



Agenda

Brampton Heritage Board

The Corporation of the City of Brampton

Date: Tuesday, November 21, 2023
Time: 7:00 p.m.
Location: Hybrid Meeting - Virtual Option & In-Person in Council Chambers – 4th Floor – City Hall
Members: Stephen Collie (Co-Chair)
Douglas McLeod (Co-Chair)
Surinder Ahuja
Lovejot Bhullar
Nick Craniotis
Roy de Lima
Ajaypal Dhillon
Nicardo Francis
Prianka Garg
Sharron Goodfellow
Carla Green
Hunyah Irfan
Dian Landurie
Christiana Nuamah
Naveed Suleman
Rajesh Vashisth
Paul Willoughby
Regional Councillor P. Vicente - Wards 1 and 5

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Chandra Urquhart, Legislative Coordinator, Telephone 905.874.2114, TTY 905.874.2130 cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.

1. Call to Order
2. Approval of Agenda
3. Declarations of Interest under the Municipal Conflict of Interest Act
4. Previous Minutes
 - 4.1 Summary of Recommendations - Brampton Heritage Board - September 19, 2023

The recommendations were approved by Council on September 29, 2023 and provided for information.
5. Consent

The following items listed with an caret (^) were considered to be routine and non-controversial by the Committee and were approved at one time.

(X.X)
6. Presentations\Delegations
7. Sub-Committees
8. Designation Program
9. Heritage Impact Assessment (HIA)
 - 9.1 Report by Harsh Padhya, Heritage Planner, re: Heritage Impact Assessment – 10020 Mississauga Road, Brampton - Ward 6

Recommendation
10. Correspondence

11. Other/New Business

- 11.1 Report by Shelby Swinfield, Heritage Planner - Heritage Report Terms of Reference Documents

To be received

12. Current Heritage Issues

Charlton Carscallen, Principal Planner/Supervisor, will provide updates.

13. Referred/Deferred Items

14. Information Items

15. Question Period

16. Public Question Period

15 Minute Limit (regarding any decision made at this meeting)

17. Closed Session

18. Adjournment

Next Meeting: Tuesday, December 12, 2023 at 7:00 p.m.



Summary of Recommendations

Brampton Heritage Board

The Corporation of the City of Brampton

Tuesday, September 19, 2023

2. Approval of Agenda

HB051-2023

That the agenda for the Brampton Heritage Board meeting of September 19, 2023 be approved.

Carried

9. Heritage Impact Assessment (HIA)

9.1 HB052-2023

1. That the report from Harsh Padhya, Heritage Planner, dated August 23, 2023, to the Brampton Heritage Board meeting of September 19, 2023, re: **Heritage Impact Assessment and Documentation and Salvage Plan – 8331 Heritage Road – Ward 6** be received; and,
2. That the Heritage Impact Assessment and Documentation and Salvage Plan prepared by ATA Architects Inc., dated August, 2023 be received and approved; and,
3. That measures to salvage and store the farmhouse materials be added as a condition to the demolition permit.

Carried

9.2 HB053-2023

1. That the report from Shelby Swinfield, Heritage Planner, dated August 21, 2023, to the Brampton Heritage Board meeting of September 19, 2023, re: **Heritage Impact Assessment, 69 Bramalea Road – Ward 7** be received;

2. That the Heritage Impact Assessment for 69 Bramalea Road, prepared by ERA Architects Inc., dated May 26, 2023 be approved;
3. That the following recommendations within the Heritage Impact Assessment by ERA Inc. be followed:
 - a. A Conservation Plan shall be prepared to provide more detail on the proposed conservation scope of work, including interface between the retained circular pavilion and proposed development;
 - b. A Documentation and Salvage Plan shall be prepared for original interior elements;
 - c. A Heritage Commemoration Plan shall be prepared that includes a plaque, landscape design elements, and interior/exterior commemorative design measures.
4. That in addition to the above noted Plans, a Heritage Building Protection Plan be prepared;
5. That upon completion of the relocation and restoration works in accordance with the final Heritage Conservation Plan, the property will be Designated under Part IV of the *Ontario Heritage Act* and the Owner will not object to the designation.
6. That the applicant shall enter into a Heritage Easement Agreement with the City of Brampton to ensure the conservation of the circular pavilion at 69 Bramalea Road, the associated salvaged materials, and the commemorative feature, supported by a Heritage Conservation Plan, Heritage Building Protection Plan, and Commemoration Plan.
7. That the applicant shall provide at its expense a legal survey of the property at 69 Bramalea Road to facilitate the registration of the designation by-law for the circular pavilion.
8. That prior to the release of financial securities, the applicant must provide a letter of substantial completion prepared and signed by a qualified heritage consultant confirming that the work has been completed in accordance with the Heritage Conservation Plan.

Carried

9.3 HB054-2023

1. That the report from Shelby Swinfield, Heritage Planner, to the Brampton Heritage Board Meeting of September 19, 2023, re: **Heritage Impact Assessment, 8000 Dixie Road – Ward – 3** be received;
2. That the Heritage Impact Assessment for 8000 Dixie Road, prepared by PHC Inc., dated October 20, 2022 be approved;
3. That the following recommendations within the Heritage Impact Assessment by PHC Inc. be followed:
 - a. That the structure at 8000 Dixie Road be subject to salvage during the demolition process.
 - b. That a scoped Salvage and Documentation Plan be created as the current structure contains many components that could be diverted from landfill and recycled. Salvageable materials include but are not limited to steel framing components, exterior metal sheeting, electrical and plumbing components, HVAC system Industrial engines, and generators. If possible, salvaged materials should be incorporated into the public display commemorating the contextual value of the property to the development of Bramalea.
 - c. That any demolition permits issued for the property include a condition of material salvage.
 - d. That a Commemoration Plan be undertaken to the satisfaction of City Staff, and that a commemoration piece be erected as part of the redevelopment.
 - i. The Commemoration Plan will address the origins of any salvaged materials incorporated into the installation, recognition of the importance of the Ford Motor Company Canada to the local community and provide a history of the development of Bramalea, Canada's first planned satellite community.
 - ii. That any commemoration of 8000 Dixie Road be located within sight of the intersection of Dixie Road and Steeles Avenue East;
4. That the existing "Ford" sign on the south-east corner of the property be retained and maintained in its current location; and,

5. The City of Brampton's municipal register of Cultural Heritage Resources: 'Listed' Heritage Properties be updated, and 8000 Dixie Road be removed.

Carried

9.4 **HB055-2023**

1. That the report from Charlton Carscallen, Supervisor, Principal Planner Heritage, dated September 8, 2023, to the Brampton Heritage Board Meeting of September 19, 2023, re: **Heritage Impact Assessment, 223 Main Street North – Ward 1** be received;
2. That the Heritage Impact Assessment for 223 Main Street North, prepared by Megan Hobson, Built Heritage Specialist, dated September 8, 2023 be deemed complete; and,
3. That if the property municipally known as 223 Main Street North is proposed to be demolished that a Documentation and Salvage Plan, including a plan to salvage the stained glass transom window, be submitted and approved to the satisfaction of the Director of Integrated City Planning prior to the issuance of any demolition permits for the property.

Carried

11. **Other/New Business**

11.1 **HB056-2023**

1. That the report from Anastasia Abrazhevich, Assistant Heritage Planner, dated August 14, 2023, to the Brampton Heritage Board Meeting of September 19, 2023, re: **Heritage Permit Application- 44 Church Street East, Ward 1**, be received; and,
2. That the Heritage Permit application for 44 Church Street East for the repair of the roof eaves and eaves troughs on the north and west sides of the historic church building be approved.

Carried

11.2 **HB057-2023**

1. That the report from Harsh Padhya, Heritage Planner, dated August 22, 2023, to the Brampton Heritage Board Meeting of September 19, 2023, **Heritage Conservation Plan and Heritage Building Protection Plan – 28 Elizabeth Street North (Haggertlea) – Ward 1**; and,
2. That the Heritage Conservation Plan and the Heritage Building Protection Plan, prepared by Giaimo Architects, dated July 3, 2023 be received and approved.

Carried

11.3 **HB058-2023**

1. That the report from Shelby Swinfield, Heritage Planner, dated August 21, 2023 to the Brampton Heritage Board Meeting of September 19, 2023, re: **Heritage Permit Application and Designated Heritage Property Incentive Grant Application – 8956 Creditview Road – Ward 4**, be received;
2. That the Heritage Permit application for 8956 Creditview Road for the following be approved:
 - i. Structural repairs and improvements and new roofs for Cabins #22, #24, and #25;
 - ii. Foundational repairs for the Lasowsky Centre;
 - iii. Installation of eaves/gutters, downspouts, and leaf protection system for the Lasowsky Centre.
3. That the Designated Heritage Property Incentive Grant application for the repair and refurbishment of Cabins #22, #24, and #25 and the Lasowsky Centre of 8956 Creditview Road (Camp Naivelt) be approved, to a maximum of \$10,000.00, and;
4. That the owner shall enter into a designated Heritage Property Incentive Grant Agreement with the City after City Council agrees to support the Grant.

Carried

18. **Adjournment**

HB059-2023

That Brampton Heritage Board do now adjourn to meet again on October 17, 2023 at 7:00 p.m.

Carried

Date: 2023-07-07

Subject: **Heritage Impact Assessment – 10020 Mississauga Road, Brampton - Ward 6**

Contact: Harsh Padhya, Heritage Planner, Integrated City Planning

Report Number: Planning, Bld & Growth Mgt-2023-596

Recommendations:

1. That the report from Harsh Padhya, Heritage Planner, Integrated City Planning to the Brampton Heritage Board Meeting of July 25, 2023 re: **10020 Mississauga Road – Heritage Impact Assessment** be received;
2. That the recommendations of the Heritage Impact Assessment for the property at 10020 Mississauga Road, titled *10020-10054 Mississauga Road & 2036 Bovaird Drive West, Brampton, Ontario*, prepared by ERA Architects Inc. dated May 9, 2023 attached as Attachment 1 to this report be accepted; and
3. Prior to the issuance of any permit for all or any part of the alternations, relocation, removal or demolition as set out in this report, including heritage permit, a building permit or a topsoil stripping and grading permit, the owner shall:
 - i. Address demolition of the farmhouse under section 34 of the Ontario Heritage Act and section 6 of Ontario Regulation 385/21;
 - ii. De-designation, if warranted, be addressed as per the requirements laid in Section 31 of the Ontario Heritage Act;
 - iii. Provide Final Commemoration/ Interpretation Plan; and
 - iv. Required securities be submitted as a part of development agreement to address implementation of Final Commemoration/ Interpretation Plan.

Overview:

- The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the Ontario Heritage Act (“OHA”).
- The proponent is proposing a mixed-use development on the Site, including residential and retail uses, with three high-rise residential towers, six blocks of stacked townhouses, and landscaped amenity spaces.

- **The relocation of the farmhouse was explored to limit the negative impact of demolition. Overall, the building appears to be in fair-to-poor condition with localized areas of defective condition.**
- **The recommended conservation and mitigation strategy is documentation, salvage, and interpretation of the heritage resource at 10020 Mississauga Road.**
- **The City requested a Heritage Impact Assessment (HIA) to be submitted as part of a complete application to evaluate the impact on the designated heritage property.**

Background:

The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the Ontario Heritage Act (“OHA”). The designation by-law (72-2021) was enacted by Brampton City Council on April 21, 2021. While the designation applies to the entire property, the identified cultural heritage value and attributes are associated with the c.1880s farmhouse.

The farmhouse at 10020 Mississauga Road is located on the west side of Mississauga Road, just north of Bovaird Road on the east half of Lot 11, Concession 5 in the former Township of Chinguacousy. The heritage resource is a one-and-a-half storey, detached brick house believed to have been built in the early 1880s. It exhibits design elements of the Gothic Revival architectural style such as a cross gable roof, centre gables with a window opening and verge board, a one-storey bay window with decorative brackets and dichromatic buff brick accents over the door and window openings.

The house is located on a commercial property known as The Apple Factory at 10024 Mississauga Road. Once located in a well-established agricultural landscape with scattered farmsteads, tree lines, hedgerows, fence lines that defined the area, the brick residence at 10020 Mississauga Road now sits within a commercial development setting that is defined by The Apple Factory business. The surrounding area is undergoing re-development from rural agricultural to urban use.

