



DRAFT Brooklin Heritage Conservation District Plan

Prepared by: Stantec Consulting Ltd.
Prepared for: Town of Whitby
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Land Acknowledgement

We acknowledge the corporation of the Town of Whitby is located on the Lands of the Great Mississauga Nations who are signatories to the Williams Treaties. These communities include the Mississaugas of Scugog Island, First Nations of Alderville, Beausoleil, Curve Lake, Hiawatha, Chippewas of Georgina Island and Rama. We believe it is important that we learn, and work to reconcile the impact we, and those before us, have had on the original inhabitants.

On behalf of the Town of Whitby, we want to thank them for sharing this land and all its resources.

At the Town of Whitby, our goal is to respectfully share in the responsibility of the stewardship and protection of these ancestral lands and waters and continue towards truth and reconciliation as we move forward as friends and allies with all First Nations, Inuit and Metis people.



Heritage Conservation District Plan Summary

The Brooklin Heritage Conservation District (HCD) is situated within the core of the historic Village of Brooklin, located north of the Town of Whitby's downtown. It includes a commercial core and former Brooklin residential community with a distinct village character. The HCD contains a mix of commercial, residential, and institutional properties including places of worship and a cemetery that reflect a concentration of the remaining historic properties from the rural community of Brooklin. The HCD also contains an urban park in Grass Park and is traversed by Lynde Creek with its associated naturalized vegetation.

For user accessibility, this HCD Plan is divided into three parts and appendices:

- **Part 1: Overview** – including an overview of the HCD Plan, the HCD boundary map, Statement of Cultural Heritage Value or Interest and Heritage Attributes, description of Contributing Properties, and the goals, objectives, and principles of the HCD Plan.
- **Part 2: District Policies and Guidelines** – including policies and guidelines for alterations, additions, new construction and development, demolition, streetscape and landscape for public and private realm, accessibility, sustainability, Part IV Designations, and properties adjacent to the HCD.
- **Part 3: Implementation** – including how the HCD Plan may be implemented and a summary of the HCD Plan heritage permit process, a list of activities where permits are not required, a concluding statement for the HCD Plan, and key sources referenced in the HCD Plan.
- **Appendices:** (A) References, (B) Glossary, (C) Architectural Terminology, (D) Contributing and Non-Contributing Properties, (E) Resources for Property Ownership and Community Members, and (F) Property Sheets.



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This updated Brooklin HCD Plan is protected by municipal By-laws (6085-08 and 6086-08) and any successors there to passed under Part V of the *Ontario Heritage Act*. The purpose of an HCD Plan is to conserve a community's heritage resources by creating policies and guidelines to manage change when alterations, additions, landscaping, streetscaping, or new development occur over time. Changes in the HCD are managed through a system of heritage permits and the guidance of the contents in this HCD Plan.

The principles of this HCD Plan are drawn from heritage best practices and form the basis of the HCD Plan policies and guidelines. These include:

- Preserve the historic context of a building
- Maintain and repair buildings
- Find a viable social or economic use for buildings
- Preserve the traditional setting of the building and its landscape features
- Preserve original decoration and fittings of buildings
- Restore buildings to authentic limits
- Employ traditional repair methods
- Respect historic accumulations
- Make new replacements distinguishable
- Understand the value of a historic place
- Respect documentary evidence
- Design alterations with reversibility in mind



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HCD Plans are not intended to stop all change or ‘freeze’ a place within a specific time period. Rather, they are an important community tool for balancing the ongoing needs for property maintenance and development while conserving the features that define a place and its history. Every HCD is unique and reflects the history and values of a community.

The Executive Summary highlights key points from the report only; for complete information and findings the reader should examine the complete report.



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Acronyms and Abbreviations

ADU	Additional Dwelling Unit
CAHP	Canadian Association of Heritage Professionals
CHER	Cultural Heritage Evaluation Report
CHIA	Cultural Heritage Impact Assessment
CHVI	Cultural Heritage Value or Interest
HCD	Heritage Conservation District
HWAC	Heritage Whitby Advisory Committee
ISA	International Society of Arboriculture
MTO	Ministry of Transportation Ontario
O. Reg.	Ontario Regulation
PPS	Provincial Planning Statement



Part 1

Purpose and Overview



1 Introduction

1.1 Acknowledgements

During the preparation of the updated Brooklin Heritage Conservation District (HCD) Plan, many individuals, groups, and organizations provided valuable information on the community's rich history and their hopes for the future of its heritage. The project team wishes to acknowledge the following for their assistance and input during the project:

- The Town of Whitby (the Town)
- Heritage Whitby Advisory Committee (HWAC)
- Members of the Town of Whitby Council (Council)
- Property owners, business owners, residents and community members who attended public meetings and/or provided input into the project process and reports

1.2 Purpose and Overview of the Heritage Conservation District Plan

In January 2025 the Town retained Stantec Consulting Ltd. (Stantec) to prepare an update to the Brooklin HCD Plan. The purpose of the update is to reflect the current land use and heritage policy context, bring the HCD Plan into conformity with recent legislative changes, and create a more user friendly HCD Plan for the public and staff.

The Town designated the Brooklin HCD under Part V of the *Ontario Heritage Act* in 2008 under By-laws 6085-08 and 6086-08. The Brooklin HCD Plan was prepared by BRAY Heritage, Taylor/Hazell Architects Ltd., and Archaeological Services Inc., who had prepared the HCD Study in 2006. The overall goal of the Brooklin HCD Plan is to conserve the heritage value identified in the Statement of Cultural Heritage Value (see



Part 1, Chapter 2), including the balance of built and cultural heritage landscape elements in the district, while managing compatible new development.

The creation of the Brooklin HCD Study was influenced by development pressures and urban expansion on the Village of Brooklin. The Whitby Local Architectural Conservation Advisory Committee had identified a large number of individual properties within the village for heritage significance. Brooklin was identified as a candidate for an HCD for its historic building stock and small village character, despite the heavy traffic and rapid urbanization influences (BRAY Heritage *et al.* 2006). The HCD Study was adopted by Council in September 2006.

1.3 Format of the Heritage Conservation District Plan

As per Section 4.1 (5) *Ontario Heritage Act*, HCD Plans are required to contain the following content:

- b) a statement of objectives to be achieved in designating the area as a heritage conservation district;
- c) a statement explaining the cultural heritage value or interest of the heritage conservation district;
- d) a description of the heritage attributes of the heritage conservation district and of properties in the district;
- e) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and
- f) a description of the alterations or classes of alterations that are minor in nature and that the owner of the property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42. 2005. c. 6, s. 31.

(Government of Ontario 1990)



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- Appendices: (A) References, (B) Glossary, (C) Architectural Terminology, (D) Contributing and Non-Contributing Properties, (E) Resources for Property Ownership and Community Members, (F) Property Sheets.

1.4 How to Use the Heritage Conservation District Plan

Owners of property within the HCD and the Town are expected to consult the HCD Plan when considering alterations, additions, or demolitions to property within the HCD boundary. New development must also follow the policies of the HCD Plan. The *Ontario Heritage Act* requires that a district plan include a statement of policies that reflect its objectives to maintain and enhance the character of the Brooklin HCD. These policies are contained in Part 2 of this HCD Plan.

The HCD Plan applies to both municipally owned property and privately owned property. When the Town is planning changes on municipal property within the HCD boundary, where applicable municipal Council must review the proposed plans and only approve changes that are in keeping with the character of the HCD. Town staff, Council, and the HWAC are all expected to review and follow guidance in the HCD Plan. Part 3,



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Chapter 18.5 includes a list of exemptions for when Town staff, Council, and HWAC approval is not required.

Property owners and developers of property adjacent to the HCD are not subject to the policies and guidelines of the HCD Plan. However, in accordance with the *Provincial Planning Statement* (PPS), adjacent development may not negatively impact the heritage character of an HCD. Adjacent development must follow the process outlined in Part 2, Chapter 16.

The HCD Plan refers to “sympathetic” changes as those that acknowledge and maintain the identified heritage character of the HCD. Such changes include those that consider original materials, heights, massing, and design elements present within the HCD. The terms sympathetic, complementary, and compatible are used interchangeably in the policies and guidelines when describing modifications related to the heritage character of the HCD. Implications of the Heritage Conservation District Plan

Policies and guidelines of the HCD Plan apply to all properties, public and private, within the designated area. HCD Plans are intended to benefit the Town and community as a long-term strategic planning tool that help manage change in an area by conserving and celebrating local heritage. When implemented diligently, HCD Plans can conserve heritage for future generations and have lasting benefits in a community.

HCD Plans are intended to:

- Create a planning process that respects a community’s history and identity
- Manage change through heritage permit process for certain types of renovation, restoration, and new construction
- Foster an appreciation of a community’s heritage resources
- Protect the integrity of buildings, streetscapes, structures, landforms, and natural features
- Promote cultural tourism



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HCD Plans are not intended to:

- Prohibit new construction or redevelopment
- Cause owners to lose all property rights
- Require that all new construction match a specific historical style
- Make owners require a heritage permit for minor alterations

Above all, it is property owners within an HCD who will be responsible for following policies and guidelines when altering their property or planning new construction. New construction, demolition, and some alterations will require approval of a heritage permit from Council. Minor alterations, such as those outlined Part 3, Chapter 18.3, of this HCD Plan do not require a heritage permit.

It is important to be clear that implementing an HCD Plan does not require property owners to automatically “revert” their properties back to a specific time period, or to undo renovations that have already occurred. The purpose of the Plan is to manage changes going forward in the HCD so that future alterations, additions, and new development are compatible and sympathetic to the area’s heritage character.

It is also crucial to recognize that the HCD contains a wide variety of different property types, uses, and architectural/design influences, resulting from its evolution over the course of over 150 years. The HCD is expected to continue to evolve over time. Not all policies within the HCD Plan will be a perfect fit for every situation, and some alterations, proposals or changes not considered in this plan may need to be considered on a case-by-case basis. Flexibility will be required depending on the nature of the application. It is the responsibility of Town staff, property owners, and Council to apply these policies and guidelines in a consistent, careful, and considered manner, in accordance with the objectives of the HCD Plan. The overall goal is to conserve and enhance the “look and feel” of the HCD character that is experienced in the public realm by supporting change that is compatible with the HCD. There may be many ways to achieve this, using a variety of design approaches, construction methods, and materials.



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Archaeology is outside the scope of the HCD Plan and is managed under Part VI of the *Ontario Heritage Act*.



2 Statement of Cultural Heritage Value or Interest

2.1 Heritage Conservation District Boundary

The Brooklin HCD Boundary is shown on Figure 1. The Brooklin HCD is roughly bounded to the north by Carnwith Drive West/Colston Avenue/George Street, to the west by Montgomery Avenue, to the south by Winchester Road East, and to the east by Queen Street.

2.2 Description of Historic Place

The Brooklin HCD is located in the Town of Whitby, Region of Durham, Ontario, and includes the historic commercial core and adjacent primarily residential streets of the community of Brooklin that was commonly referred to as the Village of Brooklin. The HCD is situated in the former Township of Whitby in the former County of Ontario. The HCD contains a mix of residential and commercial properties, places of worship, and a cemetery that reflect a concentration of the remaining historic properties from the rural community of Brooklin. The HCD also contains Lynde Creek and its associated naturalized vegetation and Grass Park.

2.3 Heritage Value

Design Value

The Brooklin HCD contains a representative collection of mid-19th to early-20th century properties that reflect the growth and development of the community of Brooklin. These properties are concentrated along what is known as the village core of Brooklin along Baldwin Street and adjacent residential streets. Brooklin remained a small rural community until the late 20th century. The province's growth strategy for the Greater Toronto Area led to the expansion of the Village of Brooklin and increased its population. While the HCD contains post-1994 infill, its concentration of mid-19th to early-20th century properties remains intact. The HCD's design and physical value is



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characterized by predominantly low-rise (one to two and one half storeys in height) single detached commercial buildings and residences. The mid-19th to early-20th century architectural character includes examples of Ontario Vernacular, Gothic Revival, Edwardian, Italianate, Colonial Revival, Queen Anne, and Arts and Crafts. These properties reflect the rural village character of the community, particularly in the understated nature of the design of most buildings.

Structures within the HCD are predominantly constructed or clad in red brick. Former wood frame structures have been mostly clad in contemporary vinyl or aluminum siding. Six residential properties on Baldwin Street and Princess Street in the District retain distinctive brick porches with lattice brickwork.

Contextual Value

The Brooklin HCD contains properties that have contextual value for defining, maintaining, and supporting the remaining character of the rural village of Brooklin. The community was surveyed in the 1840s and early 1850s and its irregular layout and lots were influenced by the meandering Lynde Creek and two former plank roads (Baldwin Street and Queen Street). Lynde Creek flows south from the Oak Ridges Moraine and drains into Lake Ontario and defines much of the northern portion of the HCD and bisects part of the village core. Baldwin Street forms the layout of the former plank road between Port Perry and Port Whitby that was constructed in 1846.

At the commercial core of the village, late 19th century commercial properties near the intersection of Baldwin Street and Campbell Street define, maintain, and support the former rural village character of Brooklin. These properties mostly contain stand-alone structures with open space between adjacent properties and structures. To the south, east, and north, mid-19th to early 20th century residential and places of worship properties along Baldwin Street, Cassels Road, Princess Street, Winchester Road East, Way Street, and Colston Avenue also define, maintain, and support the rural village



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character of Brooklin. The streetscapes along these primarily residential streets are enhanced by mature vegetation and landscaped and vegetated lots.

Grass Park is historically, physically, and functionally connected to the village of Brooklin. The irregular triangular lot in the village core was originally the location of the Globe Hotel in the mid-19th century. After the hotel burnt down in 1885, the property was acquired by local mill owner Charles Grass who maintained the property as a park by planting trees and installing picnic tables. The park is historically linked to 3 Cassels Road East, a late 19th century residence constructed for Grass. The park contains a concentration of mature street trees and serves as a community space for Brooklin residents.

Brooklin Pioneer Cemetery (21 Albert Street) is historically linked to the village, as the cemetery was the only burial place in Brooklin for 37 years in the mid to late 19th century. The cemetery was established in 1837 by members of the Methodist Episcopal Church. The cemetery is situated southeast of the village commercial core, on the southside of Albert Street.

Brooklin's HCD contains landmarks of local significance to the community that have distinct design value from adjacent representative properties. The Stephen Mede Thomas House (90 Colston Avenue) is the last remaining example of a grand mid-19th century Gothic Revival residence within Brooklin. The former residence displays a high degree of craftsmanship through its decorative brick and woodwork. The Royal Canadian Legion building (56 Baldwin Street) is representative of a former late 19th century Italianate style hotel, with decorative buff brickwork. The adjacent Balfour Building (58 Baldwin Street) is a unique late 19th century Ontario vernacular store building. When it was constructed in 1881, it was the largest store in the village, and the structure retains prominence in the commercial core through its two and one half storey height and gambrel roofline. Brooklin United Church (19 Cassels Road East) is an example of a mid to late 19th century Gothic Revival church with decorative buff brickwork. The adjacent former Brooklin Mill (25 Cassels Road East) is an example of a mid-19th



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century brick mill structure. The contemporary landmark of the Brooklin Community Centre and Library (6-8 Vipond Road) displays a high degree of craftsmanship through its design and materials that respect the immediate environment of Lynde Creek's watershed and draws on local historic architecture inspiration.

The HCD contains a primary gateway at the intersection of Baldwin Street, Colston Avenue and George Street. The view from this location looking southwest towards the historic commercial core includes a gentle slope in topography down towards Lynde Creek and the bridge spanning the watercourse. From the bridge over Lynde Creek there is a historic view looking west towards the former Brooklin Mill and Brooklin United Church. Views of Lynde Creek and its naturalized vegetation are discernible throughout the HCD from the bridges along Baldwin Street, Way Street, Cassels Road East, Winchester Street East, and from park/open space areas. The naturalized vegetation associated with the creek is also discernible in between buildings to the rear of private properties. The view of Lynde Creek and its naturalised vegetation contribute to the rural character of Brooklin that is distinct from other surrounding areas.

2.4 Heritage Attributes

The following attributes have been identified as reflective of the cultural heritage value or interest (CHVI) of the Brooklin HCD and its rural village character.

Attributes that reflect the HCD's design and physical value:

- The concentration of mid-to-late 19th century and early-20th century residences, commercial properties, places of worship, and Brooklin pioneer cemetery
- Buildings constructed between 1840 and 1929 that are associated with the development of the village of Brooklin
- A range of mid-19th to early-20th century architectural styles associated with the development of the rural village, including Ontario Vernacular, Gothic Revival, Edwardian, Italianate, Colonial Revival, and Queen Anne



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- Architectural details associated with the above-noted styles, including brickwork (quoins, window and door mouldings, brick porches, chimneys) and woodwork (vergeboard, finials, front and wraparound porches, columns, spindles, brackets)
- Brick porches with lattice brickwork on Baldwin and Princess Streets
- Mix of wood frame and brick masonry building construction
- Predominant use of red brick as an exterior cladding material
- Low-rise commercial and residential character between one and two- and one-half storeys in height

Attributes that reflect the HCD's historical and contextual value:

- Rural village character along Baldwin Street comprised of detached commercial structures built to the street line
- Residential structures along Baldwin Street set back from the streetscape to create a small front yard
- Irregularly shaped lots caused by the diagonal street alignment and Lynde Creek
- The irregular triangular lot of Grass Park and its historic association as the first community park in Brooklin
- Brooklin Pioneer Cemetery's historical association with 19th century pioneer families of Brooklin and its physical connection to the rural village core
- Development pattern with generous lots and setbacks on residential properties allowing for a high proportion of landscaped, softscaped, or vegetated area surrounding the buildings
- Gateway view looking southwest along Baldwin Street towards Lynde Creek and the commercial core from Colston Avenue/George Street
- Tree lined streets along Durham Street, Princess Street, and Cassels Road East
- Lynde Creek and its naturalized vegetation that forms a background to the community



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- Views of Lynde Creek from the bridges on Way Street, Baldwin Street, Cassels Road East and Winchester Road East, and from Brooklin Kinsmen Park and the public open space/trails off Way Street
- View of Brooklin United Church and former Brooklin Mill looking west along Cassels Road East from the bridge over Lynde Creek
- Historic and contemporary landmarks including:
 - 90 Colston Avenue (Stephen Mede Thomas House)
 - 41 Baldwin Street (Grass Park)
 - 58 Baldwin Street (Balfour Building)
 - 56 Baldwin Street (Royal Canadian Legion)
 - 6-8 Vipond Road (Brooklin Community Centre and Library)
 - 19 Cassels Road East (Brooklin United Church)
 - 25 Cassels Road East (Brooklin Mill)

2.5 Property Classification and Contributing Properties

The 2006 Brooklin HCD Study prepared by BRAY Heritage, Taylor/Hazell Architects Ltd., and Archaeological Services Inc., rated properties in the inventory with the following classifications:

- No heritage value/significance
- Good or some heritage significance
- Very Good or considerable heritage significance
- Excellent or high heritage significance

These ratings were identified as preliminary and were included to guide future development decisions for the area (BRAY Heritage *et al.* 2006). The HCD Plan included some policies and guidelines that related to these classification systems.



