or the surrounding heritage conservation district. The proposed alteration and/or development should be assessed to determine how closely it follows the heritage conservation principles as outlined in Sections 6.2.2.6-6.2.2.9 of the Vaughan Official Plan 2010. A site plan and tree inventory/arborist report are required for this section.

Adverse impacts on a cultural heritage resource(s) as stated in the Ontario Heritage Tool Kit include, but are not limited to:

- Destruction of any, or part of any, significant heritage attributes or features;
- Removal of natural heritage features, including trees;
- Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance;
- Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature, or plantings, such as a garden;
- 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 where the change in use negates the subject property's cultural heritage value, and
- Land disturbances such as change in grade that alter soils, and drainage patterns that adversely affect cultural heritage resources.

10. 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). 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
- Allowing only compatible infill and additions
- Reversible alterations

The preferred strategy would be directed at conservation should any impact be discerned. Conservation strategies may include the following:

- A mitigation strategy including the proposed methods
- A conservation scope of work including the proposed methods
- An implementation and monitoring plan

Recommendations for additional studies/plans related to, but not limited to conservation, site specific design guidelines, interpretation/commemoration, lighting, signage, landscape, stabilization, additional record and documentation prior to demolition, and long-term maintenance.

Avoidance Mitigation

Avoidance mitigation may allow the alterations or proposed development to proceed while retaining the cultural heritage resources in situ and intact. Avoidance strategies for heritage resources typically would require provisions for maintaining the integrity of the cultural heritage resource and to ensure it does not become structurally unsound or otherwise compromised. Feasible options for the adaptive re-use of built heritage structure or cultural heritage resources should be clearly outlined.

Where conservation of the entire structure is not feasible, consideration may be given to the conservation of the heritage structure/resource in part, such as the main portion of a building without its rear, wing or lateral addition.

Salvage Mitigation

In situations where cultural heritage resources are evaluated as being of minor significance or the conservation of the heritage resource in its original location is not considered feasible on reasonable and justifiable grounds, the relocation of a structure or (as a last resort) the salvaging of its architectural components may be considered. This option is often accompanied by the recording of the structure through photographs and measured drawings.

Historical Commemoration

While this option is not encouraged and does not conserve the cultural heritage of the subject property or structure, historical commemoration by way of interpretive plaques, the incorporation of reproduced heritage architectural features in new development, or erecting a monument-like structure commemorating the history of the subject property may be considered as a final mitigating solution. This option may be accompanied by the recording of the structure through photographs and measured drawings.

REVIEW / APPROVAL PROCESS

CHIA reports must be completed to the satisfaction of the City. Cultural Heritage staff will review the submitted documentation and determine whether the minimum requirements of the CHIA report have been met and to review the conclusions and recommendations outlined in the CHIA report. Revisions and amendments to the CHIA report will be required if the guidelines are not met. Cultural Heritage staff may meet with the owner/applicant to discuss the CHIA report and recommendations contained therein. CHIA reports that are not completed to the satisfaction of the Cultural Heritage staff will be subject to revision and resubmission and may be subject to critique by peer review (at the expense of the owner/applicant) or a similar process to determine if the report meets recognized standards and practices.

The preparation and submission of a CHIA report may be a required as a condition of approval for Site Development and Draft Plan of Subdivision applications.

Two hard copies plus two digital copies of the CHIA report shall be distributed to the City of Vaughan:

- one hard copy plus one digital copy to the Development Planning Department, and
- one hard copy plus one digital copy to the Urban Design and Cultural Heritage Division

Any questions or comments relating to these guidelines may be directed to the Urban Design and Cultural Heritage Division, Development Planning Department, City of Vaughan.