A Heritage Impact Assessment on 10020 Mississauga Road was prepared for the Region of Peel by Unterman McPhail Associates as part of a Mississauga road widening project in 2015. At that time the consultant identified the property as meeting the criteria under O. Reg. 9/06 and recommended its designation under Part IV of the Act. Subsequent studies undertaken for other projects related to the Heritage Heights Secondary Plan also recommended Designation. Following recommendations from these reports the property was designated in 2021 through a designation report to the Brampton Heritage Board and subsequently approved by Council.

Current Situation:

Glen Rouge Developments are proposing a mixed-use development on the Site, including residential and retail uses. Three high-rise residential towers are proposed, with six blocks of stacked townhouses and landscaped amenity spaces. The towers, which front onto Mississauga Road and Bovaird Drive, range from 23 to 25 stories and include nine storey podiums with varied step backs. Two landscaped amenity spaces are provided between the towers, with additional open air amenity spaces between the stacked townhouse blocks. The proposed development is a part of a larger planned community known as Mount Pleasant Heights, which includes low, medium, and high-density residential uses, an elementary school, community services, parks, and a new road network.

In order to address future growth in the area, the Region of Peel completed a Schedule “C” Environmental Assessment to study the need and feasibility for road widening and other improvements along Mississauga Road. Currently in the detailed design and construction phase, the proposal includes the widening of Mississauga Road from four to six lanes. The existing farmhouse is located within the proposed new right-of-way. In the context of the planned widening of Mississauga Road and the area’s broader transition to urban use, the recommended conservation and mitigation strategy is documentation, salvage, and interpretation of the existing heritage resource at 10020 Mississauga Road.

Overall, the building appears to be in fair-to-poor condition with localized areas of defective condition.

Heritage Staff have reviewed the submitted report against the City’s Terms of Reference document and it is considered to be complete.

The following recommendation are put forth for consideration:

1. The documentation and salvage strategy be detailed in a Documentation and Salvage Plan, prior to the issuance of a demolition permit for the farmhouse;
2. An Interpretation Plan is also recommended as the development process moves forward to detail the full interpretation program, including the medium, location, and design of each strategy;
3. Address demolition of the farmhouse under section 34 of the Ontario Heritage Act and section 6 of Ontario Regulation 385/21;
4. De-designation, if warranted, be addressed as per the requirements laid in Section 31 of the Ontario Heritage Act; and
5. Required securities be submitted as a part of development agreement to address implementation of Final Commemoration/ Interpretation Plan.

Corporate Implications:Financial Implications:

None.

Other Implications:

None.

Term of Council Priorities:

This project covers the Green Term of Council Priorities by promoting re-use and restoration, the more sustainable option.

Conclusion:

It is recommended that the Heritage Impact Assessment for 10020 Mississauga Road be received by the Brampton Heritage Board with required conditions.

Authored by:

Reviewed by:

H.A.Padhya

Harsh Padhya
Heritage Planner, Policy, Programs &
Implementation

Jeffrey Humble, RPP, MCIP
Manager, Policy Programs and
Implementation

Submitted by:

Approved by:

Henrik Zbogor, RPP, MCIP
Director, Integrated City Planning

Steve Ganesh, RPP, MCIP
Commissioner, Planning, Building and Growth
Management

Attachments:

Attachment 1 – Heritage Impact Assessment - 10020-10054 Mississauga Road & 2036
Bovaird Drive West, May 9, 2023

10020-10054 Mississauga Road & 2036 Bovaird Drive West

Brampton, ON

HERITAGE IMPACT ASSESSMENT

May 9, 2023



ERA

Project # 20-060-02
Prepared by PE / SI / EC / JG

PREPARED FOR:

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EXECUTIVE SUMMARY

Background

ERA Architects Inc. (“ERA”) was retained by Glen Rouge Developments Inc. to prepare a Heritage Impact Assessment (“HIA”) for the proposed development at 10020-10054 Mississauga Road and 2036 Bovaird Drive West, Brampton (the “Site”). This HIA assesses the impact of the proposed development on the heritage resource at 10020 Mississauga Road, a one-and-a-half-storey brick farmhouse.

Heritage Status

The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the *Ontario Heritage Act* (“OHA”). The designation by-law (72-2021), attached in Appendix I, was enacted by Brampton City Council on April 21, 2021. While the designation applies to the entire property, the identified cultural heritage value and attributes are associated with the c. 1880s farmhouse.

Proposed Development

The proponent is proposing a mixed-use development on the Site, including residential and retail uses, with three high-rise residential towers, six blocks of stacked townhouses, and landscaped amenity spaces. The proposed development is part of a larger planned new community known as Mount Pleasant Heights.

In order to accommodate future growth in the area, the Region of Peel is planning to widen Mississauga Road from four to six lanes, necessitating the demolition or relocation of the farmhouse at 10020 Mississauga Road. As part of the proposed development, the farmhouse is proposed to be documented, salvaged, and demolished.

Impact Assessment

While the proposed demolition constitutes a negative impact to the property’s cultural heritage value and attributes, the farmhouse has been disconnected from both its on-site and surrounding agricultural context for many years. Currently, the farmhouse is the only remaining component of the historic farmstead on the Site, which originally included other built and landscape features. As a result, the property has lost the integrity of its original design, and no longer possesses the elements necessary to express its cultural heritage value as an historic Ontario farmstead.

Considered Alternatives

The relocation of the farmhouse was explored to limit the negative impact of demolition. In addition to structural considerations, this option is constrained by the relatively small size of the Site and limited open space. The relocation and restoration of the farmhouse alone is not an effective means of communicating the Site's agricultural heritage.

Recommendations

The recommended conservation and mitigation strategy is documentation, salvage, and interpretation of the heritage resource at 10020 Mississauga Road. This involves documenting the existing farmhouse through measured drawings and high-resolution photographs, salvaging materials (e.g. brick, stone), and interpreting the Site's agricultural heritage.

With respect to interpretation, a combination of on- and off-site strategies should be explored. The use of on-site strategies alone is not recommended. The recommended off-site interpretation program (within Mount Pleasant Heights) includes the following large-scale interpretive landscape design strategies:

- Interpreting the Site's history of agricultural food production, e.g. using fruit trees/orchards or community gardens;
- Public-realm elements referencing farmstead features; and
- Creative reuse and/or interpretation of extant building materials.

The recommended on-site program includes:

- Public art with rural/agricultural themes;
- Plaque(s) and street names interpreting the history of early settlers;
- Ground inlays marking historic features; and
- Potential for additional community contributions.

An Interpretation Plan is recommended as the development process moves forward to detail the full interpretation program, including the medium, location, and design of each strategy. In the interim, we recommend that the interpretation strategy be further articulated through discussions between the City, the proponent, neighbouring landowners, and community stakeholders.

1 INTRODUCTION

1.1 Report Scope

ERA Architects Inc. (“ERA”) was retained by Glen Rouge Developments Inc. to prepare a Heritage Impact Assessment (“HIA”) for the proposed development at 10020-10054 Mississauga Road and 2036 Bovaird Drive West, Brampton (the “Site”). This HIA is being submitted as part of an Official Plan Amendment and Zoning By-Law Amendment Application for the Site, to assess the impact of the proposed development on the heritage resource at 10020 Mississauga Road.

According to the City of Brampton’s HIA Terms of Reference, an HIA is a report that “outlines any impact proposed development or site alteration will have on the resources, and makes recommendations toward conservation methods and/or mitigative measures that would minimize impacts to those resources”. This report was prepared with reference to the following documents (see Appendix III for heritage policy review):

- Standards and Guidelines for the Conservation of Historic Places in Canada;
- Provincial Policy Statement;
- Growth Plan for the Greater Golden Horseshoe;
- Region of Peel Official Plan;
- Brampton Official Plan;
- Mount Pleasant Secondary Plan; and
- Heritage Heights Secondary Plan (under appeal).

1.2 Site Description and Context

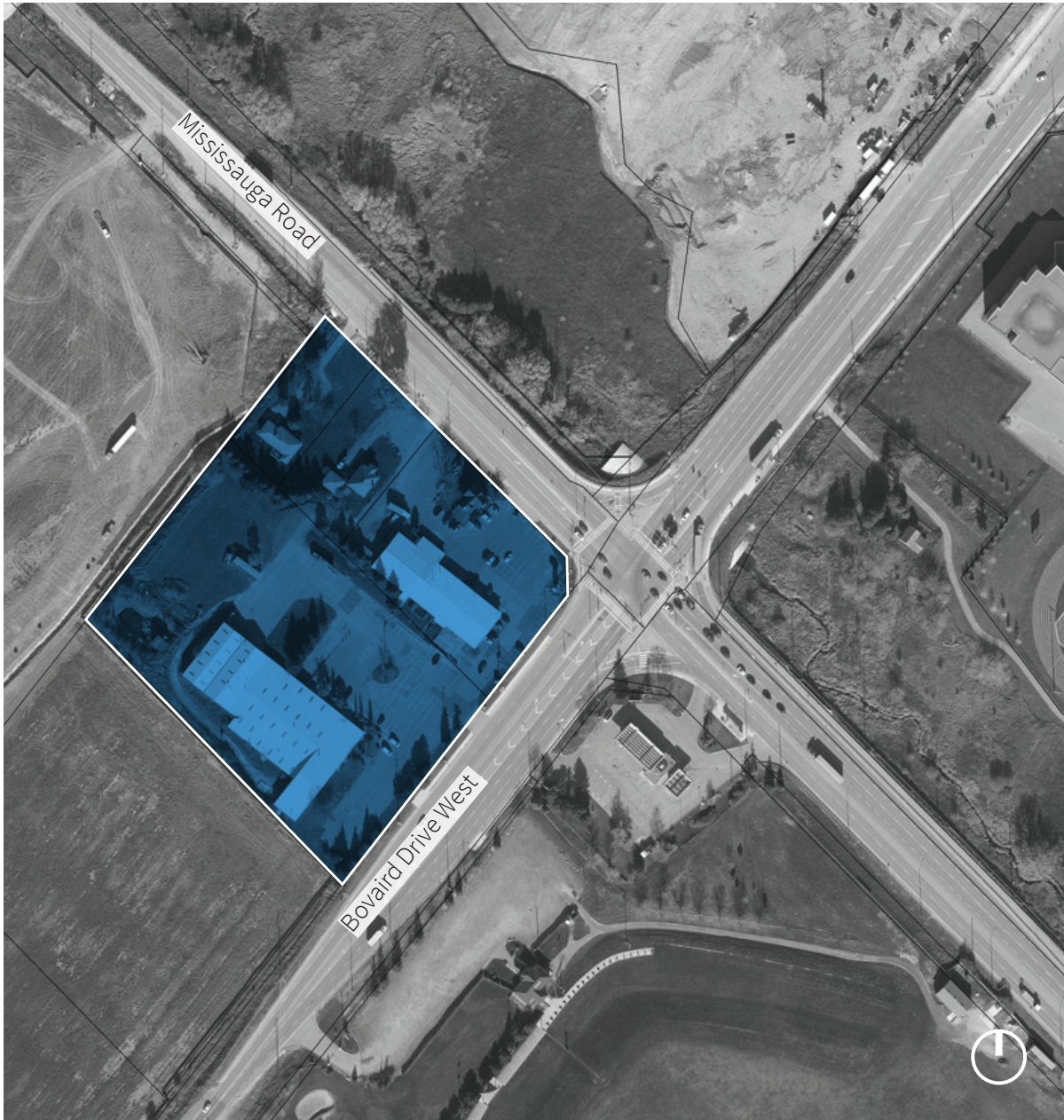
The Site comprises four contiguous properties in Brampton, known municipally as 10020-10054 Mississauga Road and 2036 Bovaird Drive West. Located on the northwest corner of Mississauga Road and Bovaird Drive West, the Site contains a one-and-a-half-storey brick farmhouse, a one-storey commercial building, a one-story self-storage facility, a pair of one-storey detached houses, and surface parking lots. Since 1979, the property at 10020 Mississauga Road has been home to the Apple Factory, a farm market and grocery store.¹

The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the *Ontario Heritage Act* (“OHA”). The designation by-law (72-2021), attached in Appendix I, was enacted by Brampton City Council on April 21, 2021. While the designation applies to the entire property, the identified cultural heritage value and attributes are associated with the c. 1880s farmhouse. The Site is considered adjacent to one property that is listed on Brampton’s *Municipal Register of Cultural Heritage Resources*: the Andrew McCandless Plank House (1985 Bovaird Drive West).²

Contextually, the Site forms part of a rapidly evolving landscape on the edge of Brampton’s urban area. The area to the east of Mississauga Road is dominated by residential subdivisions – largely developed after 2006 – which include the Mount Pleasant neighbourhood, a new community centred around the GO Station. The area to the west of Mississauga Road is characterized by an agricultural landscape, which is transitioning to urban use. The Site’s immediate context includes a gas station and driving range to the south, and a development site to the north and west.