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Part 1 Purpose and Overview – Chapter 2 Statement of Cultural Heritage Value or Interest

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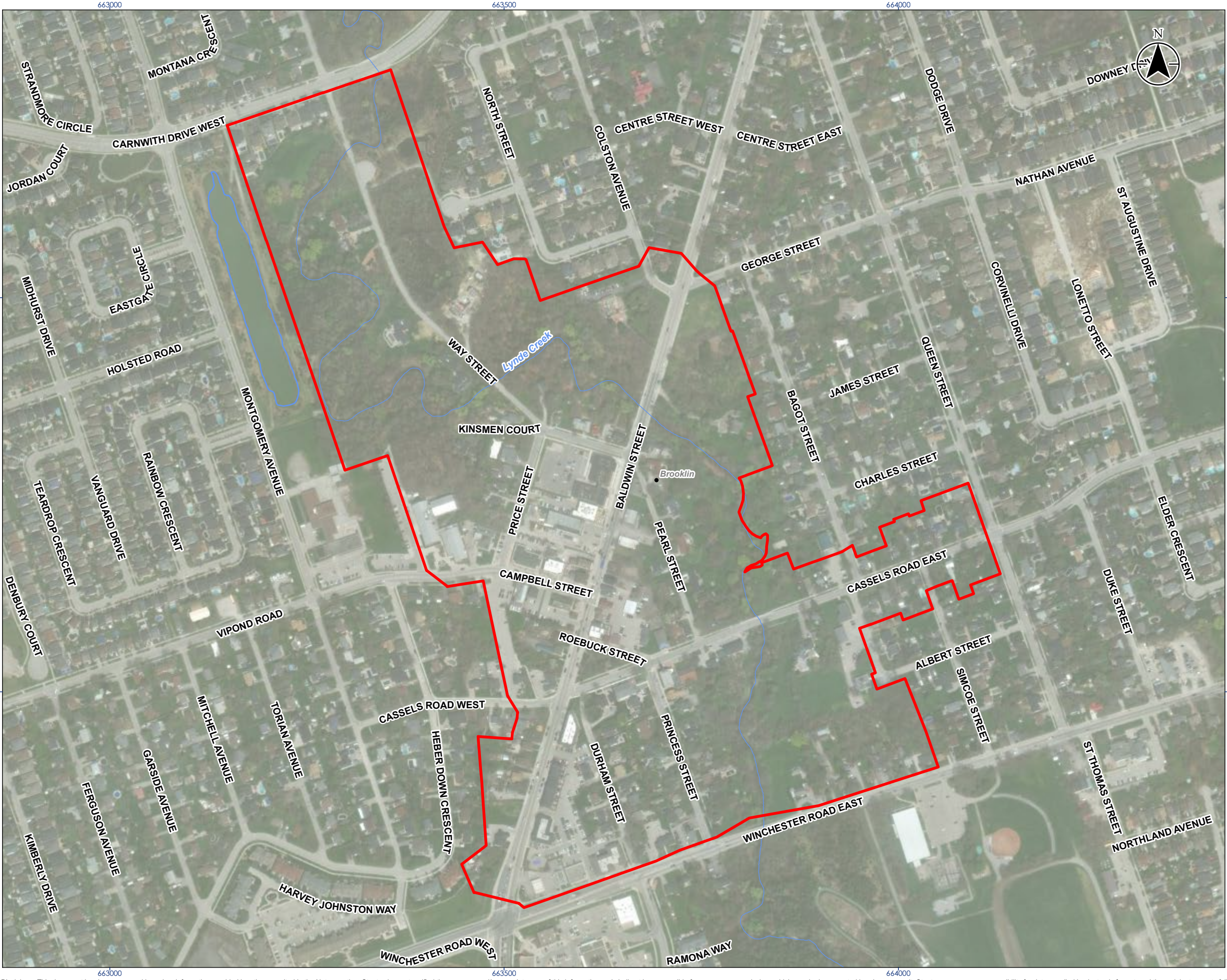
During the HCD Plan update, properties within the Brooklin HCD were evaluated by Stantec according to *Ontario Regulation (O. Reg.) 9/06* to align with the amendments to the *Ontario Heritage Act* that established criteria for the evaluation of an HCD following the prescribed criteria under O. Reg. 9/06. To streamline the classification system, properties were given two classifications: contributing or non-contributing. Figure 2 shows the contributing and non-contributing properties in the HCD.

For the purposes of this HCD Plan, contributing properties contain buildings that directly support the Statement of CHVI and Heritage Attributes of the HCD. Contributing properties meet at least two or more of O. Reg. 9/06. Non-contributing properties may still play an important role in the HCD but may also include buildings that are constructed more recently or have been modified and no longer directly support the Statement of CHVI. In a few cases, changes were made to the classification of buildings from no heritage value to contributing properties as the HCD Plan update process identified these to meet two or more criteria of O. Reg. 9/06.

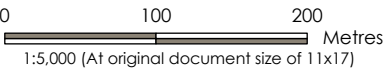
In the Brooklin HCD, contributing properties contain buildings that were constructed from the mid-19th century to the early 20th century and retain historic building fabric or heritage features that distinguish them as older buildings of a particular era, type, or place. Generally, these buildings demonstrate a variety of architectural styles, including Ontario Vernacular, Gothic Revival, Edwardian, Italianate, Colonial Revival, Queen Anne, Colonial Revival, and Arts and Crafts. They also share a similar height between one to two- and one-half storeys and are clad in brick. Many of these contributing properties contain buildings are historically associated with the rural history of the village and its later incorporation into the Town of Whitby.



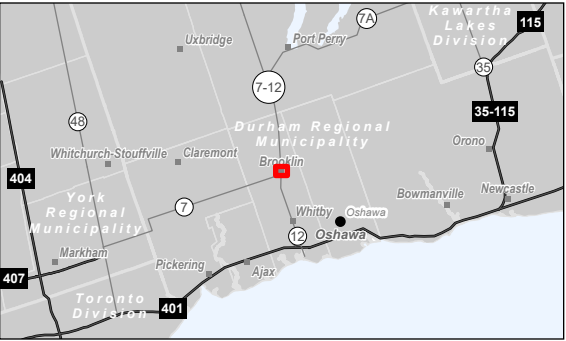
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Revised: 2025-05-13 by: moolemi



- Legend
- Heritage Conservation District Boundary
 - Watercourse (Permanent)
 - Waterbody



- Notes
1. Coordinate System:NAD 1983 UTM Zone 17N
 2. Contains information licensed under the Open Government Licence – Ontario, and the Open Government Licence - Canada, accessed 2025
 3. Orthimagery © Maxar. Date of Imagery, Unknown.

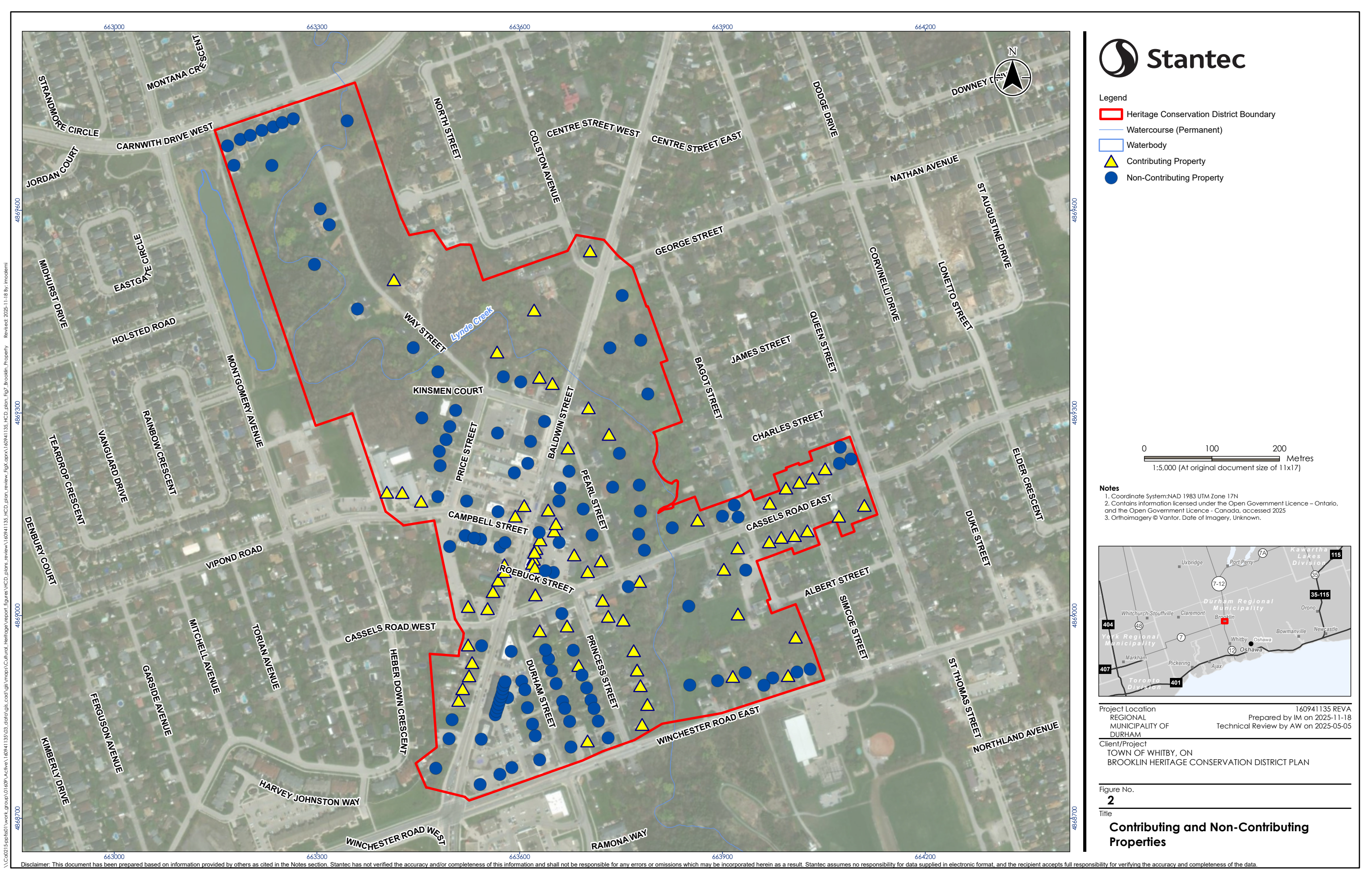


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REGIONAL Prepared by IM on 2025-05-13
MUNICIPALITY OF Technical Review by AW on 2025-04-07
DURHAM

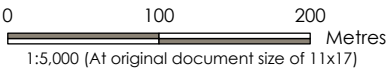
Client/Project
TOWN OF WHITBY, ON
BROOKLIN HERITAGE CONSERVATION DISTRICT PLAN

Figure No.
1

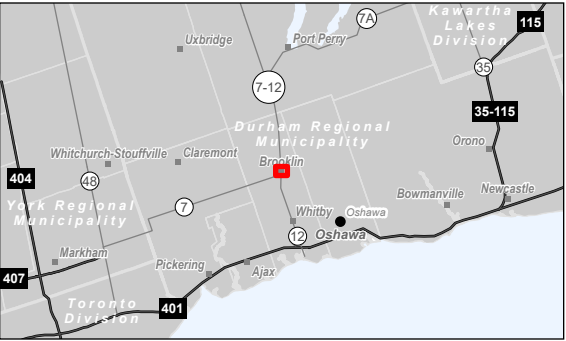
Title
HCD Boundary



- Legend
- Heritage Conservation District Boundary
 - Watercourse (Permanent)
 - Waterbody
 - Contributing Property
 - Non-Contributing Property



- Notes
1. Coordinate System:NAD 1983 UTM Zone 17N
 2. Contains information licensed under the Open Government Licence – Ontario, and the Open Government Licence - Canada, accessed 2025
 3. Orthoimagery © Vantor, Date of Imagery, Unknown.



Project Location REGIONAL MUNICIPALITY OF DURHAM
Client/Project TOWN OF WHITBY, ON
BROOKLIN HERITAGE CONSERVATION DISTRICT PLAN

Figure No. 2
Title Contributing and Non-Contributing Properties

3 Heritage Conservation District Plan Goals, Objectives, and Principles

3.1 Goals and Objectives

The goals of the HCD Plan are to provide a framework for decision-making in the HCD and to manage change in a way that is compatible with the heritage character of the area. To achieve these goals, all Town and Council decisions related to alterations, additions, new construction, and demolition in the HCD should align with the following objectives:

Built Heritage

- Maintain and enhance the rural and village like character of the HCD containing contributing properties from the mid-19th to early 20th centuries
- Maintain and preserve the existing historical architectural styles and influences including Ontario Vernacular, Gothic Revival, Edwardian, Italianate, Colonial Revival, Queen Anne, and Arts and Crafts structures.
- Maintain and enhance the historic materials and individual characteristics of contributing properties, including brickwork (quoins, window and door mouldings, brick porches, chimneys) and woodwork (vergeboard, finials, front and wraparound porches, columns, spindles, brackets, windows, and doors)
- Retain the heritage building fabric, building profiles, and traditional façade arrangements when considering adaptive re-use
- Replace unsympathetic additions or alterations to contributing properties with compatible replacements in accordance with the policies and guidelines of the HCD Plan
- Support the use or adaptive re-use of contributing properties within the HCD to avoid vacant buildings, mothballed structures, and demolition by neglect.



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Landscape and Streetscape

- Maintain and enhance mature vegetation in the HCD on public and private property, including the implementation of succession planting
- Maintain and enhance views in the HCD, including the gateway view looking southwest along Baldwin Street from Colston Avenue/George Street, views of Lynde Creek from bridges and parks/open spaces/trails, and the view of Brooklin United Church and former Brooklin Mill looking west along Cassels Road East.
- Maintain the historic irregular layout of the village, including the diagonal layout of Baldwin Street with the commercial core and adjacent residential streetscapes.
- Maintain and preserve the role of Cassels Road West/East as a collector road crossing at Baldwin Street and its mixed historic character including residential, commercial, institutional, and park space.
- Maintain and enhance mature street trees and trees in front, side, and rear yards, and street trees.
- Maintain and enhance pedestrian access to Lynde Creek.

New Development

- Maintain and enhance the historic development pattern consisting predominantly of low-rise, single-detached structures fronting the streetscape, with open space between adjacent properties and structures.
- Maintain and enhance the main street character of Baldwin Street by locating buildings and storefronts close to the public sidewalk to reinforce the street edge and with primary doors and windows facing the public sidewalk.
- Allow redevelopment only when it is compatible and complementary to the HCD character
- Avoid the loss or demolition of heritage attributes or contributing properties within the HCD



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- Follow a unified, sympathetic streetscaping approach for the HCD on Town-owned lands and those subject to redevelopment proposals that enhances the character of the HCD

Community Support

- Collaborate with property owners and business owners to encourage and provide incentives for the conservation, restoration, and appropriate maintenance of contributing properties
- Promote the history and local community pride in the HCD through compatible public art, commemorative/interpretative devices, or local tours
- Collaborate with business and property owners in the HCD to maintain a progressive and competitive business environment while conserving the heritage attributes of the HCD

3.2 Principles

The principles of an HCD Plan are drawn from heritage best practices established at the provincial, federal, and international levels through guiding documents and charters.

The principles outlined in this report are derived from the 1964 Venice Charter (International Council on Monuments and Sites 1964), the 2007 *Eight Guiding Principles in the Conservation of Built Heritage Properties* (Government of Ontario 2007), and the 2010 *Standards and Guidelines for the Conservation of Historic Places* (Parks Canada 2010). The following principles form the basis of the HCD Plan policies and guidelines:

- **Preserve the historic context:** A heritage building represents the individuals and periods from history with which it has been associated. The building records the original designer's and builder's intentions as well as the historic forces that were at play when it was constructed. Subsequent alterations to the building also record the historic context at the time of the alterations and should be considered when planning restorations, alterations, or redevelopment.



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- **Maintain and repair:** All buildings require some continuous methods of conservation as they are exposed to the constant deteriorating effects of weather and wear from use. Owners are encouraged to undertake appropriate repair and maintenance activities for heritage properties.
- **Find a viable social or economic use:** Buildings that are vacant or underutilized come to be perceived as undeserving of care and maintenance regardless of architectural or historic merit. Council and staff should actively encourage and support appropriate forms of adaptive reuse when necessary to preserve heritage properties.
- **Preserve traditional setting:** A building is intimately connected to its site and to the neighbouring landscape and buildings. Land, gardens, outbuildings, and fences form a setting that should be considered during plans for restoration or change. An individual building is perceived as part of a grouping and requires its neighbours to illustrate the original design intent. When buildings need to change, there is a supportive setting that should be maintained.
- **Preserve original decoration and fittings:** Each building within the HCD that is linked to the history of the village of Brooklin contains elements and details of an intimate and smaller scale that define this association. The original exterior decorations such as woodwork and brickwork are all subject to weathering and the whim of style. Resist the urge to remove or update these features or to replace them with poor reproductions of the originals. Their form and materials are an inextricable part of the original design and should enjoy the same respect as the whole building. Where practical, fittings and equipment should be preserved or re-used.
- **Restore to authentic limits:** Do not include embellishment to a restoration by adding details/decorations that would not have been part of the history of the building's history.



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- **Employ traditional repair methods:** Deteriorated elements and materials that cannot be salvaged should be repaired or replaced with the same materials and inserted or installed in a traditional manner. In some cases, some modern technologies result in better and longer lasting repairs than traditional methods and should be employed if proven to be an improvement.
- **Respect historic accumulations:** A building is both a permanent and a changeable record of history. The alterations that have been made since the original construction also tell part of the history of the place and the building. Some of those alterations may have been poorly conceived and executed and research may determine that they can be removed. Other alterations and additions may have merits that warrant incorporating them into the permanent history of the building. In many cases, it is unnecessary to fix a point in history as the target date for restoration. It is more appropriate to aim for a significant period in the history of the building and be flexible in accommodating more recent interventions that are sympathetic and have improved the historical or functional nature of the building.
- **Make new replacements distinguishable:** The construction eras and historical progression should be self-evident. Although new work should be sympathetic to the original and match or mimic as appropriate, it should not attempt to appear as if built as part of the original.
- **Understand the value of a historic place:** Refer to the heritage value and character defining elements to understand the significance of the HCD and to guide appropriate change.
- **Respect documentary evidence:** When repairing, restoring, or rehabilitating historic buildings or features, rely on documentary evidence such as historic photographs, drawings, or physical evidence where available. Avoid restoring based on conjecture.



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- **Design alterations with reversibility in mind:** When making additions or alterations that may cover, obscure, or remove original materials, consider methods that could be reversed in the future to retain the original features, materials, and/or character.



Part 2 District Policies and Guidelines



4 Overview

The policies in Part 2 reflect the HCD's Plan objectives to maintain and enhance the character of the Werden's HCD. Policies clearly explain what changes are appropriate and are intended to directly support the goals and objectives of the HCD. It is the responsibility of Town and Council's to make decisions that are consistent with HCD policies. Policies are clearly indicated using phrases with words such as "shall," "must," or "will."

Guidelines are based on heritage best practices and are intended to provide considerations and approaches for changes in keeping with the HCD's character and objectives. They support the policies and decision making process for changes. The provision of guidelines in this plan allows the Town and Council to be flexible in their approaches to heritage permits and decisions in the HCD, where appropriate. Guidelines can be applied on a case-by-case basis.

The following policies and guidelines are supplemented by architectural terminology in Appendix C and Plate 1, to assist the user with an understanding of architectural terminology. The following illustration provides an overview of frequently used terms in this HCD Plan, and their location on a sample historic residential building.



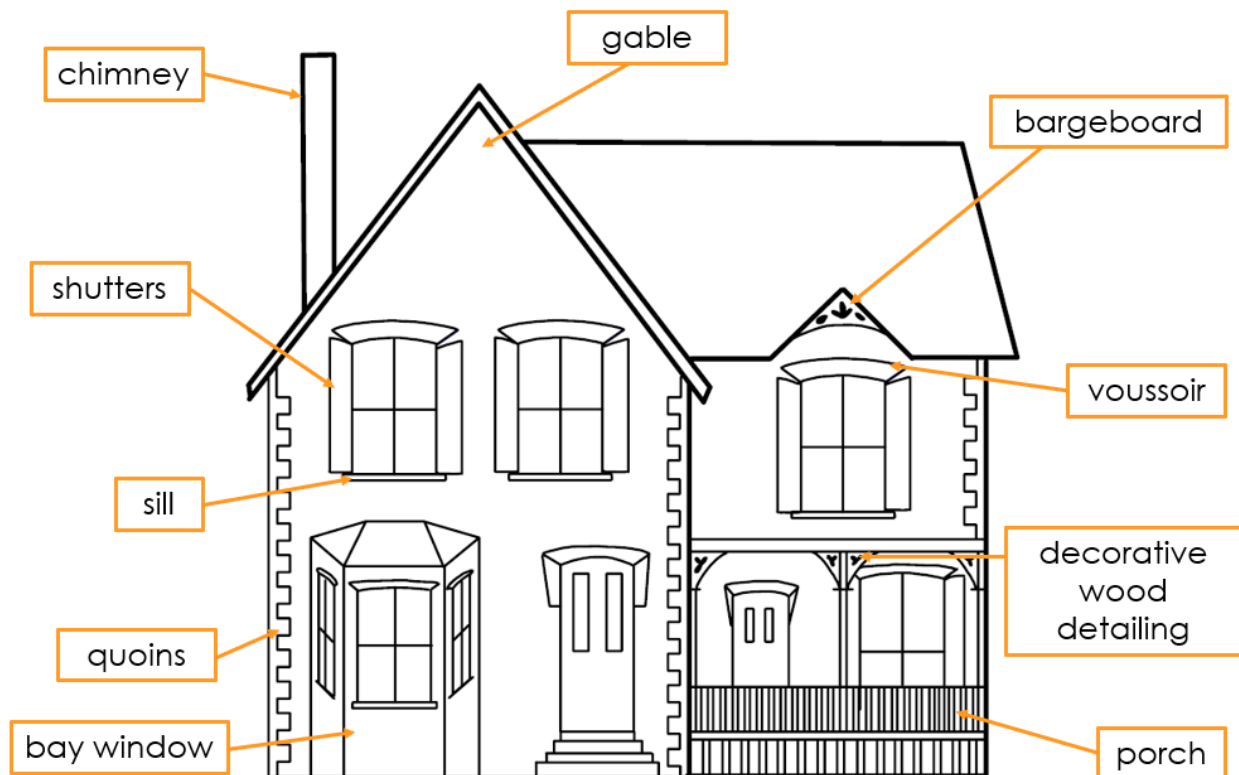


Plate 1 **Common architectural components found in the Brooklin HCD**

5 Alterations

5.1 Maintenance

Maintenance is crucial to the preservation of buildings in the HCD. Guidelines for the preservation and restoration are based on the *Standards and Guidelines for the Conservation of Historic Places* (Parks Canada 2010). General Maintenance guidelines can be found in Appendix E. Demolition by neglect (the act of allowing a building to slowly decay through lack of maintenance or vacancy, leading towards a request or requirement for demolition) is strongly discouraged.

