CULTURAL HERITAGE IMPACT ASSESSMENT
TERMS OF REFERENCE

The Corporation of the Town of Whitby
Planning and Development Department
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Description

A Cultural Heritage Impact Assessment is a study to determine the impact of a proposed development on the cultural heritage value of a property and to recommend an overall approach to the conservation of the heritage resources.

The Cultural Heritage Impact Assessment should:

- be based on a comprehensive 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;
- 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.

This analysis is to be prepared by a qualified heritage specialist. Applicants may refer to the Canadian Association of Heritage Professionals (CAHP) at http://www.caphc.ca, which lists members by their specialization.

The Cultural Heritage Impact Assessment is required in order to determine compliance with relevant cultural heritage policies at municipal, provincial, and federal levels. Furthermore, it assists Town staff in the processing and evaluation of development and heritage permit applications.

When Required

The Cultural Heritage Impact Assessment is required:

- when a development or redevelopment is proposed within the boundaries of a Heritage Conservation District designated in accordance with Part V of the Ontario Heritage Act;
- when development or redevelopment is proposed on, adjacent to, an individual property designated in accordance with Part IV of the Ontario Heritage Act;
• in accordance with the submission requirements for applications to demolish, de-designate, or de-list a property currently included on the Register.

Rationale

The rationale for the requirement to provide a Cultural Heritage Impact Assessment includes:

• the *Ontario Heritage Act*;
• Section 2(d) of the *Planning Act*;
• Section 2.6 of the *Provincial Policy Statement (2014)*;
• Section 6.1 of the Town of Whitby’s *Official Plan*;
• Town of Whitby Site Plan Control By-Law No. 5846-06

Required Contents

A Cultural Heritage Impact Assessment should contain, but is not limited to:

(a) Introduction to Development Site

• a location plan and current site plan of the property;
• present owner’s contact information;
• a concise written description of the property and its location, identifying significant features, buildings, landscapes and vistas;
• a concise written description of the cultural heritage resources located within the site, identifying any significant features, buildings, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property and including existing heritage descriptions as available;
• a concise written description of the context of the property, including adjacent heritage properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential cultural heritage resources.

(b) Background Research and Analysis

• a comprehensive review of the history of the property’s development as documented and observed through archival, historical, archaeological, written and visual records;
• a chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions etc., and referencing substantiated dates of construction;
• an evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the community, and the situation of the site in local context;
• reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.

(c) Statement of Significance

• a statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s), in accordance with provincial legislation Ontario Regulation 9/06 made under the Ontario Heritage Act and referenced in the Ontario Heritage Tool Kit;
• this statement should be informed by current research and analysis of the site as well as pre-existing heritage descriptions;
• this statement should be written in a way that does not respond to or anticipate any current or proposed interventions to the site.

(d) Assessment of Existing Condition

• a comprehensive written description of the physical condition of the structures on the site, including their exterior and interior;
• current photographs of the property taken in accordance with the Photographic Documentation / Recording Guidelines (2011) 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 and exterior heritage features.

(e) Description of the Proposed Development or Site Alteration

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

(f) Impact of Development on Heritage Attributes

• a discussion identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s) and heritage attributes of the site;
• negative impacts on cultural heritage resources may include, but are not limited to:
  ➢ the 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.

(g) Considered Alternatives and Mitigation 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) (see 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.

(h) Recommended Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
  - a mitigation strategy;
  - a conservation scope of work;
  - an implementation and monitoring plan.

- Recommendations for additional studies to be undertaken related to, but not limited to:
  - site specific design guidelines;
  - interpretation and commemoration;
  - lighting, landscaping and signage;
  - structural analysis;
  - additional written and photographic documentation prior to demolition;
  - long-term maintenance.

**Peer Review**

The Town of Whitby reserves the right to request an independent peer review of a Cultural Heritage Impact Assessment at the applicant’s cost. Heritage Planning staff
will facilitate peer reviews if deemed necessary by the Director of Planning and Development.

Peer reviews will evaluate the assessments provided by Cultural 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, omissions and misrepresentations.

**Deliverables**

The Cultural Heritage Impact Assessment is to be submitted in hard copy (2 copies) and in PDF format.