¹ The property includes the addresses of 10020 and 10024 Mississauga Road.

² Council stated its Notice of Intention to Designate the property in 2012, however the designation remains “in progress”.



Aerial image showing the Site, shaded blue (Brampton Geohub, 2022; annotated by ERA).

1.3 Site and Context Photographs



Looking west towards the Site from Bovaird Drive West and Mississauga Road (ERA, 2023).



Looking west towards the Site from Mississauga Road (ERA, 2023).



Looking north towards the farmhouse at 10020 Mississauga Road on the Site (ERA, 2023).



East elevation of the farmhouse (ERA, 2023).



South elevation of the farmhouse (ERA, 2023).



South and west elevation of the farmhouse (ERA, 2023).



West elevation of the farmhouse (ERA, 2023).



North elevation of the farmhouse



The Apple Factory building at 10024 Mississauga Road on the Site (ERA, 2023).



Self-storage facility at 2036 Bovaird Drive West on the Site (ERA, 2023).



House at 10042 Mississauga Road on the Site (ERA, 2023).



House at 10054 Mississauga Road on the Site (ERA, 2023).

2 HISTORICAL OVERVIEW

As the property at 10020 Mississauga Road is designated under Part IV, Section 29 of the OHA, no additional historical research or heritage evaluation is required for the purposes of this HIA. The Reasons for Heritage Designation report, attached in Appendix II, includes a detailed overview of the property's history of ownership and development.

Historically, the Site formed part of Lot 11, Concession 5 (West of Hurontario Street) in Chinguacousy Township, a 200-acre farm lot which was subdivided during the early 19th century. As illustrated by the 1877 Peel County Atlas, the eight acre parcel at the southeast corner of the lot (encompassing the Site) originally contained an orchard owned by Margaret Brien. In 1880, a farmer named James H. Scott purchased the land, where he built the extant farmhouse in the early 1880s.

According to the 1901 census, the Scott farm included three barns and outbuildings in addition to the farmhouse, which is the only remnant component of the farmstead today. The property remained under the Scott family's ownership until 1914, with various other owners recorded during the early-to-mid 20th century. In 1979, the Apple Factory was established on the Site by the Laidlaw family (local apple growers), as a commercial outlet to sell their produce. Shortly thereafter, it was expanded to include a bake shop and butcher shop.



1877 County Atlas showing the Site, shaded blue. Note the presence of an orchard, illustrated with clusters of black dots (McGill University; annotated by ERA).



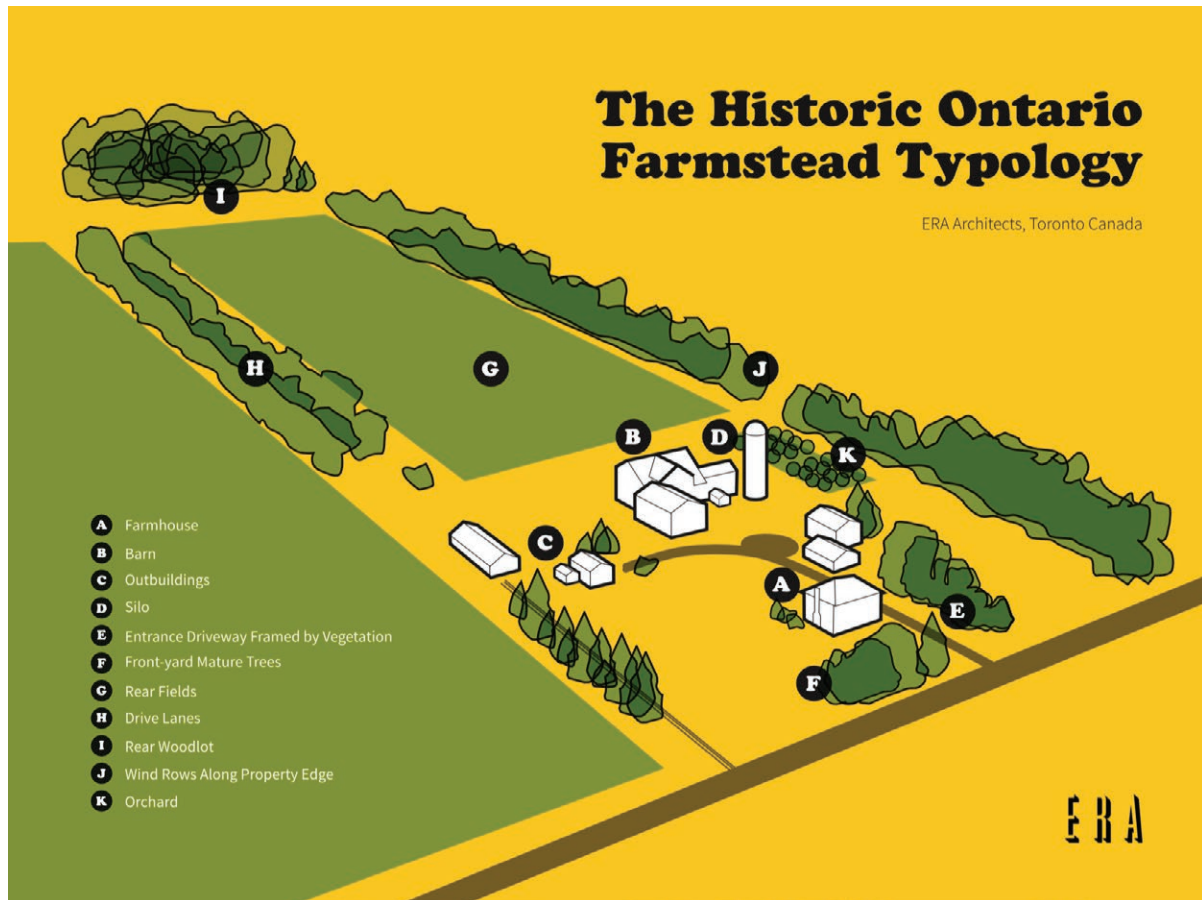
1954 aerial photograph showing the Site, shaded blue. Note the presence of farmstead features on the Site, including a barn, tree-lined drive, and fields (McMaster University; annotated by ERA).



Archival photograph of the Apple Factory (Apple Factory).

Ontario Farmstead Typology

Farms of this era in the Site's vicinity, and elsewhere in Ontario, were typically characterized by a combination of built and landscape features that today we recognize as the Ontario Farmstead. Farmhouses formed one central component of the many interrelated features of these productive agricultural landscapes. Other typological features of the Ontario Farmstead included barns, fields, tree-lined driveways, and orchards.



Historic Ontario Farmstead Typology (ERA).

3 CULTURAL HERITAGE VALUE

The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the OHA, in accordance with the Statement of Significance attached in Appendix I. The Statement of Significance forms the basis for ERA's impact assessment in Section 5 of this report.

4 CONDITION ASSESSMENT

The following condition assessment of 10020 Mississauga Road was conducted by ERA in April, 2023. The condition assessment was visual in nature and completed from the ground level on the exterior and from all levels on the interior. There was no destructive testing done and therefore we cannot comment on the condition of concealed elements. Overall, the building appears to be in fair-to-poor condition with localized areas of defective condition.

North Elevation

- Selective areas of spalling were observed.
- Efflorescence was observed at several locations.
- Recessed mortar joints were observed at localized areas in the brick.
- Foundation stone appeared to have severe mortar loss at localized areas.
- Severe deterioration of pointing was observed at the foundation between two concrete half-walls. Localized brick deterioration and mortar recessing was also observed at this location.
- Step cracking above a basement window lintel was observed. Area has been previously repaired, and has failed again. Recessing mortar and spalling masonry is also visible in adjacent areas.
- Windows appear to have storm windows installed and appear to be in fair condition.
- Wood window sills appear to be in fair-to-poor condition showing areas of paint loss.
- The existing asphalt shingles appear to be in poor condition showing areas of missing shingles.
- The metal eavestrough and downspouts appear to be in poor condition showing areas of damage and missing downspout extenders.
- Rear addition:
 - Siding appears to be in fair condition.

DEFINITION OF TERMS

The building components were graded using the following assessment system:

Excellent: Superior aging performance. Functioning as intended; no deterioration observed.

Good: Normal Result. Functioning as intended; normal deterioration observed; no maintenance anticipated within the next five years.

Fair: Functioning as intended. Normal deterioration and minor distress observed; maintenance will be required within the next three to five years to maintain functionality.

Poor: Not functioning as intended; significant deterioration and distress observed; maintenance and some repair required within the next year to restore functionality.

Defective: Not functioning as intended; significant deterioration and major distress observed, possible damage to support structure; may present a risk; must be dealt with immediately.



Step crack above basement window (ERA, 2023).



Severe deterioration of foundation pointing (ERA, 2023).



Severe deterioration of foundation pointing (ERA, 2023).



Efflorescence and spalling (ERA, 2023).

East Elevation

- Shingles on the main roof appear to be in poor condition with several units missing or deteriorated.
- Shingles on the porch roof appear to be in defective condition and heavily deteriorated.
- The metal eavestrough and downspouts appear to be in fair condition.
- Fascia on porch has completely rotted and appears to be in defective condition.
- Wood tracery, columns and railings appear to be in fair-to-poor condition showing areas of paint flaking and wood rot.
- Fascias on the second story appear to have brown flashing over existing fascia.
- Concrete on stone foundation at porch appears to be in poor condition with cracking in the parging. Selective areas of defective concrete were noticed.
- Unsympathetic pointing was noted above the north porch window.
- Efflorescence was visible at the southeast corner of the masonry.
- Recessed mortar joints were noted above the porch landing. In some locations the mortar was completely deteriorated.
- Spalling of masonry in select locations was observed.
- Evidence of step cracking was visible below the north window sill. Cracking has been infilled with unsympathetic mortar.



Unsympathetic pointing above the north porch window (ERA, 2023).



Cracking on the porch's stone foundation (ERA, 2023).



Rotted porch fascia (ERA, 2023).



Masonry spalling on the porch level (ERA, 2023).

South Elevation

- Stone stairs to wooden porch appear to be in fair condition.
- Railings on porch and stair appear to be in defective condition and have completely failed on the stairs.
- Fascia on porch has completely rotted and appears to be defective.
- The metal eavestrough and downspouts appear to be in poor condition showing areas of damage and missing downspout extenders.
- Decorative woodwork on porch appears to be in fair condition with localized areas of poor condition.
- Wood window sills appear to be in fair-to-poor condition showing areas of paint loss and wood cracking.
- Flashing on fascia of bay window is in poor condition and is only attached by one end.
- Recessed mortar joints are found throughout the façade, with localized areas of severe deterioration in the foundation stone.
- Evidence of step cracking was visible below the bay window sill. Cracking has been infilled with unsympathetic mortar.
- Basement window appears to have severely deteriorated wood at frames.
- Rear addition:
 - Stone veneer appears to be fair condition.
 - Roof appears to be in poor-to-defective condition with localized deterioration, missing and curled shingles.



Severe deterioration of the stone foundation (ERA, 2023).



Severe deterioration of the stone foundation (ERA, 2023).



Evidence of step cracking below the bay window sill, infilled with unsympathetic mortar (ERA, 2023).

West Elevation

- Asphalt shingles appear to be in poor-to-defective condition, with missing shingles on main pitch of roof leading to interior water issues.
- The metal eavestrough and downspouts appear to be in poor condition showing areas of missing downspout extenders.
- Repointing appears to be in fair condition with localized receding mortar joints.
- Rear addition:
 - Shingles appear to be in defective condition.
 - Windows appear to be in defective condition.
 - Siding appears to be in fair condition.
 - Caulking joints around windows and sills appear to be defective, with cracking and separation.



Defective shingles on the rear addition (ERA, 2023).