Policy

- Buildings shall be maintained to property maintenance standards of the Town's Property Standards By-law and any successors there to as it applies to all properties within the municipality.

Guidelines

- Undertake regular maintenance and upkeep of the building exterior as the appearance of these buildings and their visible exterior condition can greatly benefit and impact the overall character. Regular maintenance and repairs of historic features and materials can enhance their longevity and avoid costly replacements in the future.
- Conduct regular maintenance on the building(s) as needed, including side and rear elevations where visible from the public realm.

5.2 Places of Worship

The HCD contains places of worship, an inclusive term that includes churches or other built places of assembly for religious purposes. Under Section 33 of the *Ontario Heritage Act* a streamlined process for alterations for buildings designated under Part IV of the *Ontario Heritage Act* that used for religious practices exists to assist places of worship as they are



in general challenged with covering operating, maintenance, and capital costs for their large and ornate buildings. Part 3, Chapter 18.3.1 provides an overview of this streamline process for properties within the HCD that are also designated under Part IV of the OHA. Within the HCD, preventive conservation is recommended for places of worship to reduce large repairs and conserve their heritage value for future generations.

Policies

- Conduct routine condition monitoring including structural materials (i.e. foundations, masonry, roofing), accessibility, safety, and security systems, and exterior property issues (i.e. drainage, signage, and parking)

Guidelines

- Property owners are encouraged to develop a Conservation Plan for their place of worship. This is a practical guide for carrying out routine maintenance and repairs, as well as planning for short- and long-term alterations.
- Property owners are encouraged to engage qualified specialists to assist in alterations and additions, such as a heritage specialist or architect, or a building specialist or engineer.



5.3 Roofs

The roofline of the streetscape in Brooklin HCD is not uniform but properties are of similar heights between one to two and one half stories (Photo 1). The roof is an important character defining element of a historic building, and they are most important when visible from street level. Original roofing may have been wood shingles, slates, or sheet metal roofing. Very few of the original roof materials remain and asphalt shingles are the dominant roof materials in Brooklin HCD. Elements of the roof assemblies include: chimneys, parapets, gutters, gables, eaves, dormers (Photo 2), soffits and fascia, and components such as the cladding, substructure, insulation, vapour controls, flashing, and ventilation. Roofs are particularly exposed to the elements more than any other part of the building and their maintenance is critical.

Policies

- Alterations shall conserve, maintain, and restore character defining roof features (e.g. chimneys, eaves, dormers, etc.) and original historic roofing materials.
- Alterations shall maintain the original roof shape of the building (e.g., flat, gabled, hipped, gambrel, etc.) and maintain the original pitch (high pitch, medium pitch, low pitch).
- Replace roofing materials on an as-needed basis. Contemporary materials (asphalt shingles, metal, or composite roofing) are appropriate.
- New rooftop elements such as mechanical equipment, penthouses, and other rooftop elements shall be set back from the façade line so that the new features are not visible from street level.
- Design new dormers such that the dormer does not become a dominant feature on a roof. The design of new dormers should consider the style, proportions, window openings, and materials of historic dormers in the HCD.
- Protect and maintain rooftop features by ensuring that water is properly drained through gutters, downspouts, and roof drains.



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- Repair based on historical evidence or replace in kind or with sympathetic materials when roof materials are deteriorated.

Guidelines

- Consider neutral roofing material colours (grey, black, brown) for roof pitches visible from the street.
- Consider colours for gutters, downspouts, and roof drains in neutral tones or colours that complement the colour of the structure and its existing elements.
- Dormers may be added to a roofline, if their scale, composition, and materials are compatible with the roofline and the architectural style of the building, as well as the character of the HCD.



Photo 1 **Roof shapes in the HCD from top left to bottom right: gable, hip, gambrel, cross gable, flat, and irregular**





Photo 2 Examples of dormers within the HCD, including from top left to bottom right: gable, hip, eyebrow, shed, and wall gable

5.4 Façade Pattern

Façade patterns are the vertical and horizontal patterns created by architectural elements in the main or key elevations of the properties, such as windows, doors, massing, form, and heights. Façade patterns within the HCD include cohesive use of materials, setback, heights, and massing that together capture a visual representation of the historical development of the village of Brooklin from the mid-19th to early 20th centuries (Photo 3 and Photo 4).

Policies

- The original size and location of historic windows shall be maintained. If interior room configurations are changed, avoid visual changes that affect the exterior façade.
- Do not cover up or build in existing openings that could result in “blank walls” with no window and door openings.

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- Alterations shall maintain and restore existing architectural elements that divide and break up the façade into smaller sections: Retaining the original form of one to two and one-half storey residences is critical to the HCD’s heritage character.
- Existing front porches shall be maintained and restored, where feasible.
- Do not change the existing façade arrangements by removing and altering architectural elements.

Guidelines

- Preserve and restore historic materials wherever possible. Should there be part of the building that is beyond repair and cannot be restored, use materials and forms that restore by existing evidence or replace in kind or with sympathetic materials.
- Attempt to avoid making imitations based on conjecture rather than evidence in documents or existing building elements.



Photo 3 **Cohesive setbacks and heights of residences along Cassels Road East**





Photo 4 Cohesive setbacks, heights, and rooflines along Way Street

5.5 Brick and Masonry

Most buildings in the Brooklin are constructed or clad with red brick, some with buff brick detailing seen in corner quoins, decorative banding, and window and door voussoirs (Photo 5). There are only a few buff brick buildings in the HCD. Brick was a common construction material in the mid-19th to early 20th centuries in the Town. It was used for structural construction, cladding/veneer, and decoration. As a heritage attribute of the HCD, brick plays an important visual role in contributing to the district's sense of time and place.

Policies

- Do not cover brick or masonry construction or cladding with over-cladding (such as vinyl or aluminum siding, stucco, or External Insulation Finishing Systems).
- Unpainted brick or masonry surfaces shall not be painted with acrylic paints as they create a non-permeable coating that does not allow for moisture to dry through the brick and can cause damage over time. Brick that has previously been painted may be repainted, or paint may be removed with gentle stripping methods.
- Clean masonry with gentle techniques where original brick has been heavily soiled, has graffiti, or paint that is damaging to the masonry. Masonry cleaning can be damaging to the material, so it is recommended that cleaning is done only when necessary.



- Abrasive cleaning methods, such as sandblasting, sanding disks, and grinders shall not be used as they clean by removing a small portion of the brick surface and permanently damage the material. Cleaning methods recommended for brick are water cleaning (the gentlest cleaning method) and chemical cleaning. Examples of cleaning with water are low pressure water cleaning and using detergents. When cleaning with water keep in mind freezing temperatures and time needed for brick to dry. Moisture is masonry's biggest challenge. The freezing of water under the surface of the brick will cause spalling.
- Alterations shall maintain and restore brick masonry by using appropriate techniques for repointing and using compatible mortar. Older buildings use high lime content mortar, which is weaker than contemporary Portland cement mortar. Using appropriate mortar will prevent further deterioration. For more information on mortar type and mortar strength refer to Appendix E.
- Appropriate mortar shall be selected when repointing historic masonry. The mortar in masonry assembly is the sacrificial element, being the weakest in strength. Mortar strength should be appropriate to the brick so that all the thermal expansion happens at the mortar joints first. For more information on mortar type and mortar strength refer to Appendix E.
- Alterations shall use materials that are similar in kind, colour, strength, and durability when using mortars and masonry units to replace existing deteriorated units. Using materials that are incompatible can cause more damage in the long term.
- Structural damage shall be repaired before repointing. Structural cracks may be letting in the moisture that is eroding the mortar.
- Do not use power tools to remove old mortar. They can damage the weather-resistant skin of the brick and cause future deterioration of the wall.



Guidelines

- Undertake repointing early in the year to allow mortar to dry and cure before cold weather sets in.
- Refer to Chapter 4.5.3 of the *Standards and Guidelines for the Conservation of Historic Places*, available online, for in depth information about masonry restoration (Parks Canada 2010).



Photo 5 **Examples of historic red brick with buff brick detailing in the HCD**

5.6 Exterior Materials

5.6.1 Cladding

Aside from the predominant brick exteriors in the HCD, the neighbourhood also contains structures that have been clad with stucco, wood, and contemporary materials (i.e. vinyl, aluminium) (Photo 6).

Over-cladding is the covering of original or historic materials with modern materials. When covering historic materials, important architectural elements of the building are hidden. Often, over-cladding is done with the purpose of creating a more modern look to the façade but results in mismatching materials that are not in harmony with the surrounding buildings. Sometimes over-cladding designs are done with the end goal of creating a “blank façade wall” which is undesirable as it does not relate to the street and the passerby.



Over-cladding is not an appropriate substitute for maintenance. Covering up deteriorated façades does not solve the problem of regular maintenance and may inadvertently create more serious problems such as rotting, rusting, cracking, and spalling of brick and deterioration of mortar joints, which can cause serious structural issues. To properly maintain a historic building, over-cladding should be avoided and existing overclad materials should be removed.

Policies

- Do not over-clad historic or complementary cladding materials such as brick, stone, or wood.
- Do not cover up historic elevations and elements with materials that do not complement the HCD, drastically change the look of the building, damage the historic materials, and/or create “blank walls”.
- Removal of over-cladding (such as vinyl or aluminum siding installed over historic brick or wood cladding) is permitted. Care should be taken during removal to identify the presence of historic materials beneath that may change the course of a heritage permit.
- New or replacement cladding shall be visually and physically compatible with the character of the HCD, such as brick, stone, or wood cladding, particularly on the front (street-facing) façade of the building. Materials such as “hardie board” siding, aluminum, and vinyl siding may be permitted on a case-by-case basis where consistent with the building’s type, age, style, and other materials. Exterior Insulation Finishing System is prohibited on front and street facing façades, as it is not sympathetic to the HCD character.



Guidelines

- Select materials that are complementary to the character of the HCD when renovating exteriors. It is recommended to use materials already commonly found in the HCD such as red brick as a dominant material.
- Remove existing over-cladding to reveal, repair, restore, or appropriately replace historical elements underneath.
- Remove over-cladding in sections such that if removal of all over-cladding is not possible, keep remaining over-cladding in place with the intention of removing it in future.
- Complement the character of the HCD on side elevations visible from the public realm regarding material type, and proportion of material (e.g., brick/masonry or siding sizes compatible with surrounding buildings), and colour.
- Choose a cladding colour or paint scheme that complement the existing colours of buildings in the HCD, based on a historic colour collections or neutral shades that complement the historic character (see the External Paint policies and guidelines in Part 2, Chapter 5.6.2). Overly bright or neon colours shall not be used.



Photo 6 **Examples of wood siding (left) and stucco (right) in the HCD**

5.6.2 Paint

Traditional oil-based paint such as linseed oil paint were used historically. When applied properly, oil-based paints are long-lasting as they are absorbed into surfaces, thus allowing them to penetrate and the materials to breathe. Contemporary oil-based and hybrid oil-based paints that function similarly and are available from various companies.

Mineral based paints are appropriate for surfaces such as brick, stucco, metal, etc. Mineral based paints work like a stain rather than paint. They are long lasting, allow surfaces to breathe, but do not create an impermeable layer which keeps moisture from drying out.

Acrylic based paints are readily available and used prominently today and have improved in quality since their introduction. Keep in mind that acrylic paint may create a film on top of the surface it is painted on, sealing it and making the material unable to dissipate moisture. This can create rot, mold, or other environmental concerns if not applied or maintained properly.

When selecting an exterior paint colour that complements the historic character of the HCD, there are some paint companies that have historical colour collections that are based on traditional North American colours used over the past three hundred years. These include:

- Benjamin Moore's Historical Collection, inspired by 18th and 19th century architecture found throughout North America.
- Sherwin-William's Historic Collection is subdivided into historic eras, i.e. Victorian, Arts and Crafts, etc.
- Dulux's Heritage from the United Kingdom, that may be able to be colour matched by Dulux in Canadian stores. The line was developed by a paint historian and inspired by periods of historical significance between 1714-1939.



Policies

- Brick or masonry surfaces shall not be painted as it prevents the proper drying of the brick and ultimately damages the masonry. Paint may only be applied where deterioration of the masonry leaves no other choice. Paint must be vapour-permeable (breathing-type) to prevent deterioration.
- Alterations shall involve a paint scheme that complements the existing colours of the HCD, based on a historic colour collections or neutral shades that complement the historic character. When selecting an exterior paint, check with paint companies that provide a historical selection that would be complementary in an HCD or use shades similar to those identified in historic colour palettes.

Guidelines

- Painting with colours that do not complement the character of the HCD, such as overly bright or neon colours, should be avoided. Consider cohesive color schemes. Paint can have a dramatic effect on the building, highlighting different elements such as windows, trim, sculptural detail, etc.
- Consider identifying original paint colours, if desired. For owners who would like to determine the original colour of their building and have the financial means, a paint analysis can be conducted. For owners who are on a budget and want to find a close match to the original paint colour, it is advisable to peel off a small area of paint in an inconspicuous area of the building for matching.
- Consider consulting a heritage masonry specialist for exterior brick surfaces that have been already painted to determine whether to repaint peeling paint or remove paint completely (see Appendix E for further information regarding heritage professionals).
- Consider consulting a professional painter or paint company representative to determine what type of paint (oil, mineral, acrylic) is the best fit for your project, depending on the material, its location, and physical properties.



5.6.3 Metals

Some buildings in the HCD have metal gutters, cladding or flashings. Identifying the type of metal will help to determine the most appropriate conservation, maintenance, and cleaning techniques.

Policies

- Alterations shall conserve historic metal details on front or public facing façades. Retain sound and repairable metals.
- Appropriate paint or coating shall be re-applied to decrease corrosion rate and stabilize deteriorated metals by reinforcement and weather protection.
- Determine the metal type and appropriate cleaning method. Soft metals such as lead, tin, copper, aluminum, brass, silver, bronze and zinc should be cleaned with non-abrasive methods. Use gentle cleaning methods on hard metals.

Guidelines

- Replace deteriorated or missing elements in kind or with sympathetic materials based on documentary evidence.
- Refer to Chapter 4.5.5 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for maintenance and preservation (Parks Canada 2010).
- Replace deteriorated or missing elements with colours that complement the existing structure.

5.6.4 Woodwork

Historic woodwork in the HCD includes bargeboard, finials, wood eaves and brackets, porches, window and door surrounds (Photo 7 to Photo 9). As a heritage attribute of the HCD, decorative woodwork plays an important visual role in contributing to the district's sense of time and place.



Policies

- Alterations shall retain sound and repairable wood that contributes to the character of the building or HCD. Decorative woodwork should be repaired rather than replaced.
- Replace in kind or with sympathetic materials when repair is not feasible.

Guidelines

- Apply coatings which are compatible and only after proper surface preparation, such as cleaning with tri-sodium phosphate.
- Inspect existing paint. Blisters or peeling paint can mean water is getting into the wood, and the source of water should be corrected.
- Do not use chemical strippers or torches to remove paint.
- Stabilize deteriorated wood by providing reinforcement and weather protection.
- Replace decayed or damaged wood and find cause of deterioration where possible to avoid future damage.
- Prevent water penetration and weathering by providing proper drainage.
- Refer to Chapter 4.5.2 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for wood maintenance and preservation (Parks Canada 2010).



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Photo 7 **Examples of historic bargeboard in the HCD**

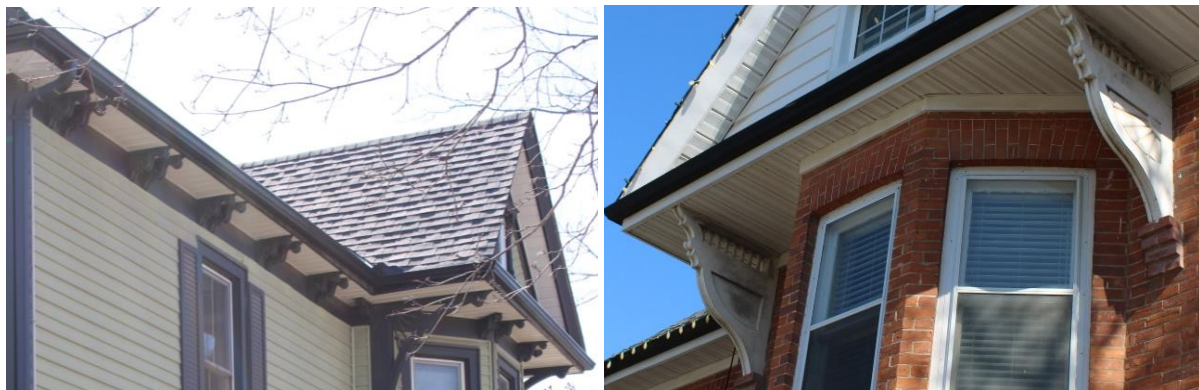


Photo 8 **Examples of historic decorative wood brackets in the HCD**





Photo 9 **Examples of historic wood surrounds in the HCD, including dentils, pilasters, and panelling**

5.7 Windows

Windows in the HCD are important elements that contribute to the vertical and horizontal patterns of the district. Windows are often a significant heritage element and where they are original or historic, efforts should be made to retain them. Historic windows in the Brooklin HCD include 1/1 and multi-pane glass windows within wood frames (Photo 10 and Photo 11).

Policies

- Alterations shall retain historic glass, particularly decorative leaded or stained glass, when possible.
- Replace irreparable or missing glass panels in kind or with sympathetic material, whenever repair is not possible.
- Alterations shall conserve, repair and maintain rather than remove all important character-defining elements to windows including but not limited to: steel, aluminum



and wood frames and windows, muntin and sash profiles, dimensions of openings, operable double and single hung windows, original opening mechanisms and hardware and decorative surrounds.

- Historic wood framed windows shall be retained wherever possible. Heritage windows can be as efficient as new thermal units if they are maintained properly. If maintained, they can be longer lasting than the newer thermal units.
- Historic dormer shapes, profiles, and proportions shall be retained. Window shapes within the dormer should be compatible with the dormer shape and the architectural style of the building.
- Replace windows only when they cannot be repaired. Keep current proportions and glazing configuration. Keep operable. Retain and/or replace storms in-situ, with like-for-like, where historic storms are present. Replacement windows may be of contemporary materials but should reflect the character and style of the building (Photo 12). If muntins or grilles are used, they should be applied to the exterior of the window rather than between the panes for a more historically appropriate appearance.
- Do not block or alter the shape and size of existing historic window openings. Historic window openings shall not be sealed shut.
- Do not replace windows with units that are radically different than the existing in proportion, colour, functionality, and configuration, unless the replacement is of a type that is inconsistent with the historic character of the HCD.
- Alterations shall maintain the solid wall to openings proportions from the existing streetscape. Traditionally, windows are between 15% and 20% of a wall, and windows are taller than they are wide, usually with a ratio of 2:1 or more.
- Alterations shall allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window.



