

Cultural Heritage Evaluation Report Terms of Reference

The purpose of this document is to serve as a guideline for the preparation of a Cultural Heritage Evaluation Report (CHER). The purpose of a CHER is to determine if a site has cultural heritage value in relation to local policies and provincial legislation. The results from the evaluation will identify whether a property or site has cultural heritage value, and if additional studies may be required. This document must be read together with the policies of the Town of Halton Hills Official Plan (December 31, 2020 Consolidation) and the Provincial Policy Statement (2020).

WHAT IS A CULTURAL HERITAGE EVALUATION REPORT?

A CHER is an assessment of a property to determine its cultural heritage value. The evaluation is based on the thorough historical research and on-site observation of a property. It will use established criteria for determining cultural heritage value, namely Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest. In some cases, it may also be appropriate to evaluate heritage resources based on Ontario Regulation 10/06 Criteria for Determining Cultural Heritage Value or Interest of Provincial Significance. The resulting report will draw conclusions and make recommendations regarding the cultural heritage value of a site.

A CHER must be prepared by a qualified heritage conservation professional and member of the Canadian Association of Heritage Professionals (CAHP) in good standing, retained by and at the expense of the proponent. The CHER will address properties identified in the Town of Halton Hills' Heritage Register (which includes both listed properties and properties designated under Part IV and Part V of the *Ontario Heritage Act*) as well as any unidentified cultural heritage resource(s) found as part of the site assessment.

WHY IS A CULTURAL HERITAGE EVALUATION REPORT REQUIRED?

A CHER is required to help determine whether a property has cultural heritage value. A CHER may be requested for a property that is included on the Town of Halton Hills Heritage Register as a listed or designated property, or for a property that has been identified as a potential heritage property not been formally identified by the Town. The rationale for the requirement to provide a CHER arises from the following provincial legislation, as amended from time to time:

- *Ontario Heritage Act*;
- Section 2(d) of the *Planning Act*;
- Section 2.6 of the *Provincial Policy Statement (2020)*; and,
- Section 1(1)(c) of the *Environmental Assessment Act (1990)*.

WHEN IS A CULTURAL HERITAGE EVALUATION REPORT REQUIRED?

A CHER may be required for the following applications to help determine whether a property has cultural heritage value, at the request of the Town's Senior Heritage Planner:

- Consent and/or Minor Variance, or Demolition Permit applications for any property listed on the Town of Halton Hills' Heritage Register

WHAT DOES A HERITAGE EVALUATION REPORT CONTAIN?

1. Introduction to the Subject Property

- A location plan and aerial photograph identifying the subject property;
- A concise written and visual description of identified cultural heritage resource(s) within the subject property, located in close proximity to the subject property, or on adjacent lands to the subject property, identifying significant features, buildings, landscapes, and/or vistas, and including any existing municipal, provincial, federal, or international heritage recognitions with existing heritage descriptions as available;
- A concise written and visual description of the existing site context, including any nearby heritage properties and their recognition (as above), and any yet unidentified potential cultural heritage resource(s); and,
- Present owner contact information.

2. Historical Research, Site Analysis and Evaluation

- Comprehensive written and visual research and analysis related to the cultural heritage value or interest of the subject property being evaluated (both identified and unidentified), including identified physical or design value, historical or associative value, and contextual value;
- A summary of the relevant legislative and policy context;
- A summary of the research and data collection methodologies used to undertake the evaluation, including archival, secondary, and onsite research and evaluation;
- A summary of any engagement undertaken with members of the public, municipal staff or representatives, historical societies or committees, or any other individuals or groups;
- A development history of the subject property, including original construction, additions, and alterations with substantiated dates of construction; and,
- Research material, including relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, directories, etc.

3. Assessment of the Existing Condition

- A comprehensive written description and high-quality color photographic documentation of the cultural heritage resource(s) in its current condition.

4. Evaluation of Cultural Heritage Value or Interest

- A Statement of Significance identifying the cultural heritage value and heritage attributes of subject property. This statement will be informed by research and analysis of the site and will follow the provincial guidelines set out in the Ontario Heritage Tool Kit, including Ontario Regulation 9/06 criteria and in some cases Ontario Regulation 10/06 criteria; and,
- The Statement of Significance will be written in a way that does not respond to or anticipate any current or proposed interventions. The Town may, at its discretion and upon review, reject or use the Statement of Significance, in whole or in part, in crafting its own Statement of Significance (Reasons for Listing or Designation) for the subject property.

5. Summary Statement and Conservation Recommendations

- The significance and heritage attributes of the subject property; and,
- Recommendations for conservation measures for the subject property (if applicable).

6. Bibliography

- A bibliography listing all source materials used and institutions consulted in preparing the CHER.

7. Report Author Credentials

- The qualifications and background of the consultant who completed the CHER.
- The consultant who completed the CHER must be a member in good standing of the Canadian Association of Heritage Professionals (CAHP).

Peer Review

The Town of Halton Hills reserves the right to request an independent peer review of the CHER at the applicant's cost if a peer review is deemed necessary by the Commissioner of Planning & Development. Peer reviews will evaluate the methodology and conclusions in the submitted report. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, methods of evaluation not consistent with recognized standards, omissions, and misrepresentations.

Submission

The CHER can be submitted electronically to staff. Staff will review the submission for completeness and advise if additional information is required. Submissions will be reviewed within 20 working days unless a longer time is agreed upon by the municipality and the applicant or if the application requires peer review.