Former opening for chimney stack, with a temporary cover (ERA, 2023).

Interior

Basement

- Basement of original building appears to be rubble stone with parging.
- Pointing appears to be in fair condition with localized areas of poor and deteriorating mortar.
- Concrete floor appears to be in defective condition with water related deterioration. At some locations, it appeared that the bearing soil has been washed away.
- Flooding was observed in a large area of the basement.
- Efflorescence was visible on the rubble walls.
- Floor joists appear to be in fair condition.
- It was observed that part of the rubble foundation wall was removed to allow building services to pass through.
- Mold and water damage was visible on interior sheathing.



Damaged rubble foundation wall (ERA, 2023).

First Floor

- Interior has localized areas of water damage. At these locations partial visibility of deterioration, beyond the sheathing material was visible.
- Water related deterioration was present at the ceiling of the south bay window.
- At the south addition, the ceiling has collapsed, exposing rafters.



Collapsed ceiling in first floor south addition (ERA, 2023).

Second Floor

- Moisture damage was visible at several locations on the ceilings. Collapse of the ceiling was visible at 2 locations.
- Peeling paint was visible on the ceilings and walls.
- Mold was visible at areas of deterioration.
- Cracking of plaster finishes was visible.



Collapsed ceiling in the second floor bathroom (ERA, 2023).



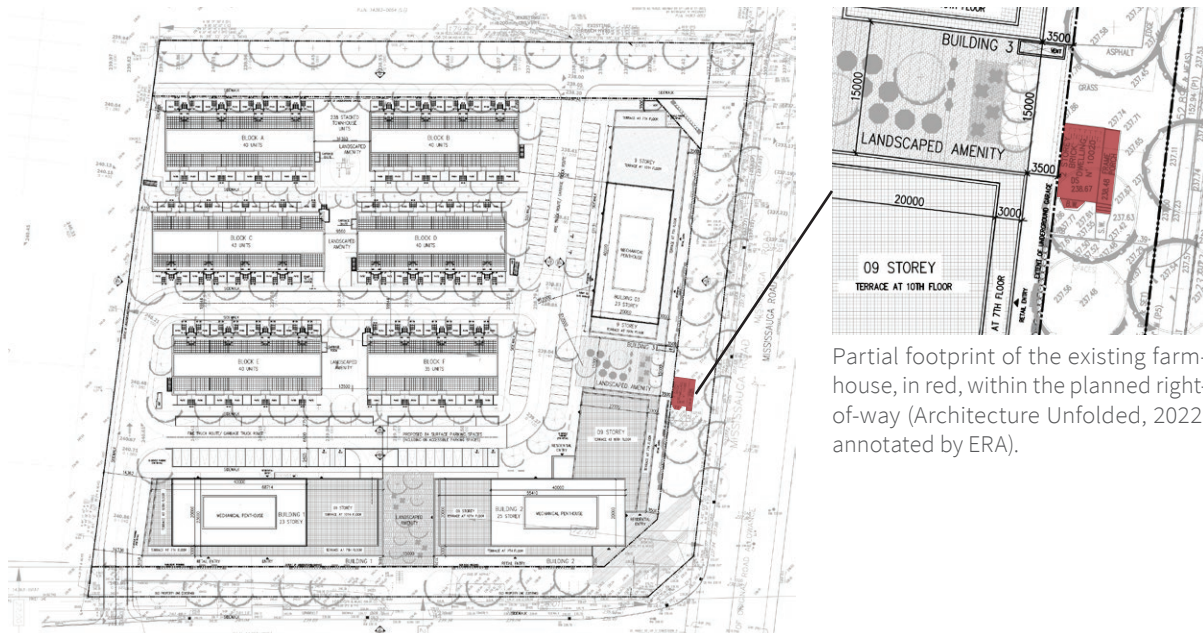
Flooding in basement (ERA, 2023).

5 DESCRIPTION OF PROPOSED DEVELOPMENT

Glen Rouge Developments are proposing a mixed-use development on the Site, including residential and retail uses. Three high-rise residential towers are proposed, with six blocks of stacked townhouses and landscaped amenity spaces. The towers, which front onto Mississauga Road and Bovaird Drive, range from 23 to 25 stories and include nine-storey podiums with varied stepbacks. Two landscaped amenity spaces are provided between the towers, with additional open air amenity spaces between the stacked townhouse blocks.

The proposed development is part of a larger planned community known as Mount Pleasant Heights, which includes low, medium, and high-density residential uses, an elementary school, community services, parks, and a new road network.

In order to address future growth in the area, the Region of Peel completed a Schedule “C” Environmental Assessment to study the need and feasibility for road widening and other improvements along Mississauga Road. Currently in the detailed design and construction phase, the proposal includes the widening of Mississauga Road from four to six lanes. The existing farmhouse is located within the proposed new right-of-way. As part of the development on the Site, the farmhouse is proposed to be documented, salvaged, and demolished.



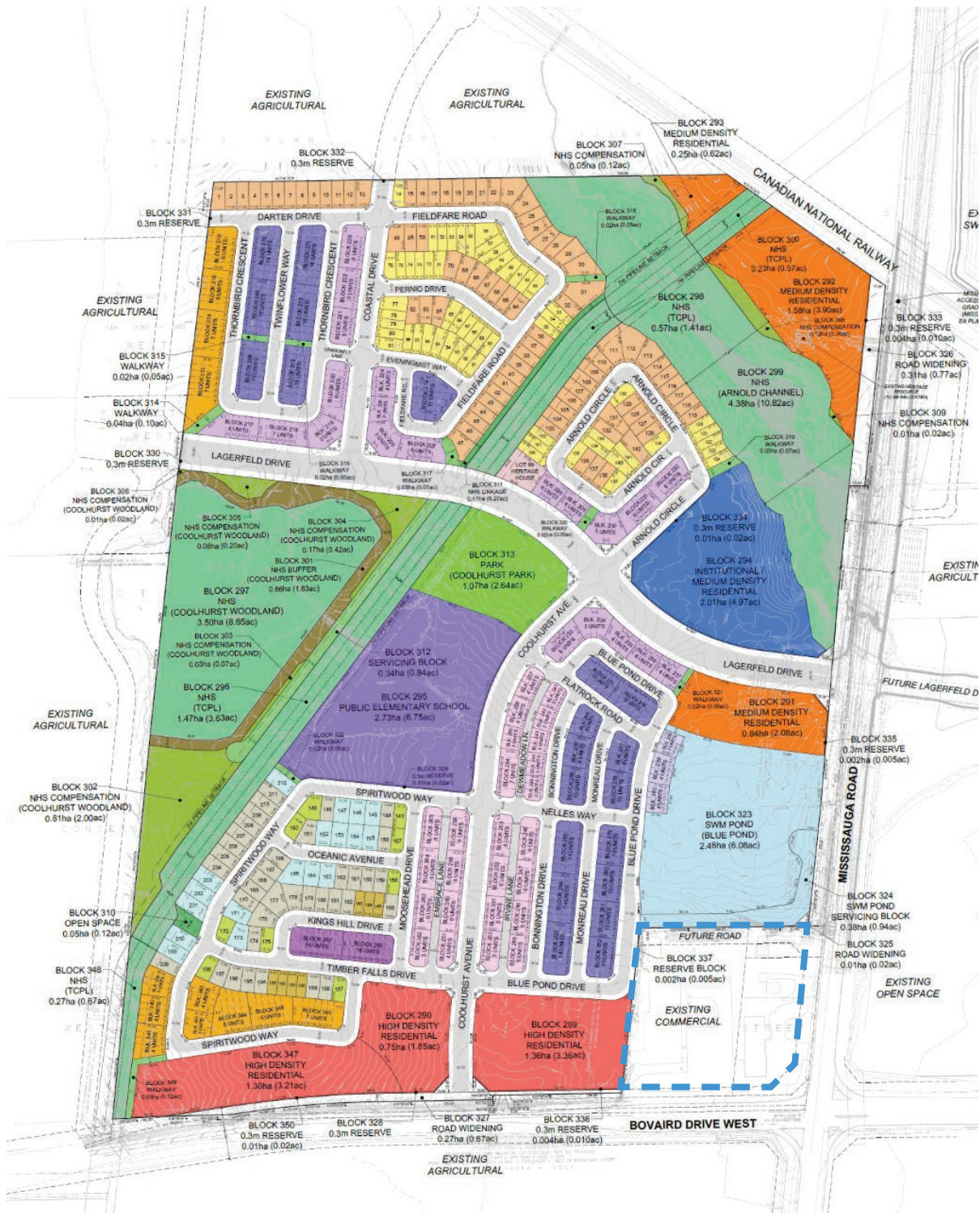
Site Plan showing the partial footprint of the existing farmhouse, in red, within the planned right-of-way (Architecture Unfolded, 2022; annotated by ERA).



Rendering of the proposed development (Architecture Unfolded, 2022).



Rendering of the proposed development (Architecture Unfolded, 2022).



Mount Pleasant Heights Draft Plan of Subdivision. The Site is outlined with a dashed blue line (Glen Schnarr & Associates; annotated by ERA).

6 IMPACT ASSESSMENT

On-Site Heritage Resources

The property at 10020 Mississauga Road is designated under Part IV, Section 29 of the OHA, in accordance with the Statement of Significance attached in Appendix I of this report. The identified cultural heritage value and attributes are associated with the one-and-a-half-storey farmhouse, which is proposed to be demolished as part of the proposed development.

While the proposed demolition constitutes a negative impact to the property's cultural heritage value and attributes, the farmhouse has been disconnected from both its on-site and surrounding agricultural context for many years. Currently, the farmhouse is the only remaining component of the historic farmstead on the Site, which originally included other built and landscape features (e.g. a barn, tree-lined drive, fields etc.). As a result, the property has lost the integrity of its original design, and no longer possesses the elements necessary to express its cultural heritage value as an historic Ontario farmstead.

The area's transition from agricultural to urban use, paired with the deteriorating condition of the farmhouse and the on-site conversion to commercial uses (e.g. Apple Factory farm store, self storage units, and surface parking) further disconnects the existing farmhouse from its agricultural past.

Adjacent Heritage Resources

The proposed development will not have any negative impacts, as identified by the Ontario Heritage Toolkit, on the Andrew McCandless Plank House at 1985 Bovaird Drive West. The property is separated from the Site by a roadway and substantial landscape buffer, limiting the possibility of negative impacts to its cultural heritage value.

Negative impact on a cultural heritage resource 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 a 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 battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open spaces;*

***Land disturbances** such as a change in grade that alters soils, and drainage patterns that adversely affect an archaeological resource.*

(Ontario Heritage Toolkit).

7 CONSERVATION CONSIDERATIONS

The following approaches were considered to address the negative impact of the proposed demolition of the heritage resource at 10020 Mississauga Road. The cost associated with each of the following approaches should be considered.

Option A: Retention In-Situ

The retention of the farmhouse in-situ is complicated by the planned widening of Mississauga Road. The farmhouse will be directly impacted by the road widening, with a substantial portion of the building falling within the future right-of-way. Should the City of Brampton wish to keep the existing house in-situ, a transfer of the resource to public ownership is required.