- Alterations will allow for awnings where they are physically and visually compatible with the building. They should span the full width of the window or storefront opening and be installed in a manner that does not damage the historic cladding materials of a building. Many contemporary awnings can be considered reversible alterations that could be removed in the future, if installed appropriately. On some buildings, awnings may help prevent water damage to sills, window frames, or surrounding materials by protecting them from rain, snow, and ice.

Guidelines

- Retain and maintain operable wood shutters where they exist. Missing louvers and hardware may be replaced to match the original shutters.
- Replace windows that have already been updated with contemporary units with historically accurate windows based on documentary evidence or existing windows.
- Protect glass from breakage, chipping, and abrasion.
- Assess the reason for the breakage and deterioration of glass which might be due to its frame and structure.
- Consider contacting a knowledgeable and experienced practitioner when undertaking restoration of lead glass.
- Refer to Chapter 4.5.6 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for glass and glass products maintenance and preservation (Parks Canada 2010).



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Photo 10 Examples of historic wood windows in the HCD, shown is 6/6 and 2/2 windows



Photo 11 Examples of historic bay windows in the HCD



Photo 12 Appropriate window replacement examples in the HCD



5.8 Doors and Entrances

Entrances in heritage buildings are usually provided with some elaboration including wood surrounds or brick mouldings (Photo 13). The proportional scheme of the building governed the design, so that even ornate entrances did not overwhelm the building.

Policies

- Alterations shall conserve, repair and maintain all important original or historic materials to doors and entrances including mouldings and sidelights rather than remove.
- Do not block or alter the shape and size of existing historic door openings.
- Do not replace original doors with units that are radically different than original in proportion, colour, functionality, and configuration (Photo 14).
- Alterations shall maintain the façade arrangements of historic commercial buildings. If changes are needed for accessibility, consult Part 2, Chapter 13. Where modifying the width of an entrance or window is the only way to allow for accessible entry, changes may be permitted but must maintain a balance between entrance and storefront window that is compatible with the historic character of the HCD.
- Commercial entrances shall face the principal street. Corner entrances are encouraged for corner lots.

Guidelines

- Screen doors and glass storm doors may be installed on residential entrances.



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Photo 13 Historic door examples in the HCD



Photo 14 Appropriate door replacement examples in the HCD



5.9 Porches and Entrance Structures

Porches and entrance structures are located on the main floor of buildings and provide the formal access to the outdoor sitting area or main entrance of the building. The Brooklin HCD includes a mixture of covered partial and full-width porches, and open and enclosed porches (Photo 15 to Photo 17).

Policies

- Alterations shall preserve and restore historic and/or original porch materials wherever possible. Should there be a part of the building that is beyond repair and cannot be restored, use materials and forms that restore by existing evidence or replace in kind or with sympathetic materials.
- Alterations shall conserve, maintain and restore features such as wood posts, beams, cornices, corner posts and the materials they are made from, wherever possible; typical materials include wood and metal.
- Do not alter the geometry of the porches, such as location of posts, openings for access, steps and decking, railings (posts and spandrels).
- Replace in kind or in a manner compatible to the character of the HCD where conservation and restoration of historic porch materials is not possible.
- Do not enclose existing open front porches with screens or other enclosures. If enclosure is considered, make changes reversible and do not damage or remove historic trim or detailing. Open porches are encouraged over closed/screened porches.
- New porches will be designed to be single storey to maintain consistency with the HCD character.
- Create new porches so that the form and integrity of the original materials will not be impaired if the new work is removed in the future. Reversible interventions are those that can be removed later without damaging the heritage attributes.



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Guidelines

- Non-historic (original) porches may be removed, provided there are no structural implications to their removal.
- If porches have already been updated with contemporary features, they may be replaced with historically accurate or historically appropriate porches based on documentary evidence or consideration of the typical features of the residence's architectural style or influence.



Photo 15 Historic porch examples in the HCD, including a covered partial wood porch, and an enclosed wood porch



Photo 16 Two examples of covered brick porches with brick latticework in the HCD





Photo 17 Two examples of historic entry structures within the HCD

5.10 Outbuildings and Garages

A few properties within the HCD contain historic outbuildings (Photo 18). Historic and contemporary outbuildings or garage can support the character of the HCD based on how they interact with nearby buildings and the overall streetscape.

Policies

- Alterations shall maintain and restore historic outbuildings and garages that are visible from the street. When repairs or alterations are required, they should be conducted in a manner that is sympathetic with the form and style of the original building.
- New outbuildings (sheds, detached garages) will be compatibly designed with the HCD character. New outbuildings should be set back from the front façade of the residential or commercial building and follow guidelines for new construction (see Part 2, Chapter 7) that is sympathetic to the character of the HCD.

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Photo 18 **Examples of historic outbuildings in the HCD that are visible from the street**

6 Additions

6.1 Location, Height, and Massing

The most important aspect of adding to a building involves consideration of the location, height, and massing of the addition. New additions must be visually compatible with, yet distinguishable from, the original massing and materials. Consideration of additions must respect existing heritage character of a building, where applicable. The Brooklin HCD contains a provincial highway – Highway 12 (Baldwin Street). As such, additions adjacent to Highway 12 may be subject to Ministry of Transportation Ontario (MTO) permits and approvals (see Part 3, Chapter 19).

Policies

- Design massing for new additions that are subordinate to the existing structures. Additions should not cover or overwhelm the original structure but should not be too small in scale and size either.
- Additions shall be located at the back or side of the building (Plate 2 and Plate 3). Side additions must be set back from the front façade. Addition location shall also minimize the removal of existing mature vegetation.
- Additions shall be sympathetic and complementary yet clearly distinguishable from the original construction by form or detail.
- Additions shall preserve original materials when designing additions and minimize the removal of original building structure and materials, where possible.
- Additions shall choose design and materials that are distinguishable as contemporary, and do not mimic historic architecture but rather complement its character to clearly distinguish between new and old.



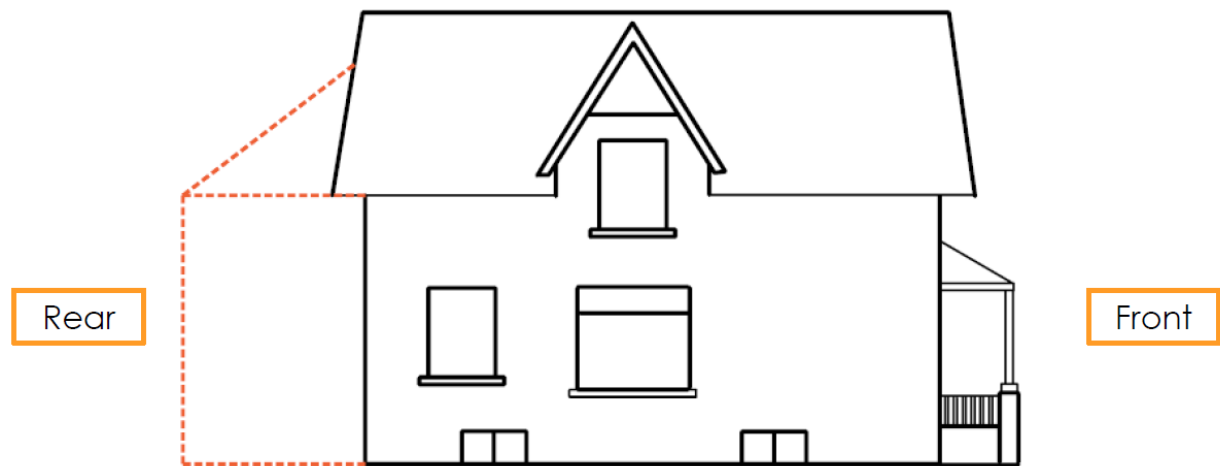


Plate 2 Example of an appropriate rear addition, profile view

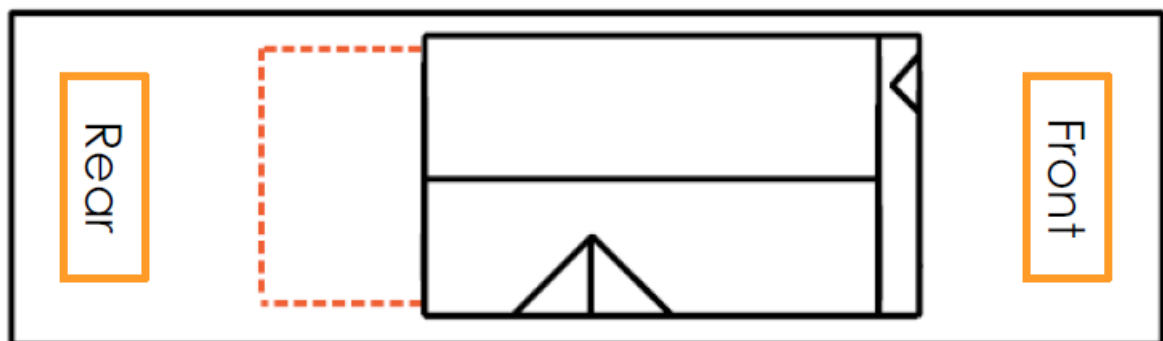


Plate 3 Example of an appropriate rear addition within property parcel

6.2 Architectural Style

Policies

- Additions should consider the original architectural style of a building and adopt a subtle approach that does not detract from the original heritage fabric, using compatible scale, proportions, openings and fenestration, materials and details that acknowledge the original building.
- Additions shall avoid changing the existing façade elements by removing and altering architectural elements during additions. If these must be altered, these removals should be reversible where possible.
- Additions shall maintain overall setback that forms the unified, consistent streetscape and heritage fabric of the area. Additions should not obscure or remove important architectural features.

Guidelines

- Use existing window or door openings to provide access and retain the original window or door removed for future reversibility wherever possible, particularly if additions are made in locations other than the back of the residence.



6.3 Roofs

Policies

- Additions will consider the adjacent rooflines and work to align with these rooflines. The design of new addition rooflines should not necessarily replicate the original roofline but should complement the style of the existing dwelling, though this may be unique to each individual property in the HCD.
- Protect and maintain rooftop features by ensuring that water is properly drained through gutters, downspouts, and roof drains, and draining away from the original heritage building.

Guidelines

- Consider neutral colours (grey, black, brown) for roof pitches visible from the street.

6.4 Exterior Materials

Policies

- Additions will use similar materials and form as the original heritage building for additions but do not cause confusion between what is original heritage fabric and what is a new addition. This can include using a mix of brick and complementary materials to existing brick buildings such as wood and glass, to create an addition that is discernable but compatible.
- Additions will use materials that are complementary to the character of the HCD, especially if materials are visible from street level. Wood and composite siding, brick, and stone may be appropriate depending on the style of the corresponding building and streetscape. For building constructed in the 20th century and later, viny, aluminum, or composite siding may be appropriate and determined on a case by case basis depending on the materials and style of the existing building.



6.5 Windows

Policies

- Additions shall align new windows and the overall fenestration pattern on additions with the existing structure where possible. Windows are important elements that contribute to the vertical and horizontal patterns of the district.
- Additions shall consider the design, style, and organization of openings so that it is clearly discernable from the original heritage fabric but creates a harmonious relationship with that existing structure. For example, an addition to a historic building that has segmental arched windows can maintain a similar shape and sizing or also consider more subdued rectangular shaped windows in a similar size to the historic windows with a similar sash division. There is no need to replicate historical trim, brackets, or window surrounds on a new addition.
- Use windows that reflect the character and style of the building. If muntins or grilles are used, they should be applied to the exterior of the window rather than between the panes for a more historically appropriate appearance.

6.6 Doors and Entrances

Policies

- Additions will consider the design, style, and organization of openings so that it is clearly discernable from the original heritage fabric but creates a harmonious relationship with the overall building. Entrances on additions should be subordinate to allow for the entrance on the primary building to remain a dominant feature. There is no need to replicate historical trim, surrounds, or porch features on a new addition.



7 New Construction and Development

Opportunities for new development in the HCD occur in the form of infill or new development due to loss of a building through fire, natural disaster, severe structural instability, or approved demolition. The Brooklin Community Secondary Plan (BCSP) identifies the HCD within the north portion of the Downtown Brooklin Major Central Area. Within this north portion, development is anticipated to occur through sensitive infill. The southern portion, south of Winchester Road, this area shall accommodate high density and large-scale development. In keeping with heritage conservation principles, new development should be recognizable as a product of its own time and not attempt to mimic or directly replicate historical architectural styles. New development can be modern but still sympathetic and compatible to the historic character of the district regarding form, massing, materials, and façade organization. When new development is proposed in the Brooklin HCD, the following policies and guidelines apply. New development is to adhere to Town's Official Plan and Zoning By-Law for land use. Policies and guidelines for commercial development are only for those designated/zoned commercial.

7.1 Site Plan Control

Section 41 of the *Planning Act* allows municipalities to review and regulate the location of buildings, structures, and specified facilities and works through a Site Plan Control By-law and any successors there to. The Site Plan Control process helps with the selection of the appropriate siting, massing and scale of proposed development and site alteration to address efficiency of land use, servicing, safety, attractiveness, and compatibility. Site Plan applications are approved by Town Planning Staff and do not require Council review.

Guidelines

- Follow the process outlined in the Town's Site Plan Control By-Law or and any successor by-laws thereto.



- An application for Site Plan Approval in tandem with a heritage permit application (see Part 3, Chapter 18) should address all matters relating to the conceptual design and specific location of buildings and structures and all other site considerations usually required by the municipality and be consistent with the policies and guidelines of the Brooklin HCD Plan.

7.2 Property Severances and Consolidations

Guidelines

- Severances for residential properties shall only be permitted where the proposed severance and proposed new development (if proposed at the time of severance) do not result in an unmitigated adverse impact on the HCD, and the new development adheres policies for new development (Part 2, Chapter 7). Proposals for a lot severance will require a Cultural Heritage Impact Assessment (CHIA) (see Part 3, Chapter 18.4). In some cases, the creation of an Additional Dwelling Unit (see Part 2, Chapter 7.12) may be a compatible alternative to lot severance.
- Severances for commercial or mixed-use properties should support heritage character of the HCD and proposed development or demolition on severed lots must adhered to policies for new development (Part 2, Chapter 7) and demolition (Part 2, Chapter 8).
- Proposals for new development on consolidated lots will require a CHIA (see Part 3, Chapter 18.4).

7.3 Building Heights

Policies

- Conserve the existing character of the streetscapes in low density residential zones (per the BCSP and Zoning By-Law) by limiting the height of new buildings to be consistent with immediately adjacent properties.



- New development east of Lynde Creek shall establish appropriate transitions, in height and massing to adjacent buildings in order to conserve the heritage character along Winchester Street East.
- Conserve Baldwin Street and Campbell Street as a primarily low to mid-rise commercial/mixed use that is pedestrian accessible. Limit the height of new buildings to be consistent with the BCSP and Zoning By-Law with immediately adjacent properties.
- New development at and adjacent to the intersection of Baldwin Street and Winchester Road East should establish appropriate transitions, in height and massing, to adjacent buildings of the HCD.

7.4 Massing and Setbacks

The Brooklin HCD contains two provincial highways – Highway 12 (Baldwin Street) and 7 (Winchester Street East). As such, new development adjacent to Highways 12 and 7 is subject to MTO permits and approvals (see Part 3, Chapter 19).

Policies

- When determining the siting of new construction, follow the HCD Objectives in Part 1, Chapter 3.1.
- Adhere to the policies of the BCSP, that state development shall be:
 - compact in form
 - pedestrian-oriented
 - supportive of active transportation options
 - accessible by public transit, connected
 - efficient in land use, resources, and municipal services, and
 - supportive of healthy living for persons of all ages and abilities.



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- New development shall conserve the existing commercial, low-rise character of Baldwin Street with properties directly fronting the streetscape in consistent with immediately adjacent properties the block, and with open space in between adjacent properties and structures (Photo 19 and Photo 20).
- New development shall conserve the existing residential character of the streetscapes by limiting the front yard setbacks of new buildings to be consistent with immediately adjacent properties and the block.
- New buildings will be sited away from mature trees wherever possible, and designs for new buildings that preserve mature trees will be preferred.
- New development shall conserve landmark properties within the HCD, through the use of setbacks, building separation, and building height. New buildings should not visually compete with, nor detract from, existing landmark buildings which serve as wayfinding elements and define the character of the HCD.
- New development shall conserve park and open space within the HCD, through the use of setbacks, building separation, and building height.



Photo 19 **Open space between buildings on the west side of Baldwin Street in the HCD**





Photo 20 **Open space between buildings on the east side of Baldwin Street in the HCD**

7.5 Roofs

Policies

- Pitched rooflines, low to high pitched, of gable, hip, gambrel, or mansard styles will be used wherever possible to complement the HCD character. Irregular rooflines that contain combinations of gable and hip roof types are also appropriate.
- Contemporary and compatible roofing materials will be used on new construction (asphalt, metal, or composite) that is sympathetic to the character of the HCD.
- New development shall select colour palettes for roofing materials that are neutral (black, brown, grey) with pitched rooflines are visible from them public realm

Guidelines

- Allow for and encourage 'green' roof and sustainable design where feasible.

7.6 Façade Pattern

Policies

- New development shall complement the character of adjacent buildings with similar façade patterns.
- Balanced proportions and at least some vertical alignments of 'bays' or windows and entrances shall be demonstrated. Façade patterns of residential properties may be symmetrical or asymmetrical. Demarcate vertical divisions between bays using



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construction elements such as masonry coursing, changes in material, changes in colour, projecting piers, pilasters, or columns (Photo 21).

- Do not replicate historical façade patterns but include street-facing entrances. Glazing proportions should be complimentary to the character of the streetscape and avoid large spandrel glazing.
- New development will include single storey commercial façades on the ground level on new commercial buildings. Do not design blank walls facing Baldwin Street, Winchester Road East, and Campbell Street. Notwithstanding, the glazing proportions, sizes, and details should be consistent with the character of the adjacent buildings and avoid large spandrel glazing and curtain walls.
- New development will include glazing on the upper stories of street-facing commercial façades of new development, using repeated patterns of window openings with clear vertical alignments, reflecting the established historical pattern of upper windows on buildings along Baldwin Street. Existing commercial buildings along Baldwin Street are found in former residential structures. The façades should incorporate these fenestration patterns into the upper stories to reflect this.
- New development shall maintain consistency of floor to ceiling heights of new design with adjacent buildings.
- Do not have blank walls facing the streets.





Photo 21 **Appropriate new development in the HCD with vertical bays separated by a masonry course and pilasters with differentiating materials**

7.7 Exterior Materials

Policies

- New development will use brick, particularly red brick, or horizontal wood siding as a primary cladding material, particularly on the street-facing façades. Side and rear façades not easily visible from the public realm may feature alternative materials such as siding.
- Exterior Insulation Finishing Systems (EIFS) is prohibited on street-facing façades, particularly on a podium, that is visible from the public realm. EIFS may be appropriate for non-street facing façades or upper storeys set back from a podium base.



Guidelines

- Allow for secondary cladding materials on street-facing façades, if they are compatible with the character of the HCD. Suitable materials may include stone, wood, metal, glass, stucco, concrete, or composite siding products such as 'hardie board' siding.
- Allow for contemporary materials on new construction to indicate that the building is designed within its own era. Wherever possible, consider blending contemporary materials with historically used materials to allow the building to be compatible with its environment.
- Where demolition of a building(s) occurred on a new development property, the reuse of salvaged materials (including heritage attributes or materials identified in a CHIA) in the new development is encouraged, where materials are in a good/reuseable condition. Materials may include brick and decorative brickwork, clapboard, horizontal wood board, and wood shingles. Salvaged materials are to be reused in a manner that the new development remains a product of its own it and does not create a false sense of history.
- New development may also consider the integration of salvaged materials from other sources, where they are in reusable condition and comply with the policies of this HCD Plan.

7.8 Windows

Policies

- New development will use contemporary metal, vinyl, or wood frame windows.
- Windows on upper storeys will be positioned in evenly spaced rhythms and vertical alignments in a manner that is compatible with adjacent buildings.
- New development shall include large storefront/display style windows on ground floors of commercial buildings and new construction along Baldwin Street, Winchester Road East, and Campbell Street such that the windows still create a



rhythm and pattern that considers many of the nearby contributing properties, many of which are residential style in nature but have been converted. Encourage storefronts with large windows and display windows allowing pedestrians visibility. This promotes an attractive and vibrant core and maintains the existing character of the streetscape.

