



TOWN OF GRIMSBY

Terms of Reference

Heritage Impact Assessment

Description:

A Heritage Impact Assessment (HIA) is a study to evaluate the impact the proposed development or site alteration will have on the cultural heritage resource(s) and to recommend an overall approach to the conservation of the resource(s). This analysis, which must be prepared by a qualified heritage conservation professional, will address properties identified in the Town of Grimsby's *Inventory of Heritage Properties* (which includes both listed and designated properties) as well as any yet unidentified cultural heritage resource(s) found as part of the site assessment.

This study will be based on a thorough understanding of the significance and heritage attributes of the cultural heritage resource(s), identify any impact the proposed development or site alteration will have on the resource(s), consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development or site alteration.

The conservation strategy will apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal intervention should be the guiding principle for all work. Further, the conservation strategy recommendations will be in sufficient detail to inform decisions and direct the Conservation Plan.

Where there is the potential of impacting archaeological resources an *Archaeological Assessment* will be undertaken as an additional study.

When Required:

A HIA is required for the following application types if the property is designated under Part IV (individual) or Part V (Heritage Conservation District) of the Ontario Heritage Act; protected by a heritage conservation easement; included on the Heritage Register; or has the potential to meet the criteria for exhibiting cultural heritage value or interest under Ontario Regulation 09/06:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Site Plan Control

A HIA may be required by staff for the following additional application types:

- Consent and/or Minor Variance and Building Permit applications for any property that is designated under Part IV or Part V of the Ontario Heritage Act or if the property is protected by a heritage conservation easement
- Where properties adjacent to a cultural heritage resource are subject to Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Site Plan Control and/or Consent and/or Minor Variance applications
- Heritage Permit applications for any property designated under Part IV or Part V of the Ontario Heritage Act

Rationale:

The HIA will inform the review of an application involving a cultural heritage resource(s). The rationale for the requirement to provide an HIA arises from: the Ontario Heritage Act; Section 2(d) of the Planning Act; Section 2.6.3 of the Provincial Policy Statement (2005).



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Format

The HIA will be broad in scope but provide sufficient detail to communicate the site issues and inform the evaluation of the recommended conservation approach for the cultural heritage resource(s). The study will be submitted in hard copy and PDF format.

Principles

The HIA will apply appropriate conservation principles such as:

- The Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada* (2003);
- Ontario Ministry of Culture's *Eight Guiding Principles in the Conservation of Historic Properties* (1997);
- Ontario Ministry of Culture's *Heritage Conservation Principle's for Land Use Planning* (2007); and
- *Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation* (1988).

Required Contents / Format

The HIA will include, but is not limited to, the following information:

(a) Introduction to Development Site

- A location plan indicating subject property (Property Data Map and aerial photo).
- A concise written and visual description of the site identifying significant features, buildings, landscape and vistas.
- A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property (Town of Grimsby's *Heritage Properties*, *Ontario Heritage Properties Database*, Parks Canada *National Historic Sites of Canada*, and/or *Canadian Register of Historic Places*) with existing heritage descriptions as available.
- A concise written and visual description of the context including adjacent heritage properties and their recognition (as above), and any yet unidentified potential cultural heritage resource(s).
- Present owner contact information.

(b) Background Research and Analysis

- Comprehensive written and visual research and analysis related to the cultural heritage value or interest of the site (both identified and unidentified): physical or design, historical or associative, and contextual.
- A development history of the site including original construction, additions and alterations with substantiated dates of construction.
- Research material to include relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, Town of Grimsby directories, etc.

(c) Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the *Ontario Heritage Tool Kit*.



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- 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.
- Professional quality *record photographs* of the cultural heritage resource in its present state.

(d) Assessment of Existing Condition

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

(e) Description of the Proposed Development or Site Alteration

A written and visual description of the proposed development or site alteration.

(f) Impact of Development or Site Alteration

- An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s). Negative impacts on a cultural heritage resource(s) as stated in the *Ontario Heritage Tool Kit* include, but are not limited to:
 - Destruction of any, or part of any, significant heritage attributes or features
 - Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance
 - Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature or plantings, such as a garden
 - Isolation of a heritage attribute from its surrounding environment, context or a significant relationship
 - Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features
 - A change in land use (such as rezoning a church to a multi-unit residence) where the change in use negates the property's cultural heritage value
 - Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource, including archaeological resources

(g) Considered Alternatives and Mitigation Strategies

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s). Methods of minimizing or avoiding a negative impact on a cultural heritage resource(s) as stated in the *Ontario Heritage Tool Kit* include, but are not limited to:
 - Alternative development approaches
 - Isolating development and site alteration from significant built and natural features and vistas
 - Design guidelines that harmonize mass, setback, setting, and materials
 - Limiting height and density
 - Allowing only compatible infill and additions
 - Reversible alterations

(h) Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
 - A mitigation strategy including the proposed methods;
 - A conservation scope of work including the proposed methods; and



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- An implementation and monitoring plan.
- Recommendations for additional studies/plans related to, but not limited to: conservation; site specific design guidelines; interpretation/commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance.
- Referenced conservation principles and precedents.

(i) Appendices

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