Option B: Relocation

Where the retention of a heritage resource in-situ is not possible, relocation within a development site or to another nearby location with a preferred setting may be considered. The following strategies for building relocation should guide the decision-making process:

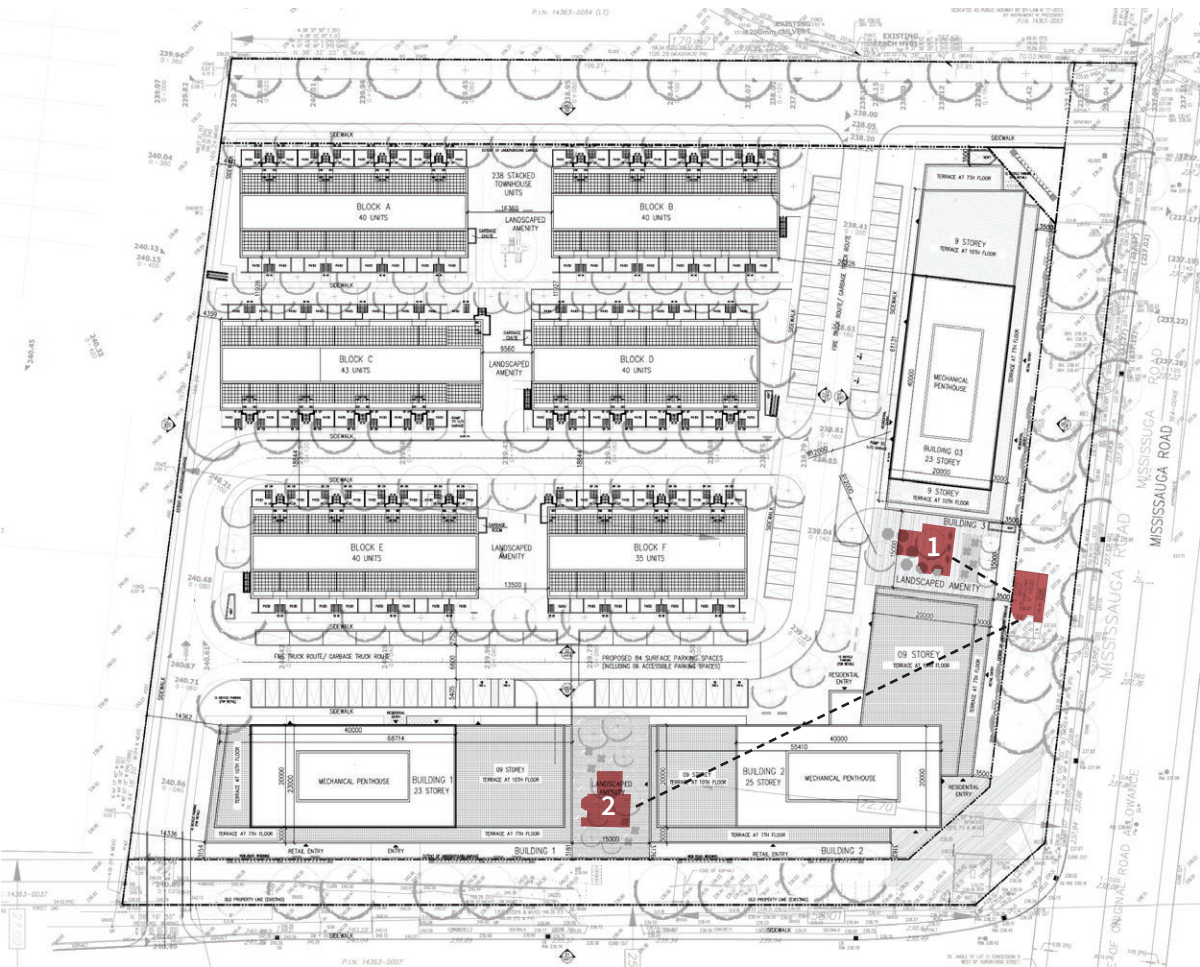
- Locate the farmhouse in an area that is visible from, and oriented to, the concession road.
- Restore the farmhouse for residential use, or adapt and reuse as landmark amenities in the new community.
- Retain, reinstate or interpret other farmstead features, e.g. tree clusters, wind rows, orchards, green lawns and unpaved driveways adjacent to the farmhouse.

The feasibility of implementing these strategies as part of a relocation and restoration on Site is limited. Notably, the reinstatement/interpretation of farmstead features is constrained by the relatively small size of the Site. Further, as the proposed development consists of high and medium density uses, the referencing of farmstead features (e.g. through design, low-scale massing, materiality, etc.) is not appropriate.

Similarly, the relocation of the farmhouse to a nearby location in Mount Pleasant Heights (e.g. public park, school yard) presents limitations. In particular, this would further disconnect the farmhouse from its context, as it would no longer be visible from, and oriented to, the former concession road (Mississauga Road). Similar to Option A, this would require a transfer of the resource to public ownership, with the ongoing costs associated with the programming and maintenance assumed by the City.

Nevertheless, the relocation of the farmhouse would be contingent on further investigation and study, due to the building's deteriorating condition and potential structural issues.

Relocation Options



Site Plan showing the possible locations for relocation on Site (Architecture Unfolded, 2022; annotated by ERA).



Option 1 (Mississauga Road).



Option 2 (Bovard Drive).

Option C: Demolition (Documentation, Salvage, and Interpretation)

Should the aforementioned retention in-situ and relocation strategies not be pursued, demolition of the resource may be considered with the understanding that a documentation, salvage and interpretation strategy be implemented. The strategies provided as part of this public benefit should be robust, and commensurate with cost of relocation or retention in-situ.

8 MITIGATION

Documentation, Salvage, and Interpretation

The recommended strategy is documentation, salvage, and interpretation of the existing heritage resource at 10020 Mississauga Road. This involves documenting the existing farmhouse through measured drawings and high-resolution photographs, salvaging materials (e.g. brick, stone), and interpreting the Site's agricultural heritage. With respect to interpretation, we recommend implementing a combination of on- and off-site strategies. The use of on-site strategies alone is not recommended.

Off-site (large-scale) Interpretation

Given the limited public spaces in the proposed development, an off-site interpretation program is recommended within the new Mount Pleasant Heights community (e.g. in a public park). The location, size, and design of the interpretation program is subject to agreements with abutting landowners, the City of Brampton, and the proponent. The following large-scale interpretive landscape design strategies are recommended:

- Interpreting the history of agricultural food production, e.g. through fruit trees/orchards, community gardens/planters, or installations on the operation of the area's historic farms.
- Designing public-realm landscape elements to interpret farmstead features, e.g. tree clusters, wind rows, community garden plots.
- Creative reuse and/or interpretation of extant building materials (e.g. brick, stone, wood, natural elements) for new play structures, interpretive areas, etc.

On-site Interpretation

To commemorate the Site's tangible and intangible value as an historic Ontario farmstead, the following preliminary (on-site) interpretive strategies are recommended:

- Commissioning interpretive art pieces with rural/agricultural themes for installation in new public spaces. This could include the re-use of salvaged materials, e.g. farmhouse brick, stone, wood elements.



Precedent image of an urban orchard and playground (Orchard Montessori School, 2023).



Precedent rendering image of an orchard-inspired public park (University of Wisconsin, 2023).



Precedent rendering image of an urban apple orchard (ioby.org, 2023).

- Interpreting the history of early settlers significant to the area's development, e.g. through street names, plaques.
- Installing ground inlays in public streets/spaces marking historic features like creek routes, boundaries between farm lots, or farmhouse building footprints.

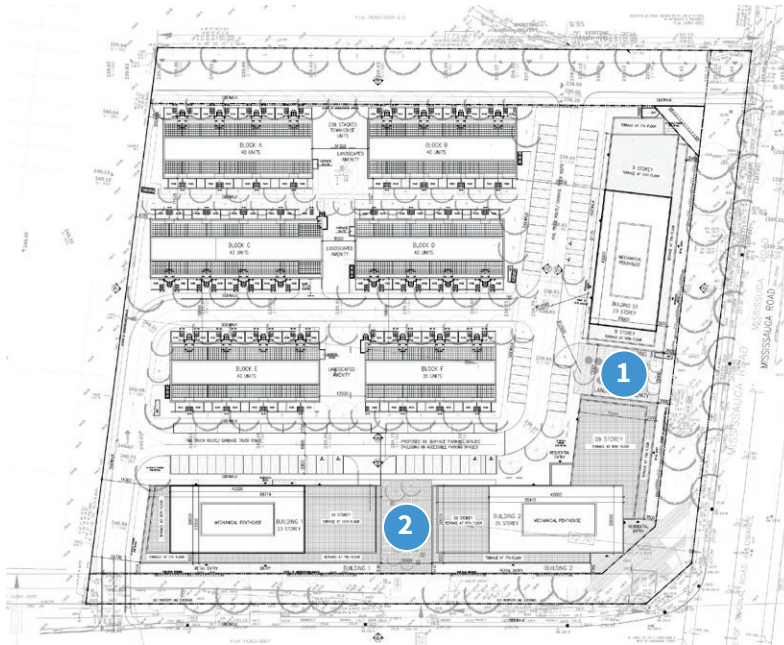
Additional community contributions to support the documentation, conservation, and communication of local heritage could include:

- Developing educational interpretive media for broad audiences beyond the site, e.g. a book, app/website, film, or photographic exhibit.
- Making a cash-in-lieu contribution to a local museum, archive, heritage grant program, or other educational venture.



Ground inlay at Marrickville Metro in Sydney, Australia (Deuce Design).

Potential Locations for Interpretive Installations (to be detailed in a forthcoming Interpretation Plan)



Site Plan showing the recommended locations for interpretive installations on Site, i.e. plaques, public art, ground inlays (Architecture Unfolded, 2022; annotated by ERA).

9 RECOMMENDATIONS

In the context of the planned widening of Mississauga Road and the area's broader transition to urban use, the recommended conservation and mitigation strategy is documentation, salvage, and interpretation of the existing heritage resource at 10020 Mississauga Road. This involves documenting the existing farmhouse through measured drawings and high-resolution photographs, salvaging materials (e.g. brick, stone), and interpreting the Site's agricultural heritage.

With respect to interpretation, we recommend implementing a combination of on- and off-site strategies. The recommended off-site interpretation program (within Mount Pleasant Heights) allows for a robust landscape design strategy, which includes an interpretation of the Site's history of food production using fruit trees/orchards or community gardens, public-realm elements referencing farmstead features, and creative reuse of building materials. The recommended on-site program includes: public art with rural/agricultural themes, plaque(s) and street names interpreting the history of early settlers, and ground inlays marking historic features, with the potential for additional community contributions.

It is recommended that the documentation and salvage strategy be detailed in a Documentation and Salvage Plan, prior to the issuance of a demolition permit for the farmhouse. An Interpretation Plan is also recommended as the development process moves forward to detail the full interpretation program, including the medium, location, and design of each strategy. In the interim, we recommend that the interpretation strategy be further articulated through discussions between the proponent, the City of Brampton, adjacent landowners, and community stakeholders.

10 PROJECT PERSONNEL

Philip Evans OAA, MRAIC, CAHP is a principal at ERA and the founder of Culture of Outports and small. Over the course of 17 years working in the field of heritage conservation, he has led a wide range of conservation, adaptive reuse, design, and feasibility planning projects.

Samantha Irvine JD, CAHP is an associate with the heritage planning team at ERA, where she has overseen projects that impact culturally significant buildings, neighbourhoods and landscapes since 2015. She holds a BA in History and Sociology from McGill University (Great Distinction); MA degrees in Historical & Sustainable Architecture (NYU) and Sustainable Urbanism (Wales); and a JD from Queen's University. She is a member of the Ontario Bar Association and a former Fellow of Sustainable Urbanism with the Prince's Foundation in London, England.

Emma Cohlmeier MScPl, Candidate OPPI is a senior project manager on the heritage planning team at ERA. She earned her BA in Sociology from the University of Guelph and Msc in Planning from the University of Toronto.

Jamie Glasspool BA is heritage planner at ERA, specializing in historical research and analysis. He holds a Bachelor of Arts in Urban Studies from McGill University, where he also completed a semester abroad at the University of Manchester.

APPENDIX I: DESIGNATION BY-LAW (72-2021)



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 72 - 2021

To designate the property municipally known as 10020 Mississauga Road
as being of cultural heritage value or interest pursuant to section 29 of the
Ontario Heritage Act

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O. 18, as amended, (the "Act") authorizes the Council of a municipality to enact by-laws to designate real property, including all the buildings and structures thereon, to be of cultural heritage value or interest, if the property meets the Act's prescribed criteria;

AND WHEREAS the Council of the Corporation of the City of Brampton has caused to be served upon the owners of the lands and premises at 10020 Mississauga Road, as more particularly described in Schedule "A" (the "Property"), and upon the Ontario Heritage Trust, notice of intention to designate the Property, and has caused such notice of intention to be published on the City's website in accordance with the Council's Procedure By-law;

AND WHEREAS there has been no notice of Objection served on the Clerk;

AND WHEREAS the reasons for designation are set out in Schedule "B";

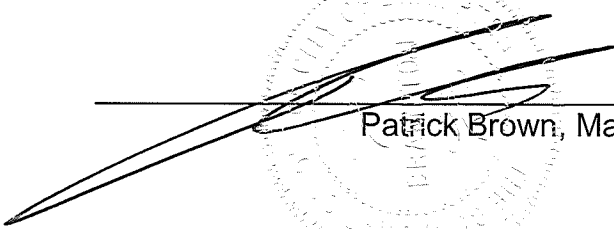
NOW THEREFORE the Council of The Corporation of the City of Brampton
ENACTS as follows:


1. That the Schedules attached hereto form part of this by-law.
2. That the Property is hereby designated as being of cultural heritage value or interest pursuant to Part IV of the Act.
3. That the description of the Property, the statement of the Property's cultural heritage value or interest, and the description of the Property's heritage attributes, are set out in Schedule "B" to this by-law.
4. That the City Solicitor be authorized to cause a copy of this by-law to be registered against the Property in the Land Registry Office.
5. That the City Clerk be authorized to cause a copy of this by-law to be served upon the owners of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published on the City's website in accordance with Council's Procedure By-law.