Guidelines

- Where dormer windows are proposed, use designs that are complementary to the roof pitch and type.
- Clear glass is preferred at-grade to promote the highest level of visibility and aid with crime prevention through design.

7.9 Doors and Entrances

Guidelines

- New development shall select doors that are made with traditional (wood and glass) or complementary contemporary materials (glass, metal, and fiberglass).
- The inclusion of porches (either full or partial) or entrance landings at main entrances will be encouraged on new residential design, as these are common components of historic residential buildings and contribute to the HCD character.
- Use single or double entrance doors on commercial buildings that have full or partial glazing.

7.10 Architectural Style and Details

Policies

- New development shall design new buildings using contemporary design that is sympathetic and compatible to the character of Brooklin HCD (Photo 22). Sympathetic does not mean new buildings should directly copy or mimic historic buildings by installing historically accurate decorative brackets, bargeboard, window



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surrounds, etc. Compatibility with historic buildings is best achieved through form, scale, and materials rather than mimicking historical details and creating a false sense of history.

Guidelines

- Where demolition of a building(s) occurred on a new development property, the reuse of salvaged materials (including heritage attributes or materials identified in a CHIA) in the new development is encouraged, where materials are in a good/reuseable condition. Materials may include decorative brickwork or woodwork. Salvaged materials are to be reused in a manner that the new development remains a product of its own it and does not create a false sense of history.
- New development may also consider the integration of salvaged architectural details from other sources, where they are in reusable condition and comply with the policies of this HCD Plan.



Photo 22 **Examples of compatible low density residential development**





Photo 23 **Examples of compatible medium density mixed use development that use brick and stone cladding, have regular fenestration patterns, and provide transitions to adjacent low rise buildings**

7.11 Garages and Carports

Policies

- Detached garages shall be located at the rear or side of the property wherever possible over an attached garage (Photo 24Photo 24) (Plate 4 and Plate 5).
- Glazing proportions should be complimentary to the character of the streetscape and avoid large spandrel glazing.
- Attached garages fronting the streetscape will only be permitted if they are recessed from the front façade or located at the back of the building.

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Photo 24 **Examples of appropriate garage examples in the HCD that are set to the rear of the property.**

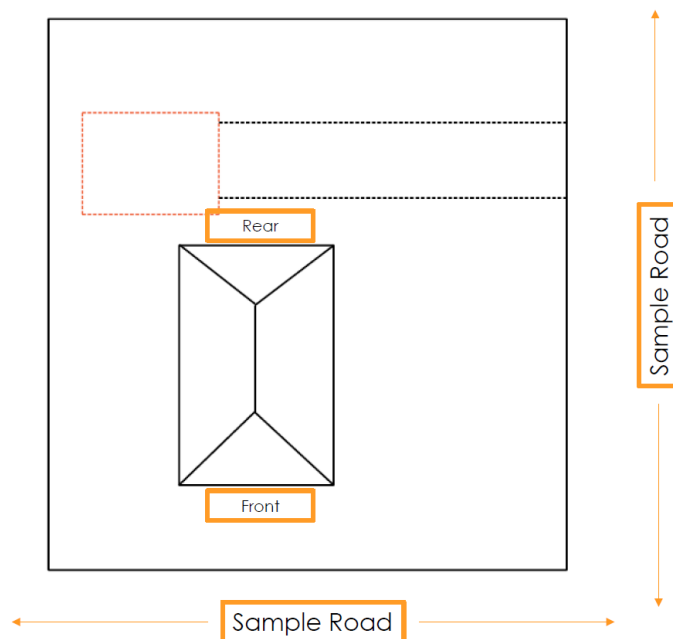


Plate 4 **Example of appropriate new outbuilding placement on a corner property with side yard driveway access**



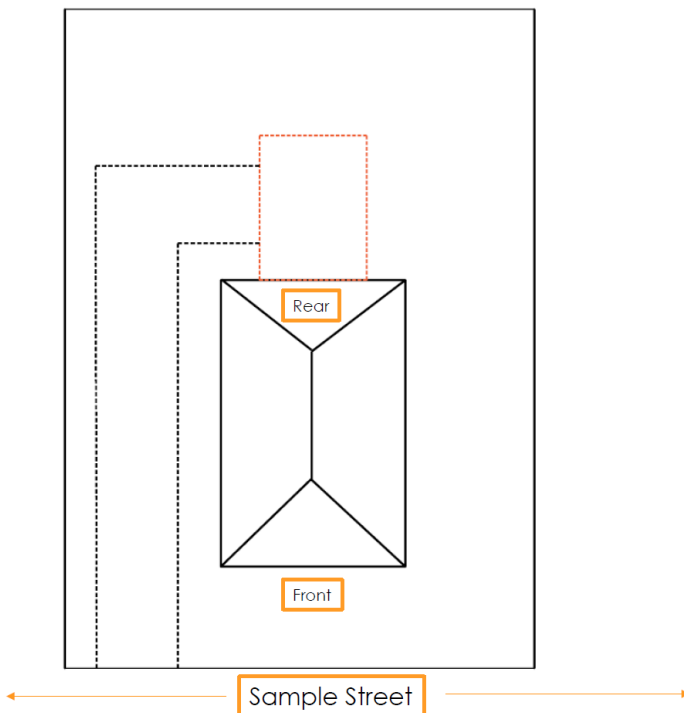


Plate 5 **Example of appropriate new attached garage placement**

7.12 Additional Dwelling Units

The creation of additional dwellings on existing properties is often referred to with various terms, including Accessory Dwelling Units (ADU), Additional Residential Units, secondary suites, basement apartments, two-unit dwellings, granny flats, in-law suites, accessory apartments, laneway houses, coach houses, garage suites, and garden suites depending on the source and when it was written. In the Town of Whitby, ADUs is the term used within the existing policy framework. ADUs can take several forms, including creating a new dwelling unit within an existing residence, building an addition, or building a new accessory structure on the same lot.

Recent changes to Ontario's legislation, including Bill 23, More Homes Built Faster Act, Bill 185, Cutting Red Tape to Build More Homes Act, and amendments to the *Ontario Planning Act*, have changed provisions related to Additional Dwelling Units (ADUs) as part of the province's goal to increase available housing options (Government of Ontario 1990, 2022,



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2024). An HCD Plan cannot permit or deny the creation of ADUs, nor can it regulate the use of a property or changes to the interior of a structure, unless identified in a Part IV designation. An HCD Plan can provide policies and guidelines designed to help make the development of ADUs consistent with an HCD's statement of cultural heritage value or interest, heritage attributes, goals, objectives, and principles. The policies and guidelines in an HCD Plan can support construction of new ADUs and related alterations, like the creation of a secondary entrance, in a way that conserves heritage attributes and remains consistent with the district's character defining elements. Interior changes to an existing residence to create an ADU are not considered within this HCD Plan.

Policies and provisions regarding the ability to construct an ADU are contained in a municipality's Official Plan and Zoning By-laws respectively, and any successors there to.

Recent amendments to the Zoning By-laws implemented "Additional Dwelling Units" as a replacement for previously used terms including "Apartments in Houses", "Accessory Apartments" and "Garden Suites". The amendment defines an ADU as "...a self-contained dwelling unit either located within a permitted residential dwelling or located within an accessory structure which is secondary to the main residential building on the same lot" (Town of Whiby 2024b, 1). Some of the updated policies include allowing a maximum of three additional dwelling units on a parcel of residential urban land that permits a single detached dwelling, semi-detached dwelling, link dwelling, street townhouse dwelling unit (subject to provisions) and providing a maximum building height of 4.5 metres for accessory structures in Residential zones and 5.5 metres for accessory structures in all other zones (Town of Whitby 2024b, 1 and 3).

If you plan to build an addition to an existing residence create or expand an ADU, see the policies and guidelines in Part 2, Chapter 6 regarding additions.



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The following policies and guidelines focus on and apply to construction of a new detached residential accessory structure being built for an ADU:

Policies

- New residential accessory structures for ADUs should be set back from the front façade of the existing residential building and strive to maintain the cohesive use of setbacks and open space between buildings seen throughout the district.
- New ADUs should not impede or reduce the view of architectural features and/or impede or change the traditional setting and landscape features of a property.
- New ADUs based on the pre-approve designs must also meet the policies and guidelines for new construction in the Brooklin HCD and may need to be modified so that HCD policies for such matters as setback, placement, and materials are followed.
- Design ADUs in an understated design aesthetic to compliment and highlight the historical character of the Brooklin HCD.
- Follow policies and guidelines for ADUs related to the appearance of new residential construction and development contained in Part 2, Chapter 7. This includes information regarding:
 - heights, massing and setback in Chapter 7.3 and 7.4
 - roofs in Chapter 7.5
 - exterior materials in Chapter 7.7
 - windows in Chapter 7.8
 - doors and entrances in Chapter 7.9, and
 - architectural styles in Chapter 7.10.
- New ADUs shall respect tree protection zones and are to be sited away from mature trees and landscaped front and side yards, wherever possible.



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- Respect existing topography and landscape features when constructing a new residential accessory building for an ADU, including Lynde Creek and the naturalized vegetation adjacent to it. Designs for new ADUs that preserve mature trees and landscaped front and side yards will be preferred.
- Do not alter the contextual value of properties that have been identified as landmarks in Part 1, Chapter 2.4 when considering the location, height, massing, setback, and design of accessory buildings. ADUs should be subordinate to, and compatible with, the landmark building and its setting.



8 Demolition and Relocation

The Town is committed to conserving the heritage attributes of the Brooklin HCD. Demolition may result in the loss of heritage attributes of a particular building, or a loss that may impact the broader HCD character and streetscape by creating gaps or vacant areas inconsistent with the look and feel of the district. To support the conservation of the heritage attributes and the HCD character, the demolition of buildings fronting the streetscape within the HCD is prohibited unless under extenuating circumstances, such as when there is irreparable damage following a fire, flood, or other natural disaster, or Council-approved change. Demolition of sheds or outbuildings in rear yards may be permitted subject to consultation with Town staff, and may fall under the Town's delegated authority, depending on the nature of the structure proposed for demolition.

Buildings are to be conserved *in situ*, maintained, and restored instead of allowing them to deteriorate. Where relocation is being considered within the property envelope or to another property in the HCD it may be an accepted conservation strategy but should be considered a last resort. Demolition by neglect (the act of allowing a building to slowly decay through lack of maintenance or vacancy) is not acceptable.

Archaeological requirements associated with demolition are to be determined in consultation with a Licensed Archaeologist, Town staff, and the Ministry of Citizenship and Multiculturalism, if applicable. Archaeology is governed by Part VI of the *Ontario Heritage Act* and should be completed in accordance with the *Standards and Guidelines for Consultant Archaeologists* (Ministry of Citizenship and Multiculturalism 2011).

The following policies and guidelines apply to relocation and demolition requests for buildings in the HCD including municipally owned properties.

Policies

- Council may permit demolition of a building within the HCD only under extenuating circumstances such as catastrophic damage from fire, flood, natural disaster, or, in



select circumstances, severe structural instability. If a property owner proposes the demolition of a building, Council is required by the *Ontario Heritage Act* to consider the application. The application must be accompanied by a Cultural Heritage Evaluation Report (CHER) and/or a CHIA prepared by a qualified heritage professional and member of the Canadian Association of Heritage Professionals that outlines potential impacts to the heritage resource(s) and heritage attributes of the HCD. The CHIA shall contain mitigation measures where adverse impacts of the proposed demolition (and proposed development, if applicable) are anticipated. Council has the authority to refuse applications for demolition if they determine demolition does not support the goals and objectives of the HCD Plan, or if the demolition poses adverse impact on the heritage attributes of an individual property or the district's heritage attribute without appropriate mitigation.

- Where new development is proposed, it must follow the policies for new construction outlined in Part 2, Chapter 7.
- Council may consider relocation of buildings within the HCD, through a heritage permit application supplemented by a CHIA. It is preferred that the building is to remain within the existing property boundary or to another property within the HCD. Relocation of a building(s) will require a Conservation Plan for the structure and a Commemoration Plan, where applicable.
- Document buildings prior to demolition. Documentation can be achieved through written/photographic form for deposition in municipal archives. Consideration should be given to salvaging materials (this includes heritage attributes identified in Part 1, Chapter 2.4 or materials identified in a CHIA) from the building to be demolished and, where possible, reusing the salvaged materials in future construction or site features. If salvage materials cannot be reused in new development, materials may be provided to a reputable salvage company or charity (see Appendix E for additional guidance).



Guidelines

- Encourage commemorative or interpretive features, such as plaques or panels at the site where buildings are demolished or relocated, particularly if the CHIA identifies a significant person, event, group, organization, or theme associated with the property.



9 Streetscaping and Landscaping on Public Property

9.1 Gateways and Approaches

The primary gateway of the Brooklin HCD is the north boundary of the intersection of Baldwin Street, Colston Avenue, and George Street. This gateway includes the especially large property parcel at 90 Colston Avenue with its mature trees and the gentle slope in topography down towards Lynde Creek and the bridge spanning the watercourse.

Together, these elements provide a distinct sense of place that denotes the entrance into the HCD. This is an ideal location for the incorporation of additional gateway features which would further enhance the sense of arrival in the district and the broader downtown area.

While the gateway to the HCD at Winchester Road East and Baldwin Street is not as visually distinct, this is the most heavily trafficked gateway into the HCD and merits enhancement. The district's other secondary gateways and approaches are less perceptible and often lead to less heavily trafficked residential streets.

Guidelines

North Boundary (Baldwin Street, Colston Avenue, and George Street)

- Installation of a free-standing sign or gateway feature, including gardens or plantings, denoting the entrance to the HCD at the intersection of Baldwin Street and Colston Avenue is appropriate to the character of the HCD.
- The use of decorative banners branded "Brooklin" south of this approach is appropriate to support the character of the HCD.

Winchester Road East and Baldwin Street Boundary

- The erection of public art or interpretive signage near the existing HCD sign at the northeast corner of the intersection is appropriate to support the character of the HCD.



Other Secondary Gateways

- Affixing small signs demarcating the HCD boundary on existing utility poles or streetlighting poles is appropriate to support the character of the HCD.

9.2 Streets and Sidewalks

Streets and sidewalks tie the landscape together, linking people and places with one another. Not only do they facilitate transportation and movement, but they are also physical and visual conduits through which much of our public life passes and can play a fundamental role in the vitality of our communities. The HCD contains much of the commercial core of the community along Baldwin Street and Vipond Road as well as important gathering spaces within the community, including Grass Park and Brooklin Kinsmen Park. The following policies apply to streets and sidewalks:

Policies

- Distinct and unified street furniture and lighting that is sensitive to the heritage character of the streetscape but does not create a false sense of heritage can support the character of the HCD. Where replacement or additional street furniture or lighting is contemplated, select high quality street furniture sympathetic to the heritage character of the core area or furniture that matches what is already in use.
- Alterations shall maintain and enhance the pedestrian realm through the use of unified paving materials, composition (design relation with concrete paving) and patterns that are sensitive to the heritage character of the streetscape of Baldwin Street and Campbell Street. Paving specifications such as colour definition, materials and direction of pattern should be *Accessibility for Ontarians with Disabilities Act* compliant. Explore design solutions that enhance accessibility while preserving the character of the HCD and integrity of the public realm.
- Wherever possible, alterations shall maintain existing proportions of the street and boulevard, and sidewalk (when present) on residential streets within the HCD so that setbacks and the relationships between built form and the street remain consistent.



Guidelines

- Where appropriate, consider the expansion of seating areas along the sidewalks of Baldwin Street and Campbell Street to further enhance visual character and vibrancy along these streets.

9.3 Boulevards

Boulevards are typically defined as the area between the edge of pavement or curb if present, and the sidewalk or property line if no sidewalk exists. In the HCD boulevards play an important role in contributing to the character of the streetscape. The following policies and guidelines apply to the HCD regarding the conservation and enhancement of boulevards.

Policies

- Existing boulevards in the HCD shall be maintained with regard to their location, size, capacity for turf, vegetation, and street trees wherever possible.
- Maintain boulevards containing a lawn or vegetation when road reconstruction occurs, and where health and safety issues are not of concern. Boulevards containing a lawn or vegetation should be maintained, as they serve as an important buffer between vehicular and pedestrian space within the streetscape.
- Original or increased topsoil depth and soils to current tree planting standards shall be maintained where feasible to support the longevity of street trees. Any encroachments onto boulevards, including the installation of pavers or construction adjacent to street trees, requires a heritage permit.

Guidelines

- Consider removing existing hardscaping from boulevards outside of Baldwin Street, Campbell Street, and additional commercial areas where present, and replacing paving with turf to support the HCD character with generous greenspaces and landscaping.



- Where boulevards contain lawns or gardens, landowners should maintain the boulevards as part of overall lawn or garden care routine (i.e., watering, fertilizing, mowing, etc. as required).
- Planting vegetation in boulevards that can extend onto the sidewalk and impede pedestrian accessibility, plant species that contain thorns, or species that would impede visibility to and from roads or driveways and affect public safety should be avoided.

9.4 Parks and Open Space

The most prominent greenspace within the HCD is Grass Park, which is an important community gathering space located near the centre of the HCD in close proximity to the district's commercial spaces. The HCD also contains numerous open spaces with naturalized vegetation along Lynde Creek, including the Brooklin Kinsmen Open Space, North Street Open Space, and the Cassels Road Open Space.

Policies

Grass Park

- The existing stock of mature trees shall be maintained and wherever possible, replaced with the same species or an appropriate species when replacement is required due to damage or dieback.
- Mature vegetation will be managed by adhering to current International Society for Arboriculture (ISA) standards and practices for tree preservation and care.
- Do not use synthetic materials such as artificial turf or plastics in traditional green spaces in favour of maintained lawn, plantings or groundcovers.
- Synthetic materials may be used in playgrounds or in the installation of accessibility features in parks.
- Alterations shall retain the spatial organization and the organization of elements, pathway and site circulation, views and topography in parks, or make new



improvements in a way that is compatible with the character of the HCD and open space area.

- Retain and repair the existing historical features such as monuments and commemorative elements, where necessary.

Open Spaces

- Monitor the district's open spaces for invasive species and/or noxious weeds such as purple loosestrife, Buckthorn, and giant hogweed
- Mature vegetation will be managed by adhering to current ISA standards and practices for tree preservation and care.

Guidelines

Open Spaces

- Consider the enhancement of the walking trail network within these open spaces.
- Consider the erection of interpretive signs and materials highlighting the history of Lynde Creek.

9.5 Street Trees and Vegetation

Town departments contemplating tree removal must consider the policies and guidelines of the HCD. Staff responsible for tree removal shall adopt the HCD Plan policies and guidelines and where possible, communicate with planning staff regarding additions and replacements of vegetation over the future. The Town is currently developing a comprehensive 20-year Urban Forestry Management Plan to guide how to care for trees, expand canopy coverage, and respond to environmental challenges.



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A multitude of changing and evolving environmental concerns such as various introduced pests and diseases (e.g. Oak Wilt, Emerald Ash Borer, Sponhy Moth, rusts and blight) and climate change (e.g. warmer winters, summer drought conditions, increased extreme weather puts particular tree species at risk. Species selections for new and replacement of dead or damaged trees within the HCD shall be at the discretion of qualified staff or consultants.

Follow the Town's current design standards for the planting of trees and shrubs. These standards and details for boulevard street tree planting should be considered the minimum requirements for trees planted within the district.

Policies

- The Town shall use a wide selection of native trees, shrubs, and wildflowers along street boulevards and in parks and encourage the planting of native trees, shrubs, and wildflowers within the private realm through the development process.
- Select a species when planting or replacing street trees that will be approximately the same visual character of the streetscape to retain the consistency of the pattern and canopy structure.
- Do not injure or destroy a tree planted on a Town boulevard or other municipal property.
- Existing mature trees should be maintained and preserved wherever possible.
- Plan streets to include a vibrant and healthy tree canopy that will provide shade, and enhance and establish a vibrant urban environment, and comfortable pedestrian experience, where feasible.
- Allow for adequate growing space (both above ground and below) for canopy and root establishment, with consideration given to increasing available soils through design of new spaces. Preference should be given to species with higher drought tolerances, or tolerances to compacted soil where increased hardscaping may be observed. Species selection should align with the appropriate Plant Hardiness Zone



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and trial of species known to grow more in Southern locations should be explored, in anticipation of future climate change.

- The Town should require an approved Tree Preservation Plan/Tree Management Plan developed by a ISA Certified Arborist for roadworks or general construction, including infrastructure improvements that will impact the root zones or otherwise have the potential to seriously affect the health, growth and survival of the street trees must have. Engineering drawings, inclusive of road works, lighting, underground services must be reviewed and approved by Town staff.
- Provide communication by either the outside consultant or Town department when construction is about to commence to acknowledge that tree protection/root zone measures are in place. Tree inspections shall include an examination of tree protection/root zone measures and conditions during construction, and examination of the restoration of the root protection zone to an equal or better condition during post-construction.
- Where the Town staff prepares an assessment of existing trees and recommendations for replacements, the consulting engineer shall include this information within their construction package/tender and include suitable tree preservation/mitigation measures and specifications.

Guidelines

- Fill gaps in the continuity of tree plantings in the streetscape as expediently as possible. The potential to replace trees on the private side of the property line should be explored where suitable growing conditions no longer exist on the public side.
- Consider planting replacements before a tree is removed, to permit time for the newly planted tree, typically of smaller caliper, to grow in size.
- Where appropriate (as determined by qualified Town staff or consultants) infill trees should be of a similar form and size at maturity. Where infill or replacements are to be located amongst species that are deemed undesirable, replacement species shall



be at the discretion of Town staff or consultants with an understanding of maintaining the visual character of the streetscape.

- Where construction and/or construction activities on private property may impact publicly owned trees, submissions for site plan approvals/permits shall be accompanied by a tree preservation plan clearly indicating measures to preserve the Town owned tree and approved by the Forestry Group. The Tree Preservation Plan shall be prepared by a ISA Certified Arborist or Registered Professional Forester.

9.6 Street Furniture

Street furniture can have a strong unifying effect upon a streetscape if it is well coordinated. Placed in strategic areas, coordinated street furniture can be used to identify a space, set it apart from other neighbouring areas, and draw visitors into particular spaces. The following are guidelines aimed at unifying the streetscape through use of street furniture.

Guidelines

- Street furniture program should be consistent with the character of the HCD and Brooklin's community identity that includes trash receptacles, bike racks, and benches along Campbell Street and Baldwin Street to maintain the unique character of the area and contributes to the HCD's distinct sense of place.
- Select street furniture that evokes a "heritage style" which is appropriate for a community with a concentration of mid-19th to early 20th century structures. Otherwise, consider artistic furnishings such as sculptural bike racks as they act as public art within the streetscape and add to the visual appeal to the community.
- Collaborate with private property businesses in the design and installation of temporary furniture and season patio areas, see Chapter 10.4.



9.7 Commemorative Elements and Public Art

Commemorative and interpretive features, such as plaques, signs, monuments, murals, and public art, play an important role in creating community space and highlighting important events, groups, or themes in a community. While many of these features may not in themselves be “historic”, they add to the way people experience a sense of character and place.

Policies

- Streetscape features should be implemented throughout the HCD that enhance the pedestrian experience and encourage walkability, where feasible, including distinctive street furniture, unique paving features, public art, signage/wayfinding and seating areas.
- Support the continued installation of commemorative character elements within the HCD. Retain, maintain, and enhance commemorative character elements within the HCD, including murals, banners, commemorative or interpretive signs, and plaques.
- Consider the side façades of buildings or those that do not contain historic masonry to not damage or obscure historic building materials when adding new painted murals. Use tactics to minimize damage to historic materials by applying removable covers or consulting with a building condition specialist prior to conducting work.

Guidelines

- Consult with the community When updating existing or establishing new commemorative features and public art.
- Consider the placement and composition of interpretive and commemorative elements to avoid creating areas that are over-crowded when adding additional commemorative character elements.



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- Consider the placement of interpretive signs about the history of Brooklin in Grass Park and the parkette at the southwest corner of Campbell Street and Baldwin Street.
- Use public art and commemoration to promote the distinctive identity of the HCD in alignment with the *Culture Connects Whitby, Whitby's First Culture Plan* (Town of Whitby 2020).

9.8 Parking

Public parking within the Brooklin HCD consists of on-street parking and public parking lots. Surface parking areas are also located behind businesses along Baldwin Street.

Policies

- Continue the pattern of parking in accordance with the City's By-Law, including applicable updates in progress.
- Surface parking areas for commercial properties shall be located behind buildings whenever possible. Include access to parking areas that is consistent with the character of single or double driveway widths in the HCD. For large parking areas, consider separate entrance and exit routes to avoid wide paved areas between buildings or landscape elements.
- Vegetative elements should be included to soften the appearance of visible parking areas, such as hedge or vegetated screening, and/or the inclusion of planted "islands" or trees, where feasible.

Guidelines

- Above ground parking structures should be avoided. If no other parking alternatives are available, above ground parking must follow the guidelines for new construction in Chapter 7.



9.9 Views and Vistas

Views and vistas serve as the windows to, from, or within the district. Views can take on a number of forms, each of which contribute differently to the look and feel of a place. Views to a landmark feature can provide a sense of unity within the surrounding neighbourhood by providing a central focal point to which the neighbourhood can connect to and can be a defining feature of a place. Designation under the *Ontario Heritage Act* can only relate to real property, and as such only vantage points from within the HCD can be managed by the policies and guidelines of an HCD Plan.

Policies

- Views to Lynde Creek and its associated vegetation from Baldwin Street, Way Street, and Cassels Road shall be maintained.
- Existing topography of the HCD shall be maintained, where feasible.
- Views from within the HCD to the HCD's landmark structures shall be maintained, including:
 - 90 Colston Avenue (Stephen Mede Thomas House)
 - 41 Baldwin Street (Grass Park)
 - 58 Baldwin Street (Balfour Building)
 - 56 Baldwin Street (Royal Canadian Legion)
 - 6-8 Vipond Road (Brooklin Community Centre and Library)
 - 19 Cassels Road East (Brooklin United Church)
 - 25 Cassels Road East (Brooklin Mill)



10 Paving and Landscaping on Private Property

10.1 Landscaping and Gardens

Most landscaped and garden areas on private property have continually evolved and changed throughout the seasons and changes in property ownership. It is expected that private gardens will continue to do so, and that private landscaping will support the character of the HCD by being sympathetic and compatible while still allowing for individual expression, seasonal decisions, and site conditions.

Policies

- A balance of softscaping (e.g., lawns and/or vegetation) and hardscaping (walkways, driveways, surface paving) shall be maintained.
- Do not use synthetic lawn materials such as artificial turf and plastics. The use of live plant materials such as lawns, plantings, or native groundcovers is preferred. If lawn is undesirable, consider choosing low maintenance drought tolerant groundcovers.
- The existing topography of properties should be retained.

Guidelines

- Encourage a variety of landscaped front yards on private property, including lawns, formal planted beds, informal “cottage” style or pollinator plantings, and vegetable gardens.
- Encourage the use of native plants or plant materials that were typical in a front garden landscape in mid-19th to early 20th century southern Ontario residential landscapes, or plants that are historically sympathetic.
- Refer to Table 1 and Table 2 for a list of historically sympathetic shrubs and perennials.



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Table 1 Shrubs

Botanical Name	Common Name
<i>Cornus sericea</i>	red osier dogwood
<i>Deutzia gracillis</i>	slender deutzia
<i>Euonymus alatus</i>	burningbush
<i>Forsythia x intermedia</i> ‘spectabilis’	showy forsythia
<i>Hydrangea arborescens</i> ‘grandiflora’	snowhill hydrangea
<i>Kerria japonica</i> ‘Pleniflora’	Japanese kerria
<i>Ligustrum amurense</i>	Amur privet
<i>Lonicera morrowii</i>	honeysuckle
<i>Magnolia x soulangiana</i>	saucer magnolia
<i>Philadelphus coronaries</i> ‘Aurens’	golden mock orange
<i>Prunus triloba</i> var <i>multiplex</i>	flowering almond
<i>Ribes alpinum</i>	Alpine current
<i>Syringa vulgaris</i>	common lilac
<i>Syringa x vulgaris</i> ‘Belle de Nancy’	Belle de Nancy lilac
<i>Viburnum opulus</i> ‘Sterile’	European snowball viburnum

Table 2 Perennials

Botanical Name	Common Name
<i>Alyssum saxatile</i> ‘Compacta’	Basket of Gold
<i>Anemone x hybrida</i> ‘Whirlwind’	Whirlwind anemone
<i>Agueilegia canadensis</i>	Wild Columbine
<i>Campanula persicifolia</i> var	Bellflower varieties
<i>Centura dealbata</i>	Persian Cornflower
<i>Coreopsis</i> sp.	Coreopsis species
<i>Delphinium</i> sp.	Delphinium species
<i>Dianthus barbatus</i> var.	Sweet William varieties
<i>Dicentra spectabilis</i>	Bleeding Heart
<i>Digitalis</i> sp.	Foxglove species
<i>Echinacea purpurea</i>	Purple Cone Flower



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Botanical Name	Common Name
<i>Iberis sempervirens</i>	Candytuft
<i>Iris germanica</i>	Bearded Iris
<i>Iris pseudoacorus</i>	Yellow Flag Iris
<i>Iris siberica</i>	Siberian Iris
<i>Liatris spicata</i>	Blazing Star
<i>Lupinus var.</i>	Lupine varieties
<i>Monarda didyma var</i>	Bergamot/Bee Balm varieties
<i>Paeonia sp.</i>	Peony species
<i>Papavar orientale var.</i>	Oriental Poppy varieties
<i>Rudbeckia sp.</i>	Cone Flower species

10.2 Trees

Mature trees located on private property and within public streetscape contribute to defining the heritage character of the Werden’s neighbourhood. Where boulevard space is insufficient or nonexistent for public planting, trees on private property often compensate for gaps found in the streetscape canopy. Privately owned trees can play a significant role in the streetscape and enhance the visual aesthetics of the district.

The Town does not have a specific tree by-law for the regulation of privately owned tree maintenance and removals. Tree maintenance regulation in boulevards is through the Town’s Property and Boulevard Maintenance By-law and any successors there to. The conservation and management of trees on private land is at the discretion of the property owner following best practices. The Town requires a heritage permit for the removal of trees on property within the HCD. The care, maintenance, and replacement of the neighbourhood’s street trees are integral to sustaining its green street canopies. While the Town does not currently have a specific tree by-law for the regulation of maintenance and removals, future by-laws should be adhered to once in place.



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Policies

- Mature trees and tree canopy within the HCD shall be maintained.
- Privately-owned trees within the HCD require consultation with the Town before tree removal(s) larger than 10 centimetres diameter at breast height or construction within the Tree Protection Zone. A heritage permit may be required for tree removal(s).
- Do not injure or destroy any Town owned tree. A heritage permit is required prior to any construction that may impact or occur within the Tree Protection Zone of a Town owned tree.
- Seek an ISA Certified Arborist for proper tree care of privately owned trees, including pruning, new plantings, and removals.
- The Town recommends an Arborist Report developed by an ISA Certified Arborist or Registered Professional Forester for consideration or request of tree removals. The Town may request an Arborist Report, if one has not been provided.
- Tree protection fencing and hoarding shall be used in all construction related activities to protect sensitive tree roots, reduce soil compaction, and identify pruning requirements pre-construction or in advance of equipment mobilization.
- Encourage the replacement of trees or new plantings with species selected in Table 3 to support the heritage character of the HCD.

Guidelines

- New plantings should be planted at a minimum of two metres setback from a building to mitigate the risk of future damage to building foundations and structural elements. Appropriate setbacks may range depending on tree species, but distances of two metres or more from the foundation are encouraged. Consult the Town to determine the need for a heritage permit for tree planting adjacent to a building.



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- Use care when cutting grass and using power lawn equipment directly adjacent to trees.
- If new trees have been planted, monitor them and water them regularly during periods of dry weather.
- Contact the Town for requests related to infill plantings or new plantings within Town owned boulevard areas. In frontages where municipal tree planting opportunities are limited, consider supporting the Town's tree canopy goals by planting trees on private property, where feasible.
- Keep planting, construction, and heavy foot traffic away from a tree's root zone.



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Table 3 Suitable Replacement Trees for Private Property

Latin Name	Common Name	Notes
<i>Fagus grandifolia</i>	American beech	Best suited for large sites, dense shade makes growing grass difficult
<i>Quercus macrocarpa</i>	Bur oak	Large and slow growing shade tree
<i>Cornus florida</i>	Eastern flowering dogwood	Small to medium sized flowering tree
<i>Tsuga canadensis</i>	Eastern hemlock (Canada hemlock)	Shade tolerant coniferous tree
<i>Juniperus virginiana</i>	Eastern red cedar	Small to medium size coniferous tree, can be used for screening
<i>Thuja occidentalis</i>	Eastern white cedar	Small to medium size coniferous tree, can be used for screening
<i>Pinus strobus</i>	Eastern white pine	Large and stately coniferous tree, the provincial tree of Ontario
<i>Celtis occidentalis</i>	Hackberry	Interesting bark, attractive to pollinators
<i>Ostrya virginiana</i>	Ironwood	Produces nuts that grow in clusters
<i>Gymnocladus dioica</i>	Kentucky Coffeetree	Provides dappled shade, open branching
<i>Acer rubrum</i>	Red maple	Turns bright red in the fall
<i>Quercus rubra</i>	Red oak	Fastest growing of the native oak trees



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Latin Name	Common Name	Notes
<i>Carya ovata</i>	Shagbark hickory	Bark separates into large plates as it ages, providing visual interest
<i>Amelanchier spp.</i>	Serviceberries	Flowers in the spring, good for smaller sites
<i>Acer saccharum</i>	Sugar maple	Ideal shade tree, prefers moist conditions
<i>Larix laricina</i>	Tamarack (Larch)	Rare example of a deciduous conifer tree
<i>Liriodendron tulipifera</i>	Tulip Tree	Unique green flowers in late spring
<i>Platanus occidentalis</i>	Sycamore	Fast growing and large shade tree
<i>Betula papyrifera</i>	White birch (Paper birch)	Fast growing tree valued for its white bark, relatively short lived.
<i>Quercus alba</i>	White oak	Slow growing shade tree ideal for large sites
<i>Picea glauca</i>	White spruce	Stately evergreen. Consider this native tree instead of Norway spruce of blue spruce
<i>Betula alleghaniensis</i>	Yellow birch	Slow growing medium sized shade tree



10.3 Paving, Hardscaping, and Driveways

Many residential or commercial properties contain paving in the form of parking or driveway areas and pathways to building entrances. Paving and hardscaping have been prevalent across Ontario for over a century and in many cases, paving and hardscaping can be compatible with the HCD character when appropriately scaled.

Policies

- Lawns, gardens, trees, or open spaces should not be replaced with new hardscaping.
- A range of paving materials on private property will be allowed, including concrete, stamped concrete, asphalt, interlocking pavers, stone, and gravel.
- Permeable options that offer environmentally-friendly and sustainable solutions may also be appropriate such as permeable pavers and resin-bound aggregate as long as they are compatible with the character of the HCD.
- Encourage the retention of existing driveway widths and the existing ratio between softscaping and driveway hardscaping at properties. If driveway expansion is needed to accommodate an ADU, a balance of hardscape and softscaping must be maintained and respect tree protection zones, where applicable.
- New driveways shall be located at the rear or side of buildings. Include vegetative elements to soften the appearance of visible parking areas, such as hedge or vegetated screening, and/or the inclusion of planted boulevards or islands or trees
- Encourage driveways from the side street rather than that front yard on corner lots. Additional driveways on front streets of corner lots may be permitted to access ADUs but shall not be more than a single car width.



Guidelines

- Encourage pathways that lead from the sidewalk to the main entrance of the property, in keeping with traditional historical landscaping patterns. Paths and walkways may take linear or curvilinear forms.

10.4 Temporary Furniture, Patio Areas, and Amenity Spaces

Private properties in commercial areas may wish to set out seasonal displays or seating areas for their business operations. Along provincial highway 12 property owners are subject to MTO permit controls (see Part 3, Chapter 19). There may be opportunities to explore seasonal patio spaces in collaboration with the Town. These opportunities support an animated public realm which in turn supports the HCD where sidewalk or boulevard space safely permits. Temporary furniture and patio areas must not obstruct the public right of way.

Policies

- Design and locate temporary furniture and patio areas in a manner that respects the heritage character of the HCD and does not detract from the identified cultural heritage value and heritage attributes of the HCD.
- Temporary furniture and patio elements shall be simple in design to appear secondary to the HCD's heritage attributes.
- Patio elements shall not permanently obscure or cover the street facing façades of buildings.
- Avoid fastening or anchoring patio elements to historic building street facing façades.

Guidelines

- If the fastening of patio elements to a building is necessary, attachments should be subtle in design and reversible.



- Consider materials and colours for street furniture and patio elements that complement the character of the HCD. Avoid overly bright or neon colours.

10.5 Fences

Fences may add to the historic setting of a property and can contribute to the heritage character of the HCD. Fencing is regulated through the Fencing By-law and any successors there to. Under this By-law, no person or owner shall erect, alter, or remove a fence wholly or partially on a Part V designated heritage property unless a heritage permit has been issued or the Town has waived the requirement for a heritage permit in writing (see Part 3, Chapter 18). Fencing in the Brooklin HCD was historically wood picket or wrought iron.

Policies

- New fencing shall be sited away from mature trees wherever possible.
- New fencing shall not visually compete with, nor detract from, identified views or heritage attributes of the HCD.

Guidelines

- Unfenced front yards are preferred in keeping with the character of the HCD
- Low fences are appropriate in front and side yards in the public realm, consistent with the Town's Fencing By-law.
- Traditional fencing materials such as wood or wrought iron are encouraged. Chain link, brick, solid boarding, or stone fences are not appropriate in the public realm of the HCD.
- Historic fences in the HCD may be re-instated using evidence from historic photographs and archival documents.



11 Signage

The HCD contains some mixed use, commercial, and institutional properties, signs may be required to advertise or display information to the public. Signs can contribute to the character of Brooklin, however, some signs that are internally-lit, banners or large window signs can have a negative effect on the character of the HCD. Signage in the HCD is regulated by the Town's Permanent Sign By-law and Temporary Sign By-law, and any successors there to. In addition, any signs within 400 metres of the provincial highways of Highway 12 and 7, are subject to MTO guidance and permits, where applicable following Chapter 5, of the *Highway Corridor Management Manual* (see Part 3, Chapter 19). The policies and guidelines below are intended to be read in conjunction with the appropriate provisions of those by-laws and requirements.

Policies

- Adhere to the Town's Permanent Sign and Temporary Sign By-law and any successors there to.
- Install signs in a manner that shall avoid covering windows or important elements of the building façade. Signage should complement and be consistent with the building façade, rather than overpower it.
- They should be situated within a dedicated signage band, limited in size, where applicable.
- Design new signage to be compatible with the character of the HCD. This may include signage in the valance of awnings, above storefronts, on canopies, and small-scale projecting or hanging items.
- Do not use an internally illuminate sign as per the Town's Permanent Sign By-law and any successors there to.
- Install wayfinding materials and signage so that they shall be visibly legible and consistent with the *Accessibility for Ontarians with Disabilities Act* guidelines.



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Guidelines

- Retain signs that are pre-existing and contribute to the character of the building.
- Use signage that is appropriate size to be read from across the street.
- Attach signs to the front façade of a building in a manner that is reversible. For masonry buildings, signs may be fastened into the mortar joints and not through the brick face or masonry itself.
- Secondary signs for commercial properties, such as one portable sign (sandwich board) can add visual character to the streetscape and are encouraged where possible, subject to the Town's sign bylaws and MTO permits.



Photo 25 **Examples of appropriate signage in the HCD**



12 Lighting

Street lighting can be a defining feature within a streetscape, not only because our night environment can be significantly enhanced by the quality of light provided, but also because the character of a street during the day can be affected by the form of the light standard. Although it is not necessary to replicate historic light features, installing standards that complement the historic fabric of an area benefits the overall HCD character. The *Brooklin Urban Design and Sustainable Development Guidelines* identify the use of a heritage appropriate street lighting in the HCD of black octagonal pole with black decorative head (SvN Architects + Planners Inc. 2018).