ENACTED and PASSED this 21st day of April, 2021.

Approved as to
form.
2021/04/08
Anthony-George
D'Andrea

Approved as to
content.
2021/04/07
Bob Bjerke



Patrick Brown, Mayor


Peter Fay, City Clerk

SCHEDULE "A" TO BY-LAW

LEGAL DESCRIPTION

PT LT 11 CON 5 WHS CHINGUACOUSY DES PT 1 PL 43R-11013;
BRAMPTON. S/T EASEMENT IN GROSS OVER PT LT 11 CON 5 WHS
CHINGUACOUSY DES PT 3 PL 43R-29994 AS IN PR1001408

PIN No. 14363-0031 (LT)

SCHEDULE "B" TO BY-LAW**SHORT STATEMENT OF THE REASON FOR THE DESIGNATION OF 10020 MISSISSAUGA ROAD:**

The property at 10020 Mississauga Road is worthy of designation under Part IV of the *Ontario Heritage Act* for its cultural heritage value. The property meets the criteria for designation prescribed by the Province of Ontario under the three categories of design or physical value and contextual value.

Design/Physical Value:

The residence at 10020 Mississauga Road is believed to have been built in the early 1880s. It exhibits design elements of the Gothic Revival architectural style such as a cross gable roof, centre gables with a window opening and verge board, a one-storey bay window with decorative brackets and dichromatic buff brick accents over the door and window openings. The house was constructed in brick with a running bond pattern. It has a fieldstone foundation and is comprised of a one-and-a-half storey principal section and a one and one-and-a-half storey tail addition attached perpendicular to the rear (west) façade of the principal section, creating a 'T'-shaped plan.

Contextual Value:

The property at 10020 Mississauga Road was once located in a well-established agricultural landscape with scattered farmsteads, tree lines, hedgerows, fence lines that defined the area. The brick residence at 10020 Mississauga Road currently sits within a commercial development and is surrounded by development transitioning the area from an agricultural to urban use. Along with other farmhouses on the west side of Mississauga Road, this brick residence maintains a visual and historical link to the former character of the area. Therefore, the residence at 10020 Mississauga Road is considered important in maintaining a connection to the former agricultural character of an area.

DESCRIPTION OF THE HERITAGE ATTRIBUTES OF THE PROPERTY:

Heritage attributes of the subject property at 10020 Mississauga Road includes:-

Contextual Value

- The location of the brick dwelling on the corner lot property with visibility from Bovaird Drive West and Mississauga Road.
- The orientation of the brick residence facing east to Mississauga Road.

Design/Physical Value

- 'T'-shape plan with one-and-a-half-storey principal section and one-and-a-half-storey rear wing composition
- Cross gable roof with centre front (east) gable and centre (south) gable on the rear wing
- Rubble stone foundation
- Brick wall construction with a running bond pattern
- Segmentally arched door and window openings on the ground and second floor elevations accented with dichromatic buff brick detailing
- Wood window sills
- One storey bay window on the south elevation of the principal section of the house with mansard roof, decorative brackets and wood detail
- Pairs of narrow window openings on the second floor of the south and north elevations of the main house and the west elevation of the rear wing
- Porch
- Verge board
- Brick work on windows

APPENDIX II: REASONS FOR DESIGNATION REPORT

HERITAGE REPORT: REASONS FOR HERITAGE DESIGNATION



10020 MISSISSAUGA ROAD

JANUARY 2020

Profile of Subject Property

Municipal Address	10020 Mississauga Road
PIN Number	143630031
Roll Number	10-06-0-002-19600-0000
Legal Description	Chinguacousy Con 5 WHS Pt Lot 11 RP 43R11013 Part 1
Ward Number	Ward 6
Property Name	10020 Mississauga Road
Current Owner	The Apple Factory (2007) Corporation
Owner Concurrence	N/A
Current Zoning	Commercial
Current Use(s)	Vacant
Construction Date	Circa 1880
Notable Owners or Occupants	Scott Family
Heritage Resources on Subject Property	House
Relevant Council Resolutions	None
Additional Information	None

1. Introduction

The property at 10020 Mississauga Road is worthy of designation under Part IV of the *Ontario Heritage Act* for its cultural heritage value or interest. The property meets the criteria for designation prescribed by the Province of Ontario under *Ontario Heritage Act*, Regulation 9/06 for the categories of design/physical value and contextual value.

2. Description of Property

The farmhouse located at 10020 Mississauga Road is located on the west side of Mississauga Road, just north of Bovaird Road in East Part Lot 11, Concession 5 in the former Township of Chinguacousy. The heritage resource is a one-and-a-half storey, detached brick house believed to have been built in the early 1880s. The house is located on a commercial property known as The Apple Factory at 10024 Mississauga Road. There are two mid-20th century dwellings located immediately north of the heritage resource and a large storage building to the west of the property. The designation attributes are limited to the 19th century dwelling.

3. Statement of Cultural Heritage Value or Interest

Design/Physical Value:

The residence at 10020 Mississauga Road exhibits the following values under the Ontario Regulation 9/06:-

- a. rare, unique, representative or early example of a style, type, expression, material or construction method and
- b. displays a high degree of craftsmanship or artistic merit.

The vernacular brick residence is believed to have been built in the early 1880s. It exhibits design elements of the Gothic Revival architectural style such as a cross gable roof, centre gables with a window opening and verge board, a one-storey bay window with decorative brackets and dichromatic buff brick accents over the door and window openings.

The house was constructed in brick with a running bond pattern. It has a fieldstone foundation and is comprised of a one-and-a-half storey principal section and a one and one-and-a-half storey tail addition attached perpendicular to the rear (west) façade of the principal section, creating a 'T'-shaped plan.

The residence has undergone some alterations, including additions to the west and south elevations, but is considered to retain its overall form and design character.

Therefore, it is concluded that the vernacular brick residence located at 10020 Mississauga Road, which was built in the early 1880s, is a representative vernacular example of Gothic Revival architecture.

Furthermore, the building exhibits quality of the craftsmanship. The builder showed skill in the application of buff brick accent over the window and door openings and the use of paired narrow window openings on the second floor and the bay window detailing.

Contextual Value:

The property at 10020 Mississauga Road was once located in a well-established agricultural landscape with scattered farmsteads, tree lines, hedgerows, fence lines that defined the area. The brick residence at 10020 Mississauga Road currently sits within a commercial development and is surrounded by development transitioning the area from an agricultural to urban use. Along with other farmhouses on the west side of Mississauga Road, this brick residence maintains a visual and historical link to the former character of the area. Therefore the residence at 10020 Mississauga Road is considered to be important in maintaining a connection to the former agricultural character of an area.

The residence at 10020 Mississauga Road was built in the early 1880s. It remains on its original site on a corner lot facing east along Mississauga Road. Mississauga Road was developed as an important historic transportation route in Chinguacousy Township and this house has been a familiar structure along this transportation route since the late 19th century. It is physically, visually and historically linked to its surrounds, as it maintains its placement on its original property.

In addition, the corner lot property continues to have importance in the community, currently as a popular commercial entity known as the Apple Factory. The dwelling has been long associated with the Apple Factory establishment and can be considered as the “Birth Place” of the Apple Factory. It is considered to be a landmark due to its longevity in the area and visibility from the intersection at Mississauga and Bovaird Drive West.

It is determined through the application of the “Criteria for Determining Cultural Heritage Value or Interest” under Ontario Regulation Reg. 9/06 that the subject property at 10020 Mississauga Road is of cultural heritage value or interest, due to its physical or design value and contextual value.

4. Description of Heritage Attributes

Heritage attributes of the subject property at 10020 Mississauga Road include:-

Contextual Value

- The location of the brick dwelling on the corner lot property with visibility from Bovaird Drive West and Mississauga Road.
- The orientation of the brick residence facing east to Mississauga Road.

Design/Physical Value

- 'T'-shape plan with one-and-a-half-storey principal section and one-and-a-half-storey rear wing composition
- Cross gable roof with centre front (east) gable and centre (south) gable on the rear wing
- Rubble stone foundation
- Brick wall construction with a running bond pattern
- Segmentally arched door and window openings on the ground and second floor elevations accented with dichromatic buff brick detailing
- Wood window sills
- One storey bay window on the south elevation of the principal section of the house with mansard roof, decorative brackets and wood detail.
- Pairs of narrow window openings on the second floor of the south and north elevations of the main house and the west elevation of the rear wing.
- Porch
- Verge board
- Brick work on windows

5. Alteration History and Heritage Integrity

The following are the known alterations to the subject property:

- Addition to the south and west façades of the building with incorporated garage entrance.
- Brick Chimney has been removed
- Metal storm windows added
- Porch handrail has been altered
- Missing paired wooden brackets

6. Archaeological Potential

The subject property has no known archaeological value. However, given the fact that the property has been undisturbed and is within 300 meters of a watercourse and a known cultural heritage resource, the site exhibits high archaeological potential.

7. Policy Framework

In the context of land use planning, the Province of Ontario has declared that the wise use and management of Ontario's cultural heritage resources is a key provincial interest.

A set of Provincial Policy Statements (PPS) provides planning policy direction on matters of provincial interest in Ontario. These statements set the policy framework for regulating the development and use of land. The current set of policies was last reviewed in 2014. At that time, the cultural heritage policies were strengthened considerably.

The relevant heritage policy statement in PPS 2.6.1, which states that "significant built heritage resources and significant cultural heritage landscapes shall be conserved."

PPS 2.6.1 is tied to Section 3 of the Ontario Planning Act which stipulates that land use planning decisions by municipalities "shall be consistent with" the Provincial Policy Statements.

The policy is also integrated with the Ontario Heritage Act. This piece of legislation grants municipalities powers to preserve locally significant cultural heritage resources through heritage designation. Decisions as to whether a property should be designated heritage or not is based solely on its inherent cultural heritage value or interest.

City Council prefers to designate heritage properties with the support of property owners. However, Council will designate a property proactively, without the concurrence of a property owner as required. These principles are reflected in Brampton's Official Plan. The relevant policies are as follows:

4.9.1.3: All significant heritage resources shall be designated as being of cultural heritage value or interest in accordance with the Ontario Heritage Act to help ensure effective protection and their continuing maintenance, conservation and restoration.

4.9.1.5: Priority will be given to designating all heritage cemeteries and all Class A heritage resources in the Cultural Heritage Resources Register under the Ontario Heritage Act.

4.9.1.6: The City will give immediate consideration to the designation of any heritage resource under the Ontario Heritage Act if that resource is threatened with demolition, significant alterations or other potentially adverse impacts.

In 2015, the City Council adopted a new Strategic Plan to guide the evolution, growth and development of the city. Heritage preservation is one of the goals of this new Strategic Plan. These principles are also guided by recognized best practices in the field of heritage conservation.

The Region of Peel also identifies the preservation and conservation of cultural heritage resources through its official plan. Section 3.6 of the plan defines the importance of preserving and maintaining these resources through related policy intervention.

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Hunter Family Tree. James Hunter Scott.

<http://person.ancestry.ca/tree/943667/person/6027280321/facts> (December 2019).

Scott Family Tree. Mary Amanda Scott.

Access: -- <<http://person.ancestry.ca/tree/24807399/person/13941216907/facts>>
(December 2019).

Apple Factory: Country Grocer

<http://applefactory.com/about/>

Appendix - A



Figure 1: Alexander Cairns Lawrence is shown as the owner of a 200-acre Lot 11, Concession 5 WHS, Chinguacousy Township as marked on the map [Item #: RG 1-100-0-0-1906, Digital # 10044609, Maps Crown Lands, Part Town of Caledon – Part City of Brampton – Chinguacousy. Original Chinguacousy Township (Map #51), T. Ridout, Survey General, 1822; County of Peel October 1851, Chinguacousy}.

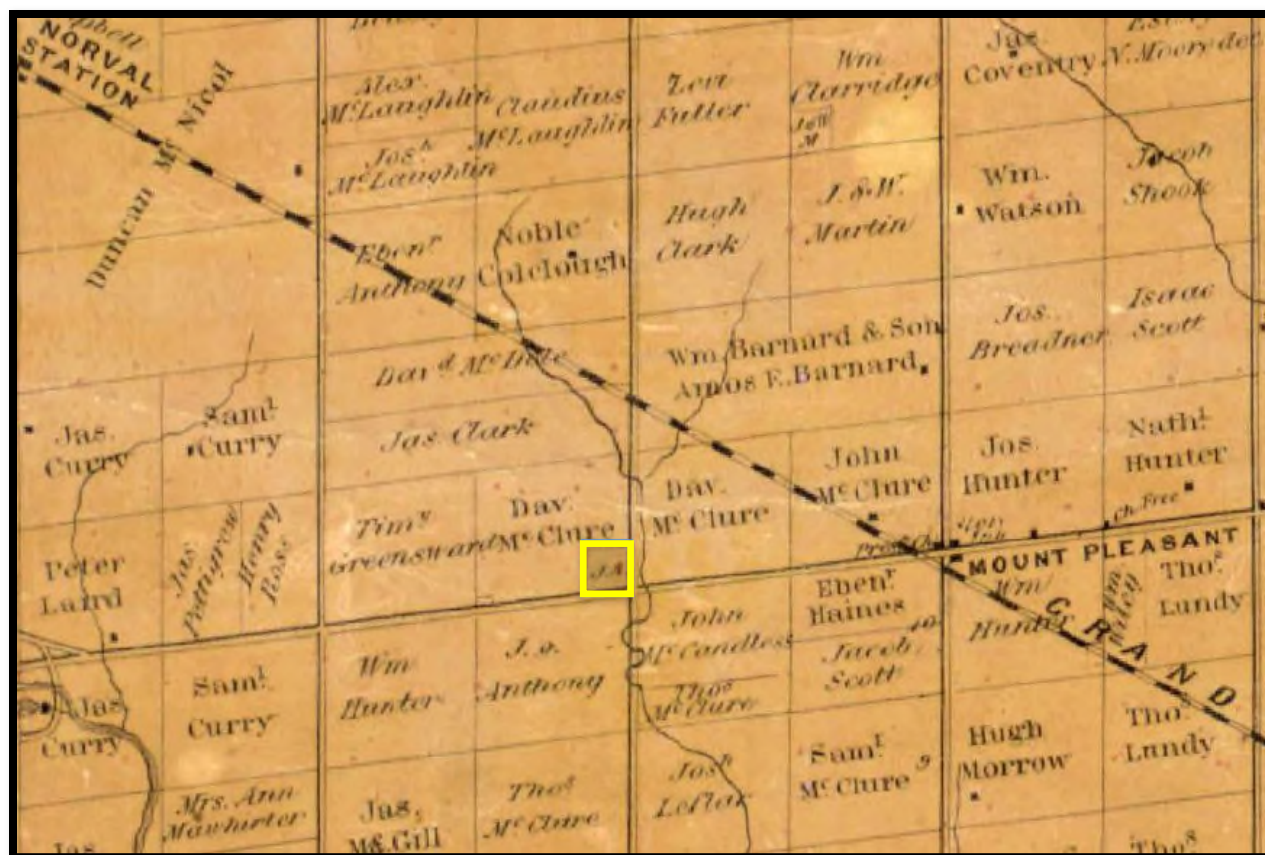


Figure 2: The highlighted area shows the location of the subject property at 10020 Mississauga Road in the mid 19th century (Tremaine's Map of the County of Peel, Canada West. Toronto: C.R. & C.M. Tremaine, 1859).

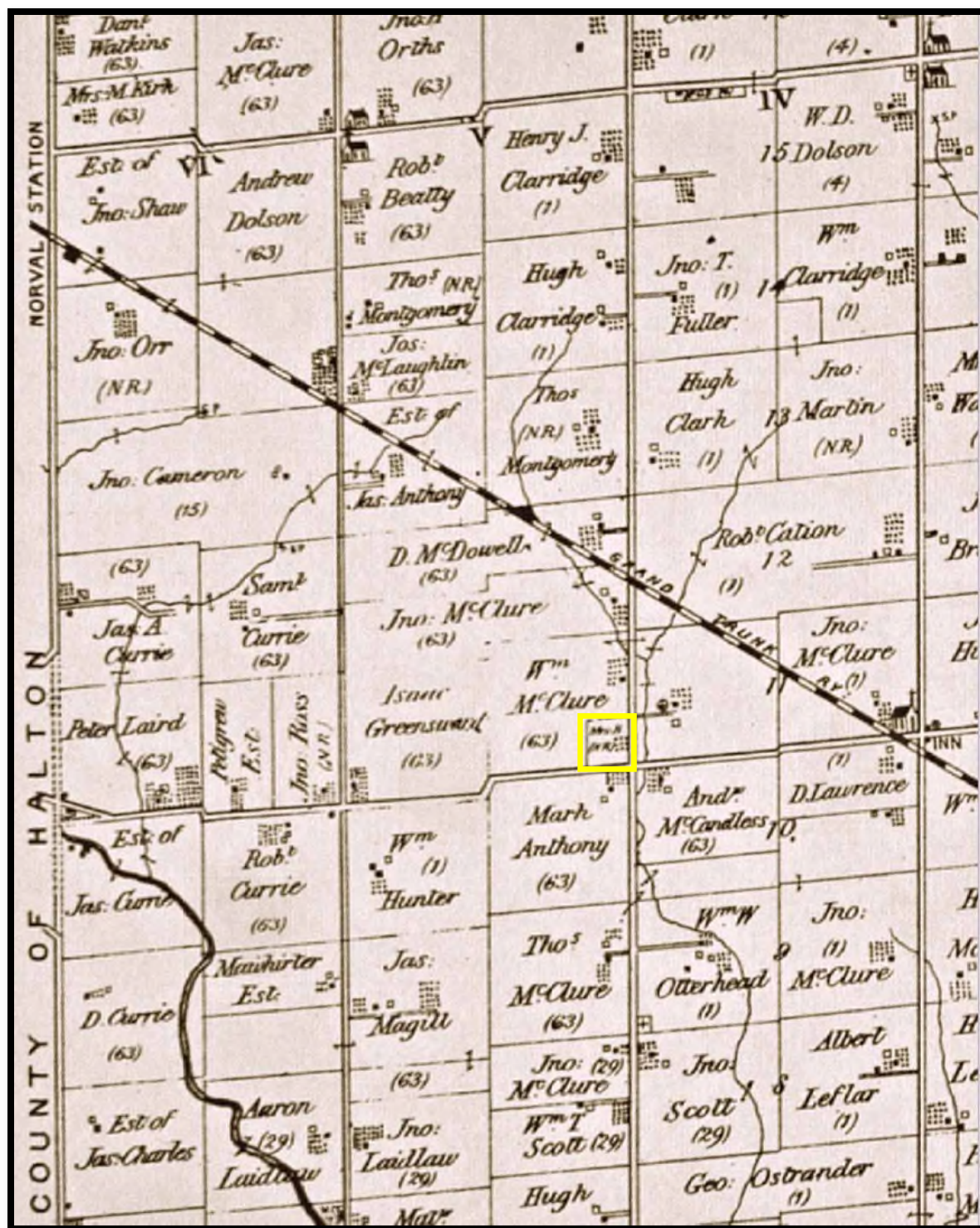


Figure 3: The highlighted area shows the location of the subject property at 10020 Mississauga Road in Chinguacousy Township (Illustrated Historical Atlas of the County of Peel. Toronto: Walker & Miles, 1877).



Figure 4: The circle shows the location of the brick house and a barn structure on the subject property at 10020 Mississauga Road NTS Brampton 30 M 12, survey 1907, revised 1942].

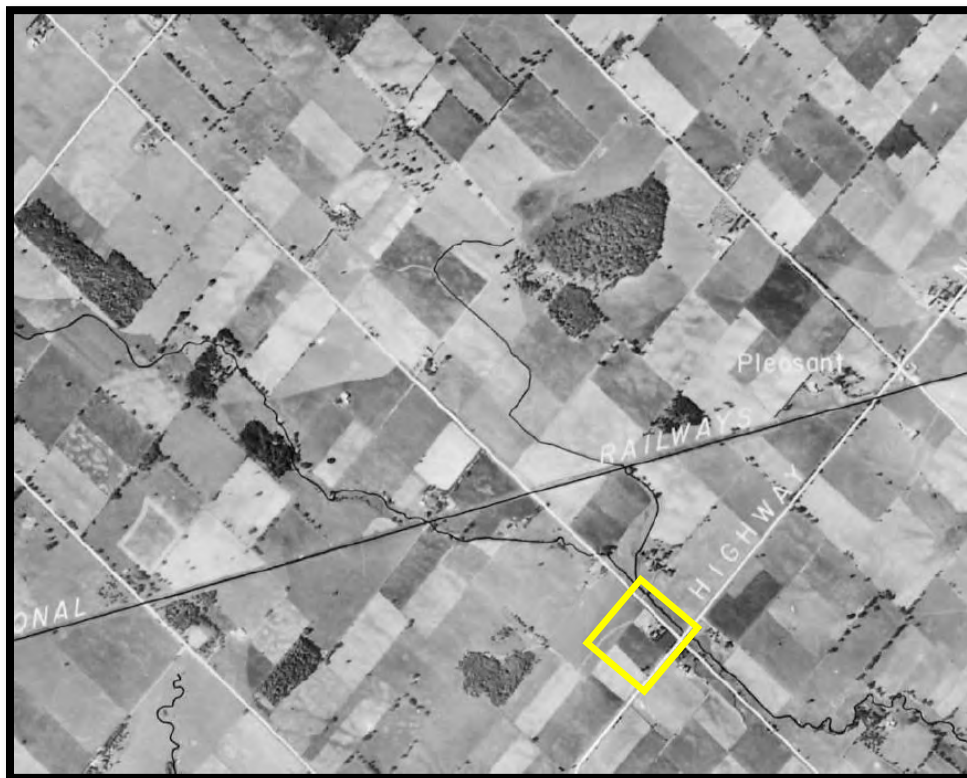


Figure 5: Aerial view showing the rural agricultural character of the landscape along Mississauga Road north of Highway 7 (Bovaird Drive West) in the early 1950s. The box highlights the subject property at 10020 Mississauga Road (UofT, Digital Aerial Photographs. Southern Ontario 1954, Hunting Survey Corporation Limited, #436.794).



Figure 5: Aerial photograph depicts the subject property on the northwest corner of the current Bovaird Drive West and Mississauga Road, City of Brampton (Google Maps, 2020).



Figure 6: The brick residence in centre with The Apple Factory market building in the background on the left and the two residences located on the right side of the brick residence at 10042 (right) and 10054 (extreme right) on Mississauga Road. (Google Map, 2018)



Figure 7: South elevation of the brick house at 10020 Mississauga Road. This view of the south elevation shows the 'T'-shaped rear wing extending to the west of the main section and the late 20th century addition (January 2020).



Figure 8: East elevation of 10020 Mississauga Rd residence (January 2020).



Figure 9: View North across Bovaird Dr. West and the Apple Factory Parking Lot to the brick residence.

Additional Photographs from the Heritage Impact Assessment Report: 10020 Mississauga Road prepared in August 2016.



Appendix – B

1. Historical Summary - 10020 Mississauga Road

1824-1839

Land records indicate Alex. C. Lawrence received the Crown Patent for all 200 acres of land in Lot 11, Concession 5 WHS, Chinguacousy Township, Peel County in May 1824. Lawrence sold the north-easterly and southwest half of Lot 11 to Archibald McNichol in 1828, and McNichol sold the southwest half to Timothy Greensword and the east half of Lot 11 to James Witham in 1839.