Policies

- External lighting shall be compatible with the character of the area and is low-profile. Most properties within the HCD have wall mount lights on one or both sides of the front door or a hanging pendant light at entry doors (Photo 26 and Photo 27). Lighting is appropriate for illuminating commercial signage (e.g., ‘gooseneck’ lighting), address numbers, or entrances (Photo 28).
- Lighting should be of a scale that is compatible to buildings and should avoid fixtures that shine directly and brightly towards adjacent properties.
- Encourage use of energy efficient L.E.D. lights of an appropriate brightness to avoid excess light pollution. Lighting too bright appears harsh. When possible, businesses should try to match the colour temperature of municipal street lighting to provide a uniform appearance to the district.
- Municipal street lighting should comply with the Town’s design standards, including materials for both poles and luminaries. The use of the black octagonal pole with black decorative head is appropriate in the HCD.



Guidelines

- While most municipal streetlighting in the HCD is affixed to utility poles, if free standing light standards are installed at a later date consideration should be given to the installation of historically sympathetic standards and luminaires.
- Light poles that provide options for hanging baskets and/or banners may be considered to create a unique streetscape character.



Photo 26 **Examples of wall mount lighting in the HCD**



Photo 27 **Examples of pendant lighting in the HCD**



Photo 28 **Example of 'gooseneck' lighting in the HCD**

13 Accessibility

Accessibility is an important consideration in an HCD Plan. Historically, buildings were not often designed with accessibility in mind. However, through alterations and new construction, accessibility can be introduced and enhanced in the HCD. All alterations and new construction will need to follow the *Accessibility for Ontarians with Disabilities Act*.

Policies

- Barrier-free design shall be included in all new construction. This includes commercial, residential, and institutional building types.
- Barrier-free design shall be included for all new streetscape, open space, and park design to remove barriers for people with disabilities.
- Barrier-free design shall be located on existing buildings when making alterations to entrances or other building features wherever possible, while avoiding damage or adverse impacts to original historic materials or heritage attributes.
- Barrier-free designs should avoid adverse impacts to heritage attributes or historic materials on front façades. Where impacts may occur, consider side or rear elevations instead, where possible.
- Paving specifications such as colour definition, materials and direction of pattern should be *Accessibility for Ontarians with Disabilities Act* compliant. Explore design solutions that enhance accessibility while preserving the character of the HCD and integrity of the public realm.

Guidelines

- Allow for temporary or transportable ramps to access commercial properties to improve access for people with disabilities even when alterations to entrances are not being proposed.



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- Allow for the use of markers, grip-tape or finishes or similar devices on entry surfaces such as steps, landings, or ramps.
- Allow the use of accessible door handles and railings at entrances.



14 Sustainability

Research and new technologies continue to uncover more ways to improve the sustainability of new and existing buildings. Consideration should be given to improving the sustainability of HCD resources and allowing for appropriate means of alternative energy, while also maintaining the historic character of the HCD. For new development, the Town's *Whitby Green Standard* toolkit and the *Brooklin Urban Design and Sustainable Development Guidelines* should be followed. Council should consider the following guidelines related to sustainability and alternative energy:

Policies

- Allow for the installation of solar panels on roofs, particularly on flat roof buildings or those that have low pitched roofs masked by parapets.
- Install solar panels, related infrastructure, or other alternative energy sources set back from the roofline or parapet to be inconspicuous from the street level.
- Do not remove or damage historic materials when installing solar panels or related infrastructure.
- Allow for the use of 'green' building materials and techniques on new construction where the designs are compatible with the HCD character and consistent with guidelines in Part 2, Chapter 7 for new construction.
- Encourage property owners to source materials from local suppliers and manufacturers, where possible.

Guidelines

- Consider green infrastructure and Low Impact Development techniques, such as permeable paving, infiltration trenches, rain gardens and other stormwater management techniques, in the design of new development and implemented to the



extent feasible, as determined by the Municipality in consultation with the Conservation Authority.

- Encourage property owners to conduct an energy audit prior to replacing original historic windows or doors to determine the greatest sources of heat loss. In some cases, minor repairs can provide as much improvement as full replacement.

15 Part IV Designations

The policies and guidelines of the Brooklin HCD Plan apply to all properties currently designated under Part IV of the *Ontario Heritage Act* within the district. Any interior and exterior elements of the building/property protected under Part IV of the *Ontario Heritage Act* continue to remain protected in the same way prior to their designation under Part V of the *Ontario Heritage Act*.

Property owners and the Town are to adhere to the requirements of Part IV designations within the HCD, unless otherwise repealed by Council. Where there are any conflicts between the Part IV and Part V Statements of Cultural Heritage Value or Interest, decisions should be made with regard to the policies and guidelines of the HCD Plan. If a Part IV property includes interior heritage attributes, decisions regarding alteration of interior attributes is governed by the process outlined in Part IV of the OHA, and not Part V.



16 Adjacent Properties

Development or alterations outside of the Brooklin HCD boundary are not subject to the policies and guidelines of the HCD Plan, nor are they required to obtain heritage permits. However, site alteration and development adjacent to the HCD is required to conform to the PPS. In accordance with Policy 4.6.3, “Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* unless the *heritage attributes* of the *protected heritage property* will be *conserved*” (Government of Ontario 2024). To achieve this, the Town may require the preparation of a CHIA carried out by a qualified professional for development adjacent to the HCD. The CHIA should be conducted by a member in good standing of the Canadian Association of Heritage Professionals (CAHP) and be prepared according to the Town’s Cultural Heritage Impact Assessment Terms of Reference. The Town, the HWAC and Council may require that a proponent implement mitigative measures where impacts on the HCD attributes are identified, as outlined in the CHIA.



Part 3

Implementation



17 Designation

The *Ontario Heritage Act* and the Town's Official Plan contain the framework for establishing HCD Plans. To implement this Brooklin HCD Plan, the Town will amend the existing designation By-laws (6085-08 and 6086-08). When the by-law is adopted, it will be registered on title with all property owners. The registration will remain on title for the property in perpetuity or until updated in the future. The Town will file a notice with the Ontario Heritage Trust that the by-law has been adopted.

Policies and best practices change and evolve over time. It is recommended that the Brooklin HCD Plan be reviewed and updated occasionally so that it remains reflective of the appropriate planning and heritage frameworks. Review should typically occur within a five-to-ten-year period of its publication, or as applicable based on municipal requirements and budgetary considerations.

18 Heritage Permit Process

HCD Plans are managed by Town Planning staff, the HWAC, and Council in cooperation with property owners. Each group has their own roles and responsibilities to play in maintaining a successful HCD Plan, as outlined below.

18.1 Roles and Responsibilities

Planning Staff

- Advise property owners when heritage permits are required
- Receive and review heritage permits for completeness
- Determine if alteration is delegated to staff for approval (if applicable), or whether HWAC and/or Council consideration would also be required



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- Acknowledge receipt of application and begin 90-day process to grant (with or without conditions), if permit is delegated to staff approval
- Forward heritage permit application to the HWAC for discussion and review at next available meeting, where applicable
- Work with property owner to modify application/plans, if required
- Grant or refuse permit

Heritage Whitby Advisory Committee

- Include permit applications (for alterations, additions, new construction, demolition) during regularly scheduled meetings, where HWAC approval is required on an application
- Receive delegations at committee meetings to speak on behalf of their applications
- Review heritage permit applications and their adherence to the HCD Plan policies and guidelines
- Provide constructive comments or feedback where applications may need revision to meet the HCD Plan policies and guidelines
- Make recommendation on granting, granting with conditions, or refusing heritage permits

Council

- Include the HWAC on resolutions, staff reports, and heritage permit applications during regularly scheduled meetings
- Receive supporting staff reports, applications, or other documentation regarding heritage permit applications
- Receive delegations at Committee of the Whole/Council meetings to speak on behalf of their applications, if applicable



- Make decision on granting, granting with conditions, or refusing heritage permits within 90 days of receiving the application
- Acknowledge decisions made by Ontario Land Tribunal regarding heritage permits, if applicable

Property Owners

- Consult with Planning Staff to discuss the nature of the proposed alteration or development and confirm requirements of the heritage permit
- Review the applicable policies and guidelines from the HCD Plan that apply to the change you are proposing
- Apply for heritage permit with required supporting documentation
- Undertake alterations and development in accordance with the principles, policies, and guidelines outlined in the HCD Plan

18.2 Heritage Permit Applications

The Town currently has a heritage permit system in place to manage heritage permit applications for properties designated under Part IV and Part V of the *Ontario Heritage Act*. The existing permit system requires review and approval by Heritage Planning staff and may also require review by HWAC, and/or approval by Council.

Heritage permit applications are currently required to contain the following information:

- Work proposed (alterations to a building/landscape, demolition, new construction, privately owned tree removal or construction activities within the Tree Protection Zone of a Town owned tree)
- Heritage Designation (Part IV, V, or both)
- Property address
- Owner or Applicant



- Detailed description of the work to be undertaken, including drawings, photographs, studies, reports, or other additional items identified by Town Heritage staff, as applicable.
- Consultation with Heritage Planning Staff
- Project timeline

18.3 Heritage Permit Exemptions

The *Ontario Heritage Act* requires a list of alterations or classes of alterations that are minor in nature and do not require a heritage alteration permit. The following provides a list of alterations that are exempt from permits in the Brooklin HCD:

- Interior work (unless otherwise specified from a Part IV designation)
- Alterations to rear façades that are not visible from the public realm of the Brooklin HCD
- Minor repairs and maintenance (e.g., patching holes, re-affixing existing features) and cleaning Painting trim, porch components, window frames, shutters, and entrance doors
- Painting brick or cladding surfaces that have already been painted
- Replacing existing windows or doors with new features of the same materials, styles, and dimensions (e.g. replacing existing vinyl windows with vinyl windows of the same style, replacing steel or fibreglass doors with the same material and style). Note that both the material and style of the replacement must be like-for-like – if an exact like-for-like replacement is not available, consult Staff to determine the need for an alteration permit.
- Replacing roofing material with the same materials (e.g., asphalt to asphalt, metal to metal, cedar shingles to cedar shingles)
- Replacing existing gutters, downspouts, and soffits with the same materials



- Replacement of existing exterior lighting on residential properties in the same location
- Vegetative landscaping (softscaping) e.g., planting flower gardens, shrubs, laying or removing sod, adding or modifying garden beds or planters
- Minor repairs to streets and sidewalk surfaces
- Re-paving driveways, streets, sidewalks, and walkways with the same material and the same dimensions (e.g., asphalt to asphalt, interlock pavers to interlock pavers, concrete to concrete)
- Trails and bicycle lanes within the existing municipal right-of-way
- Installation and/or repair of underground utilities and services within the municipal right-of-way (e.g. water, sewage, gas, or communications)
- Installation and/or repair of aboveground utilities and services within the municipal right-of-way (e.g. hydro poles or boxes and fire hydrants)
- Installation and/or repair of street furniture, including seating, planters, tree grates, banners, hanging baskets, garbage receptacles, and bike racks

All other activities not included on the list above require a heritage alteration permit. It is recommended that property owners consult the Town if they have any questions about whether a particular activity may or may not require a permit.

18.3.1 Places of Worship

Subsections 33(18) to (26) of the *Ontario Heritage Act* set out a streamline alterations approvals process that applies to a narrow set of proposed alterations to buildings used primarily for religious practices. **It must be noted that this process applies only to properties that are individually designated under Part IV of the *Ontario Heritage Act*, and is not applicable to properties in an HCD unless they are also designated under Part IV.** Under the *Ontario Heritage Act*, Town Council must consent, without terms or conditions, to proposed alterations to buildings used primarily for religious



practices, where all the following conditions (under Section 33(18) of the *Ontario Heritage Act* and Section 6.1 of O. Reg. 385/21), are met:

- the alteration is required for one of the following:
 - i. An Indigenous community or Indigenous organization
 - ii. A religious organization that is not an Indigenous organization if the organization is registered
- the building, or part of the building, to be altered is primarily use for religious practices
- the heritage attributes identified in the application are connected to or required for religious practices
- the alteration is not for the purposes of an addition to a building
- the applicant provides council with an affidavit or sworn declaration that the application meets the above conditions
- the affidavit or sworn declaration must be sworn or affirmed by an individual with authority to represent the religious organization, Indigenous community or Indigenous organization for whom the alteration is required

(Government of Ontario 2025b)

18.4 Cultural Heritage Reports

Some heritage permit applications may require a supplementary CHER or CHIA. The preparation of a CHER involves the evaluation of a property according to O. Reg. 9/06, to determine if a property merits cultural heritage value under the *Ontario Heritage Act*. Where a property has identified heritage value according to O. Reg. 9/06, or is a contributing property to the Werden's HCD Statement of CHVI, the preparation of a CHIA may be needed where there are impacts to the identified cultural heritage value or interest or heritage attributes of a property. To determine if a CHER or CHIA is required, consult Town staff.



18.5 Town and Regional Public Works

The Town is required to follow the requirements of the Brooklin HCD Plan when undertaking public works (where work falls within MTO jurisdiction, refer to Section 19). As outlined in the *Ontario Heritage Act*, the Council of a municipality may not carry out any public work in a HCD that is contrary to the objectives of the Plan.

HWAC review and Council approval is required for municipal and regional infrastructure, streetscaping, major park landscaping projects, or the installation of public art/murals, such that they are consistent with the policies and guidelines of the HCD Plan. The following Town actions are exempt from requiring the Heritage Whitby Advisory Committee and Council approval:

- Changes to road signage
- Replacing existing light standards in-kind
- Replacing existing street furniture in-kind
- Annual streetscape planters and park landscaping (e.g., planting of annuals in existing garden beds, hanging flower baskets)
- Routine park/open space maintenance (irrigation, mowing lawn, trimming vegetation, cleaning/repairing street furniture)

18.6 Appeals Process

As per the *Ontario Heritage Act*, property owners have the right to appeal the decision of Council to refuse a heritage permit or the terms and conditions applied to the granting of a heritage permit. Appeals will be directed to the Ontario Land Tribunal. A property owner must appeal the decision of Council to refuse or apply terms and conditions to the permit with 30 days of receiving notice of Council's decision.

The Tribunal shall hear the appeal and may take one of the following actions:

- Dismiss the appeal



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- Direct that the permit be issued without terms and conditions or with such terms and conditions as ordered by the Tribunal



19 Ministry of Transportation Ontario

The Brooklin HCD contains provincial highway 12 that is subject to MTO permit controls. Under the *Public Transportation and Highway Improvement Act*, the MTO regulates permit controlled areas for structures, roads, entrances, and the placement of signs. Any land development, highway access, construction, utilities, or other activities near these provincial highways requires consultation with MTO to determine what type of permit(s) is needed. It is at the discretion of the property owner to follow the MTO permit process. Permits related to building development (additions/new construction) and signage are most applicable to private property. There are four types of MTO permits:

- Building and Land Use: required for commercial or residential development, construction or renovation within the MTO's permit control area (45 metres from the right-of-way).
- Encroachment: required for the installation of works, upon, under or within the limits of a Provincial Highway right-of-way placed by someone other than MTO.
- Entrance: required for the construction of an entrance to a Provincial Highway, a change in use of an existing entrance to a Provincial Highway, a change in property ownership, and/or modification/alteration of an existing entrance to a highway.
- Sign: required for construction or alteration of any sign or advertising device within the MTO's permit control area (400 metres from the right-of-way).

(MTO 2025)

Determine if you require an MTO permit through the MTO Highway Corridor Management online General Inquiry Checklist or by requesting a MTO pre-consultation meeting.



20 Education and Promotion

Education and promotion can be a valuable part of successfully managing an HCD Plan. Providing property owners, the heritage committee, and Council with tools to understand the HCD Plan process and tools at their disposal helps to get all parties on the same page with proposing or reviewing applications for alterations or new development.

Given the Brooklin HCD has been in effect since 2008, it is likely that there does not need to be a substantial increase in education and promotion of the HCD within the Town. This may only be necessary when there are changes and turnover with HWAC or Council.

While increased education may not be required, guidance should remain available for existing and future property owners in the HCD. The Town maintains a page on its website dedicated to Heritage including links to the heritage register, HCD Plans, and additional heritage resources. This website should be maintained and updated with additional information when required or when there are legislative changes.

It may also be beneficial to provide tools to educate property owners and business owners on other aspects of the HCD outside of the implementation details. This may include providing an overview of how property owner's investments in their properties can be protected by the HCD Plan process, links to groups or organizations that can provide support or resources for property owners (see Appendix E), information on financial incentives available for property owners (if applicable), and answers to frequently asked questions about HCDs. Links to these tools in a dedicated place can be valuable resources to property owners in an HCD. Over the long term, as properties change hands, these tools can continue to be useful resources for new property owners.



Promoting the HCD Plan within and outside of the neighbourhood is in line with the Town's direction of conserving Whitby's cultural heritage resources to enhance the Town's sense of community and identity. Encouraging community awareness in the HCD through festivals, events, guided and self-guided tours, and "Doors Open" events can draw interest from those outside the HCD. It is recommended that the Town engage with business owners, residents, and organizations to establish appropriate promotional materials and events.

Other means of promoting the HCD Plan may come through recognizing the efforts of property owners by establishing local awards programs, such as urban design awards or heritage focused awards. Annual awards created by the Town or local heritage organizations may highlight examples of restoration, façade improvements, or new development that complies with HCD Plan policies and heritage best practices.



21 Conclusion

The contents of this HCD Plan are intended to guide the Town, HWAC, Council, and property owners in working together to conserve the cultural heritage value or interest of the Brooklin HCD. Through managing the changes in the HCD, the community has a stake in how the HCD continues to evolve over time. This HCD Plan provides the roadmap to decision-making for the most common types of change an HCD is likely to encounter, including the alteration of a variety of building types, additions to existing buildings, and new development.

The Plan also provides guidance on streetscaping and landscaping throughout the HCD. As communities continue to evolve and grow, and policy frameworks inevitably change, the HCD Plan cannot imagine all the possibilities of change that may occur or be proposed within the HCD. Where specific scenarios are not present within this plan, the overall objective of the Brooklin HCD Plan and Principles should be consulted for guidance on decision-making, as these relate to the core values identified for the HCD, and long-standing heritage best practices. Through this approach, the cultural heritage value or interest of the Brooklin HCD can be retained for future generations and managed in such a way that reflects the continually evolving nature of human society.



Appendices



The background image shows a two-story brick building with a green metal awning over the entrance. There are several windows with white frames. A parking lot with yellow lines is in the foreground. A large white circle is overlaid on the right side of the image, containing the text.

Appendix A

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Appendix B

Glossary

Glossary

The following terms contained within the HCD Plan report have been derived from the *Ontario Heritage Act* (Government of Ontario 1990), *Ontario Heritage Tool Kit* (Ministry of Culture 2006 and Government of Ontario 2025a), the *Standards for the Conservation of Historic Places in Canada* (Parks Canada 2010), the *Provincial Planning Statement* (Government of Ontario 2024), and the Town of Whitby’s Zoning By-laws and Glossary of Tree Terms (Town of Whitby 2021,2024, n.d.).

Term	Definition
Additional Dwelling Unit	According to the Town of Whitby’s zoning By-laws, Additional Dwelling Unit means a self-contained dwelling unit either located within a permitted residential dwelling or located within an accessory structure which is secondary to the main residential building on the same lot.
Adjacent	Real properties or sites that are contiguous or separated by a laneway, easement, right-of-way or roadway. Under the PPS, this includes lands contiguous to a protected heritage property.
Alter or Alteration	To change in any manner including to restore, renovate, or repair. Alteration has a corresponding meaning.
Conservation	All actions or processes that are aimed at safeguarding the heritage attributes of a place so that it retains its heritage value and extends its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.



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Term	Definition
Contributing Property	Those properties that directly support the Statement of Cultural Heritage Value or Interest and Heritage Attributes of the HCD. These properties were designed or constructed in the late 19 th to early 20 th century as part of the commercial and residential streetscapes and retain historic building fabric or heritage features that distinguish them as older buildings of a particular era, type, or place.
Cultural Heritage Value or Interest (CHVI)	As outlined in <i>Ontario Regulation 9/06</i> of the <i>Ontario Heritage Act</i> , an individual property may be determined to have CHVI if it demonstrated design/physical value, historic/associative value, or contextual value. In the context of HCDs, the <i>Ontario Heritage Tool Kit</i> outlined that CHVI within an HCD may be expressed broadly as an area that demonstrates natural, historic, aesthetic, architectural, scenic, scientific, cultural, social, or spiritual value.
Diameter at Breast Height (DBH)	The measurement of the diameter of the trunk of a tree from outside the bark 1.4 metres above existing grade adjacent to its base, or where there are multiple stems, the total of the diameters of the three largest stems 1.4 metres above existing grade adjacent to its base.
Gateway	A significant vantage point defined by a key feature or features framing or marking the entry to an area.



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Term	Definition
Guideline	A recommended action that may be taken in a given situation. A guideline arises from a policy and is facilitated by a procedure.
Heritage Attribute	The physical characteristics of a property or resource that contribute to its cultural heritage value or interest.
Heritage Conservation District (HCD)	An area or grouping of properties collectively designated pursuant to Part V, Section 41, of the <i>Ontario Heritage Act</i> .
Landmark	A prominent structure because of architectural elements, historical importance to community, or contextual position.
Maintenance	The routine cyclical, non-destructive actions necessary for the long-term conservation of a protected heritage resource and its heritage attributes.
Municipal Heritage Committee	A municipal heritage committee is an advisory committee to a Municipal Council. A municipal heritage committee can help a community participate more directly in a municipality's decision-making process by broadening the scope of information that informs the decision-making process.
Non-Contributing Property	Properties that do not directly support the Statement of Cultural Heritage Value or Interest and Heritage Attributes of the HCD. These properties may have been constructed more recently or may be older properties that have been modified to such an extent that historic building fabric or



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Term	Definition
	detailing has been substantially altered, removed, or obscured.
Part IV Designation	In reference to real property designated under Part IV of the <i>Ontario Heritage Act</i> by municipal by-law. The designation by-law for an individual designation includes a description of the property, a statement explaining the cultural heritage value or interest, and a description of the heritage attributes.
Policy	A statement of intent or position that is adopted that provides the framework for a course of action.
Preservation	The action or process of protecting, maintaining, and/or stabilizing the existing materials form, and integrity of an historic place, or of an individual component, while protecting its heritage value.
Procedure	A course of action developed to implement and support a policy. Example: Heritage Alteration Permit Application.
Protected Heritage Property	Real property protected under Part II, IV, V, or VI of the <i>Ontario Heritage Act</i> .
Rehabilitation	The actions or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component while protecting its heritage value.
Restoration	The action or process of accurately revealing, recovering, or representing the state of a historic place, or of an



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Appendix B Glossary

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Term	Definition
	individual component, as it appeared at a particular period in its history, while protecting its heritage value.
Root Zone	The area and volume of soil around the tree in which the root system is normally found. This may extend to three or more times the branch spread of the tree and predominantly within the top twelve inches of soil.
Statement of Cultural Heritage Value or Interest	As outlined in the <i>Ontario Heritage Tool Kit</i> , this is a statement that describes the heritage values of the HCD, or why the area is considered to have merit as an HCD and includes a list of heritage attributes.
Tree Protection Zone (TPZ)	A defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees or vegetated areas, especially during construction or development.
Vistas	Views enclosed by buildings/structures, landforms, and vegetation from a stationary vantage point.

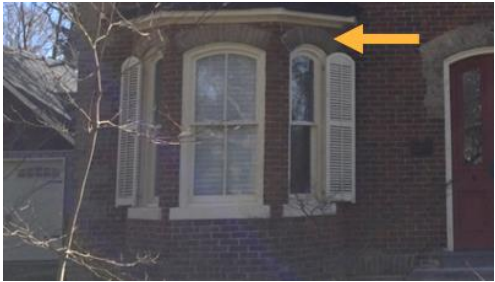




Appendix C

Architectural Terminology

Architectural Terminology

Term	Photo	Definition
Arts and Crafts		Refers to structures that were constructed to fit within the natural environment with natural looking cladding materials; popular in the early decades of the 20 th century
Bargeboard		Boards or other decorative woodwork fixed to the edges or projecting rafters of a gabled roof. Sometimes called gingerbread or vergeboard.
Bay Window		A window which projects out from a wall in a semicircle, rectangle, or polygon shape.

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Appendix C Architectural Terminology
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Term	Photo	Definition
Bracket		An ornamental projection which provides visual or structural support for a cornice, balcony, statue, or window
Chimney		The masonry of a fireplace that extends up through the roof and carries smoke outside.
Cladding		The external, non-structural material that protects the structural wall or frame from the weather.
Columns		A freestanding vertical structure that supports a roof or porch



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Appendix C Architectural Terminology
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Term	Photo	Definition
Colonial Revival		An architectural style that recalls colonial 18 th and 19 th century architecture in North America; popular between 1900 and the present.
Contemporary Replica of Historic Style		Refers to structures built after 1980 that are designed to evoke a historic building style.
Dentils		A series of rectangles used as ornamentation for cornices
Dichromatic Brickwork		The utilization of two or more types of brick colour.



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Appendix C Architectural Terminology
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Term	Photo	Definition
Dormer		A window that projects from a sloping roof with a small roof of its own.
Eaves		The roof overhangs that protect a home from various elements.
Edwardian		An architectural style popular between 1900 and 1930 with understated classical detailing and modern proportions. Typical features include stone lintels and sills, pilasters and columns, and hipped roofs.
Finial		An ornament added to the top of a gable or spire. Commonly used in Gothic Revival architecture.
Gable		The triangular portion of the wall beneath the end of a gabled roof.



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Appendix C Architectural Terminology
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Term	Photo	Definition
Gabled Roof		A roof that slopes on two sides.
Gothic Revival		An architectural style popular between 1830 and 1890 and found in many forms. Typical features include steep gables, bargeboard, drip mouldings, finials, and pointed arch windows.
Hip Roof		A type of roof where all sides slope down towards the walls without any flat ends or gable walls.
Hood Mould		A projecting hood or moulding over a window.



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Appendix C Architectural Terminology
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Term	Photo	Definition
Italianate		An architectural style popular between 1850 and 1900 that was characterized by a hip roof, a symmetrical front façade, strongly accentuated corners, segmentally arched windows, tall chimneys, and sometimes a pedimented projecting frontispiece.
Lattice Brickwork		Bricks arranged in an interwoven pattern.
Mansard Roof		A roof that has a double slope with the lower steeper and longer than the upper one. Common to Second Empire architecture.

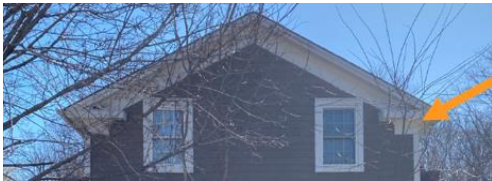


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Appendix C Architectural Terminology
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Term	Photo	Definition
Porch		An extension of a residence, typically in the front of the house, that can be enclosed or open.
Queen Anne		An architectural style that was popular between 1880 and 1910. This style was characterized by an asymmetrical composition, towers, and decorative brick work and woodwork.
Quoins		A decorative stone around the corner of a wall or around a window.



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Appendix C Architectural Terminology
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Term	Photo	Definition
Ranch		An architectural style that was popular between the 1950s and 1975 that was characterized by a broad one-storey shape with a low pitched roof and asymmetrical façade.
Return Eaves		An architectural feature where the line of roof eave on a gable end doubles back in towards the centre of the gable.
Segmental Arch Window Opening		A window or opening with a circular arc of less than 180 degrees.
Sidelight		A window beside a door, forming part of the door unit.



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Term	Photo	Definition
Shutter		Historically movable covers for windows or doors. Today, shutters are typically decorative only.
Spindle		A decorative element often used in the design of porch railings.
Sill		The horizontal material that spans the bottom of a window
Twentieth Century Modern		An architectural style popular between 1940s and 1970s. Typical features include modern materials (steel, glass, and concrete), simple and minimalistic exteriors, and clean lines with a horizontal or vertical emphasis.



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Appendix C Architectural Terminology
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Term	Photo	Definition
Vernacular		Built form that reflects local or regional materials, influences, patterns or themes. Vernacular properties typically have less ornamentation or different characteristics than buildings of an architectural style.
Voussoir		An arch above a window or door.





Appendix D

Contributing and Non-Contributing Properties

Appendix D Contributing and Non-Contributing Properties

Address Number	Street Address	Contributing/Non-Contributing
21	Albert Street	Contributing
30	Bagot Street	Non-Contributing
36	Bagot Street	Non-Contributing
3	Baldwin Street	Non-Contributing
6	Baldwin Street	Non-Contributing
12	Baldwin Street	Non-Contributing
15	Baldwin Street	Non-Contributing
16	Baldwin Street	Non-Contributing
17	Baldwin Street	Non-Contributing
201-17	Baldwin Street	Non-Contributing
202-17	Baldwin Street	Non-Contributing
203-17	Baldwin Street	Non-Contributing
204-17	Baldwin Street	Non-Contributing
205-17	Baldwin Street	Non-Contributing
206-17	Baldwin Street	Non-Contributing
207-17	Baldwin Street	Non-Contributing
208-17	Baldwin Street	Non-Contributing
209-17	Baldwin Street	Non-Contributing
210-17	Baldwin Street	Non-Contributing
20	Baldwin Street	Contributing
22	Baldwin Street	Contributing
24	Baldwin Street	Contributing
28	Baldwin Street	Contributing
31	Baldwin Street	Non-Contributing
38	Baldwin Street	Contributing
40	Baldwin Street	Contributing
41	Baldwin Street	Contributing
42	Baldwin Street	Contributing

Address Number	Street Address	Contributing/Non-Contributing
44	Baldwin Street	Contributing
45	Baldwin Street	Contributing
46	Baldwin Street	Contributing
47	Baldwin Street	Contributing
48	Baldwin Street	Non-Contributing
49	Baldwin Street	Contributing
50	Baldwin Street	Non-Contributing
51	Baldwin Street	Contributing
51A	Baldwin Street	Contributing
53	Baldwin Street (Front, 2.5 storey structure)	Contributing
53	Baldwin Street (Rear, 1 storey structure)	Non-Contributing
53A	Baldwin Street	Non-Contributing
55	Baldwin Street	Contributing
56	Baldwin Street	Contributing
57	Baldwin Street	Contributing
58	Baldwin Street	Contributing
61	Baldwin Street	Contributing
63	Baldwin Street	Non-Contributing
64	Baldwin Street	Non-Contributing
65	Baldwin Street	Non-Contributing
66	Baldwin Street	Non-Contributing
67	Baldwin Street	Non-Contributing
71	Baldwin Street	Contributing
72	Baldwin Street	Non-Contributing
75	Baldwin Street	Contributing
76	Baldwin Street	Non-Contributing
79	Baldwin Street	Contributing
85	Baldwin Street	Non-Contributing

Address Number	Street Address	Contributing/Non-Contributing
91	Baldwin Street	Non-Contributing
95	Baldwin Street	Non-Contributing
99	Baldwin Street	Non-Contributing
110	Baldwin Street	Contributing
2	Campbell Street	Non-Contributing
5	Campbell Street	Non-Contributing
6	Campbell Street	Non-Contributing
7	Campbell Street	Non-Contributing
9	Campbell Street	Non-Contributing
89	Carnwith Drive West	Non-Contributing
91	Carnwith Drive West	Non-Contributing
93	Carnwith Drive West	Non-Contributing
95	Carnwith Drive West	Non-Contributing
97	Carnwith Drive West	Non-Contributing
99	Carnwith Drive West	Non-Contributing
101	Carnwith Drive West	Non-Contributing
No Number	Cassels Road East (parcel between 30 and 42 Cassels Road East)	Non-Contributing
3	Cassels Road East	Contributing
14	Cassels Road East	Contributing
19	Cassels Road East	Contributing
20	Cassels Road East	Non-Contributing
23	Cassels Road East	Non-Contributing
25	Cassels Road East	Contributing
30	Cassels Road East	Non-Contributing
31	Cassels Road East	Non-Contributing
39	Cassels Road East	Contributing
42	Cassels Road East	Contributing
44	Cassels Road East	Non-Contributing
45	Cassels Road East	Contributing

Address Number	Street Address	Contributing/Non-Contributing
49	Cassels Road East	Contributing
51	Cassels Road East	Contributing
52	Cassels Road East	Non-Contributing
55	Cassels Road East	Contributing
56	Cassels Road East	Contributing
57	Cassels Road East	Contributing
60	Cassels Road East	Contributing
62	Cassels Road East	Contributing
64	Cassels Road East	Contributing
65	Cassels Road East	Contributing
68	Cassels Road East	Non-Contributing
69	Cassels Road East	Contributing
70	Cassels Road East	Non-Contributing
1	Cassels Road West	Non-Contributing
3	Cassels Road West	Contributing
4	Cassels Road West	Contributing
14	Church Street	Non-Contributing
16	Church Street	Non-Contributing
90	Colston Avenue	Contributing
7	Durham Street	Non-Contributing
8	Durham Street	Non-Contributing
9	Durham Street	Non-Contributing
10	Durham Street	Non-Contributing
11	Durham Street	Non-Contributing
12	Durham Street	Non-Contributing
13	Durham Street	Non-Contributing
15	Durham Street	Non-Contributing
16	Durham Street	Non-Contributing
17	Durham Street	Non-Contributing
18	Durham Street	Non-Contributing

Address Number	Street Address	Contributing/Non-Contributing
19	Durham Street	Non-Contributing
21	Kinsmen Court	Non-Contributing
22	Kinsmen Court	Non-Contributing
No Number	Pearl Street (parcel between 41 and 47 Pearl Street)	Non-Contributing
37	Pearl Street	Non-Contributing
40	Pearl Street	Non-Contributing
41	Pearl Street	Non-Contributing
42	Pearl Street	Non-Contributing
47	Pearl Street	Non-Contributing
53	Pearl Street	Non-Contributing
2	Price Street	Non-Contributing
6	Price Street	Non-Contributing
10	Price Street	Non-Contributing
12	Price Street	Non-Contributing
14	Price Street	Non-Contributing
15	Price Street	Non-Contributing
18	Price Street	Non-Contributing
1	Princess Street	Contributing
2	Princess Street	Non-Contributing
5	Princess Street	Contributing
6	Princess Street	Non-Contributing
8	Princess Street	Non-Contributing
9	Princess Street	Contributing
10	Princess Street	Non-Contributing
11	Princess Street	Contributing
12	Princess Street	Non-Contributing
15	Princess Street	Contributing
16	Princess Street	Non-Contributing
18	Princess Street	Contributing

Address Number	Street Address	Contributing/Non-Contributing
20	Princess Street	Non-Contributing
21	Princess Street	Contributing
23	Princess Street	Contributing
24	Princess Street	Contributing
28	Princess Street	Non-Contributing
42	Queen Street	Non-Contributing
2	Roebuck Street	Non-Contributing
6	Roebuck Street	Non-Contributing
10	Roebuck Street	Contributing
No Number	Vipond Road (same building as 6 Vipond Road)	Contributing
3	Vipond Road	Non-Contributing
6	Vipond Road	Contributing
8	Vipond Road	Contributing
No Number	Way Street (parcel between 38 and 56 Way Street)	Non-Contributing
1	Way Street	Contributing
3	Way Street	Contributing
5	Way Street	Non-Contributing
7	Way Street	Non-Contributing
9	Way Street	Contributing
25	Way Street	Contributing
26	Way Street	Non-Contributing
38	Way Street	Non-Contributing
56	Way Street	Non-Contributing
60	Way Street	Non-Contributing
68	Way Street	Non-Contributing
80	Way Street	Non-Contributing
10	Winchester Road East	Non-Contributing
12	Winchester Road East	Non-Contributing

Address Number	Street Address	Contributing/Non-Contributing
16	Winchester Road East	Non-Contributing
24	Winchester Road East	Non-Contributing
28	Winchester Road East	Contributing
52	Winchester Road East	Non-Contributing
58	Winchester Road East	Non-Contributing
60	Winchester Road East	Contributing
62	Winchester Road East	Non-Contributing
64	Winchester Road East	Non-Contributing
66	Winchester Road East	Non-Contributing
68	Winchester Road East	Contributing
70	Winchester Road East	Non-Contributing
72	Winchester Road East	Non-Contributing
10	Woodington Court	Contributing



Appendix E

Resources for Property Owners and Community Members

Appendix E: Resources for Property Owners and Community Members

Heritage Best Practices

The principles of an HCD Plan are drawn from heritage best practices established at the provincial, federal, and international level through guiding documents and charters. The principles outlined in this report are derived from the 2007 publication the *Eight Guiding Principles in the Conservation of Built Heritage Properties* and the 2010 publication the *Standards and Guidelines for the Conservation of Historic Places in Canada*. These documents provide overarching guidance on how to approach conservation, restoration or rehabilitation projects on historic buildings and can help property owners and community members understand the bigger picture of heritage conservation:

- *Eight Guiding Principles in the Conservation of Built Heritage Properties:*
<https://www.ontario.ca/page/eight-guiding-principles-conservation-built-heritage-properties>
- *Standards and Guidelines for the Conservation of Historic Places in Canada:*
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Building Alterations, Maintenance, and Repairs

The policies and guidelines in this HCD Plan require and suggest maintenance and repair of original materials and features of the buildings in the HCD. Some policies and guidelines refer to specific materials or techniques that may be new to property owners not familiar with caring for heritage buildings. The *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*, edited by Mark Fram, provides a practical guide to restoration and rehabilitation of heritage buildings: <https://www.heritagetrust.on.ca/pages/publications/well-preserved>

The National Park Service of the United States Department of the Interior offers a series of Technical Preservation Briefs that provide useful guidance on preserving,



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rehabilitating and restoring historic buildings:

<https://www.nps.gov/orgs/1739/preservation-by-topic.htm>

The following specific *Well-Preserved* chapters, and National Park Service briefs may be useful to property owners in Whitby, such as:

- Maintenance
 - Pages 190-193: https://www.heritagetrust.on.ca/user_assets/documents/8-WP-Interior.pdf
- Masonry, including cleaning and repointing
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-02-repointing.pdf>
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-01-cleaning-masonry.pdf>
 - Pages 126-135:
https://www.heritagetrust.on.ca/user_assets/documents/7-WP-Exterior.pdf
- Improving energy efficiency
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-03-energy-efficiency.pdf>
 - Pages 185-185:
https://www.heritagetrust.on.ca/user_assets/documents/8-WP-Interior.pdf
- Dangers of abrasive cleaning
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-06-abrasive-cleaning.pdf>
- Rehabilitating historic storefronts
 - <https://www.nps.gov/orgs/1739/upload/its-13-missing-altered-storefronts.pdf>
 - Pages 160-163:
https://www.heritagetrust.on.ca/user_assets/documents/7-WP-Exterior.pdf



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- Making historic properties accessible
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-32-accessibility.pdf>

Maintaining, repairing, and restoring historic buildings can require special approaches, tools, and methods. It is important to understand the nature of your building, its materials, and its needs before you begin your work. Seeking the advice of qualified professionals is advisable, particularly those with experience working with older buildings.

To find professionals with experience working with historic buildings and structures, you can search the Canadian Association of Heritage Professionals (CAHP) directory to find architects, consultants, tradespeople, historians, and other specialists:

- CAHP Website: <https://cahp-acecp.ca/professionals/>

Regeneration Works, a project of the National Trust for Canada, provides tools for communities, organizations and property owners who are working to renew and protect heritage places. Regeneration Works provides learning opportunities (webinars and in-person events) on topics geared towards raising funds, increasing revenue in heritage places, and revitalizing heritage places or downtown main streets. Regeneration Works also offers a program called Launch Pad, which provides grants to community organizations to help them pay for professional expertise to help them renew historic places. Browse the Regeneration Works website to see what tools might be useful to your community heritage projects:

- Regeneration Works Website: <https://regenerationworks.ca/>

Salvage Materials

Materials salvaged during a building demolition may be provided to a reputable salvage company or local charity such as, but not limited to:

- Habitat ReStore



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- Legacy Vintage, Baltimore, Ontario
- Historic House Salvage, Warkworth, Ontario
- Artefacts Salvage & Design, St. Jacobs, Ontario
- PDI National Salvage, Bradford, Ontario
- Salvage Garden, Enterprise, Ontario





Appendix F

Property Sheets

*Please contact the Town for a copy of
property sheet(s).*