1839 to 1880

James Witham sold a seven acre parcel of land on the east half of Lot 11 to John Ewing in November 1839. The Assessment Roll (1843) notes John Ewing was located on seven acres of land on Lot 11, Concession 5 WHS. In June 1846, Ewing sold the seven acres to John Anthony.

Meanwhile, Witham also subdivided a one acre parcel of land on the east half of Lot 11 and sold it to John Green in August 1848 for £15. Two years later in November 1850, Green sold the one acre property along with other land on the west half of Lot 11, Concession 5 WHS, to William Anthony. Mark Anthony registered a quit claim to transfer interest in the real property to Joseph White in July 1869 for a one acre property on the east half of the lot and White and his wife sold the one acre to Margaret Brien in March 1871 for \$100.00.

Tremaine's Map (1859) notes J. A. [James Anthony] was the owner of the southeast corner of Lot 11. The map does not indicate a building in the southeasterly corner of Lot 11 at this time. The last will and testament for John Anthony was registered in 1863. Township assessment rolls recorded Francis Anthony on eight acres of land on Lot 11, Concession 5 WHS. Land records show Mark Anthony and his wife sold seven acres on the southeast part of Lot 11 to James Anthony in September 1867. Two years later, in April 1869, James Anthony sold the seven acres to Joseph White and Isabelle White. The Whites sold the seven acres to Margaret Brien in March 1871 for \$536.00.

By March 1871 Margaret Brien of Chinguacousy owned both the seven acre and one acre land parcels in the southeasterly corner of Lot 11. The township assessment roll for 1871 indicates George Brien, the husband of Margaret Brien, owned eight acres of land on Lot 11, Concession 5 WHS and was a householder on another property. The county directory for 1873-74 indicates Charles "Breen" [Brien] owned property on Lot 11, Concession 5 WHS. Land records show Margaret Brien leased the eight acres, described as being in 'the southeasterly corner', for \$50.00 per annum to Nathaniel Logan in 1874. The

Illustrated Historical Atlas map (1877) notes Mrs. B. (Margaret Brien) as a non-resident owner of the southeast corner of Lot 11. An orchard is shown on the subject property; however, the map still does not show a building on the southeast corner of Lot 11. In November 1880, Margaret Brien sold the eight acres to James H. Scott for \$600.00.

The David McClure family owned the remainder of the east half of Lot 11, Concession 5 WHS by 1852.

1880 to 1914

James Hunter Scott was born in Chinguacousy Township on December 28, 1844 , the son of John Scott and Mary Hunter. His father John Scott was born in Armagh, Ireland in 1814, and with his family emigrated from Ireland to the British colony and settled in Chinguacousy Township during its early development years. Likewise, his mother Mary Hunter was born in Ireland in 1819 and emigrated with her parents Joseph and Jane Hunter and settled in Chinguacousy Township.

James H. Scott married Mary Amanda Scott on March 26, 1872. Mary A. Scott was born in Chinguacousy Township on July 28, 1853, the daughter of William G. Scott and Margaret Graham. The Census Return (1881) notes James and Mary Scott lived in a single household in Chinguacousy Township. James was recorded as a farmer by profession. The census return (1881) does not include information on dwellings and the township assessment rolls for the early 1880s do not exist. However, the township assessment roll (1881) records James H. Scott as a tenant on 95 acres of land on west part of Lot 13, Concession 5 WHS, the Estate of James Anthony, and the owner of eight acres on Lot 11, Concession 5 valued at \$300.00.

It would seem probable the present brick house on the subject property was built in the early 1880s for the Scotts after their purchase of the eight acre property. Local directories (1888 and 1890) note James Scott was a resident on Lot 11, Concession 5. The Census Return (1891) notes James H. Scott, whose profession was noted as “marketman”, along with his wife Mary lived in a two storey brick house with eight rooms. Although the agricultural return for 1891 does not exist and the exact location of the Scotts is not recorded, it is believed the brick house is the current one on the subject property since David McClure is the next entry in the return recording households.

Ten years later, the Census Return (1901) notes farmer James Scott and his wife Mary Scott were the occupants of a nine room brick house. The Scotts owned a total of 58 acres of land including the eight acres in the southeasterly corner of Lot 11, Concession 5 WHS, one house and three barns or outbuildings. Twentieth century topographic maps

and aerial photographs show a barn associated with the brick house also stood on the southeast corner of Lot 11, Concession 5 WHS.

The Census Return (1911) records James Scott, wife [Mary] Amanda and Rosie Scott, as a household located on Lot 11, Concession 5 WHS. Rosie Scott, noted as an adopted daughter, was born in England in May 1896 and arrived in Canada in 1904. James Scott is recorded in a 1911 directory as the owner of property on Lot 11, Concession 5.

Land records show James and Mary Scott sold the eight acres of land on Lot 11, Concession 5 WHS to Jessie and Robert Taylor in January 1914 for \$2500.00. The Scotts moved to the village of Norval around this time, where they lived until their deaths. James Hunter Scott died in 1928 and Mary A. Scott in November 1934, both at their home in Norval. Both are buried in Hillcrest Cemetery, Georgetown.

1914 to Present

Several people owned the subject property on Lot 11, Concession 5 WHS with the brick residence in the early to mid 20th century. John Taylor is noted as the owner of Lot 11, Concession 5 WHS in Chinguacousy Township in 1915. Land records indicate Jessie Taylor and others sold the eight acres of land to George Green in October 1915. Two years later, in April 1917, John Poyntz bought the eight acres from Green for \$2800.00.

John Poyntz, a local farmer situated on Lot 12, Concession 4 WHS, owned the subject property for seven years between 1917 and 1924. He sold the eight acre property to Mary Dowell in April 1924 for \$1.00. Sarah A. McClure and Joseph B. McClure, as joint tenants, bought the property from Mary Dowell in October 1926 for \$1.00 and consideration. The McClures owned the subject property for fifteen years between 1926 and 1941.

Helen L. and Hudson S. Reid, as joint tenants, acquired ownership of the subject property from Sarah A. McClure in May 1941 for \$3000.00. Six years later, the Reids sold the property to Marion G. Eccles and Agnes Eccles, who were the owners between 1947 and 1953. Archie Fuller acquired ownership from Marion (Eccles) Dolson and Agnes Eccles in 1953. He sold the property to Roy Laidlaw in the latter part of the 20th century.

Various generations of the Laidlaw family owned and operated farms in Chinguacousy Township from the 19th century onwards. Roy and Lenore Laidlaw and their son Clifford Laidlaw started the idea of The Apple Factory in 1979 when Roy Laidlaw, a local apple grower, acquired the eight acre property including the brick house at 10020 Mississauga Road. The Laidlaws built The Apple Factory, now 10024 Mississauga Road, as a commercial outlet to sell their produce. Soon after opening their business venture, the store was expanded to sell other fruits, vegetables and crafts and to include a bake shop and a butcher shop.

Roy and Lenore Laidlaws continued to live on their farm complex on Heritage Road while son Clifford and his wife Deborah Laidlaw occupied the subject residence at 10020 Mississauga Road. Eventually a gift shop and chocolate factory operated in the brick residence. The Laidlaws sold the business and property to the current owner, known as The Apple Factory (2007) Corporation, in 2007. The sale of the property was registered on title in 2012. From 2005 to 2010, the residence was used as a real estate office, and from 2010 to the present it has been vacant.

2. Gothic Revival (1830-1900)

The Gothic Revival Style is a twentieth century adaptation to large institutional buildings, the Gothic Revival is a direct translation of medieval details and building practices to the Ontario climate, not to be confused with Neo-Gothic. Sometimes a Georgian frame is fitted with a variety of Gothic or Tudor details such as vergeboarding, finials, scalloping, lancet windows, hood molds, and carved label stops. Other times, specifically the churches, the layout is asymmetrical and picturesque as well.

APPENDIX III: HERITAGE POLICY REVIEW

The Province of Ontario's 2020 Provincial Policy Statement for the Regulation of Development and Land Use

The Provincial Policy Statement, 2020 ("PPS") sets out the Ontario Government's land use vision for how we settle in our landscape, create our built environment, and manage our land and resources over the long term to achieve livable and resilient communities.

Part III of the PPS provides guidance on how to read the PPS in a manner that recognizes the linkages among policy areas, stating:

The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.

Section 2.6 of the PPS contains policies addressing Cultural Heritage and Archaeology, the most relevant of which include:

- 2.6.1 *Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*
- 2.6.3 *Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*

Significant: in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

Growth Plan for the Greater Golden Horseshoe (2020)

The Growth Plan is the Province of Ontario's initiative to plan for growth and development in a way that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life.

Section 1.2.1 of Guiding Principles includes:

Conserve and promote cultural heritage resources to support the social, economic, and cultural well-being of all communities, including First Nations and Métis communities.

With the objective of “protecting what is valuable”, Section 4.2.7 of the Growth Plan, 2019 states:

1. *Cultural heritage resources will be conserved in order to foster a sense of place and benefit communities, particularly in strategic growth areas.*

The Region of Peel Official Plan (2022)

The Region of Peel Official Plan provides a long-term plan for managing growth and development in the region. Section 3.6 provides direction on cultural heritage, including the following relevant policies:

- 3.6.8 *Require cultural heritage resource impact assessments, where appropriate for infrastructure projects, including Region of Peel projects and ensure that recommended conservation outcomes resulting from the impact assessment are considered.*
- 3.6.9 *Encourage the local municipalities to consult with the Indigenous communities when commemorating cultural heritage resource and archaeological resources.*
- 3.6.10 *Require local municipal official plans to include policies where the proponents of development proposals affecting cultural heritage resources provide sufficient documentation to meet provincial requirements and address the Region’s objectives with respect to cultural heritage resources.*
- 3.6.11 *Direct the local municipalities to only permit development and site alteration on adjacent lands to protected heritage property where the proposed property has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*

Brampton Official Plan (2020 Consolidation)

Section 4.10 of the Brampton Official Plan provides policies related to cultural heritage, the most relevant of which include:

- 4.10.1.8 *Heritage resources will be protected and conserved in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada, the Appleton Charter for the Protection and Enhancement of the Built Environment and other recognized heritage protocols and standards. Protection, maintenance and stabilization of existing cultural heritage attributes and features over removal or replacement will be adopted as the core principles for all conservation projects.*
- 4.10.1.9 *Alteration, removal or demolition of heritage attributes on designated heritage properties will be avoided. Any proposal involving such works will require a heritage permit application to be submitted for the approval of the City.*
- 4.10.1.10 *A Heritage Impact Assessment, prepared by qualified heritage conservation professional, shall be required for any proposed alteration, construction, or development involving or adjacent to a designated heritage resource to demonstrate that the heritage property and its heritage attributes are not adversely affected. Mitigation measures and/or alternative development approaches shall be required as part of the approval conditions to ameliorate any potential adverse impacts that may be caused to the designated heritage resources and their heritage attributes.*
- 4.10.1.12 *All options for on-site retention of properties of cultural heritage significance shall be exhausted before resorting to relocation. The following alternatives shall be given due consideration in order of priority:*
- (i) On-site retention in the original use and integration with the surrounding or new development;*
 - (ii) On site retention in an adaptive re-use;*
 - (iii) Relocation to another site within the same development;*
- and,*
- (iv) Relocation to a sympathetic site within the City.*

4.10.1.13 *In the event that relocation, dismantling, salvage or demolition is inevitable, thorough documentation and other mitigation measures shall be undertaken for the heritage resource. The documentation shall be made available to the City for archival purposes.*

Mount Pleasant Secondary Plan / Heritage Heights Secondary Plan (Under Appeal)

The Site is part of the Mount Pleasant Secondary Plan (Area 51), and subject to the provisions of the Heritage Heights Secondary Plan (Area 52). The Heritage Heights Secondary Plan was adopted by City Council on April 6, 2022, and is currently under appeal at the Ontario Land Tribunal, such that it is not in force.

Date: 2023-09-18

Subject: Information Report - Heritage Report Terms of Reference Documents

Contact: Shelby Swinfield, Heritage Planner, Integrated City Planning

Report Number: Planning, Bld & Growth Mgt-2023-821

Recommendations:

1. That the report from Shelby Swinfield, Heritage Planner, dated September 18, 2023, to the Brampton Heritage Board Meeting of October 17, 2023, regarding the **Information Report - Heritage Report Terms of Reference Documents** be received.

Overview:

- Over the last year staff have been working to create additional and more detailed TOR documents to help improve transparency, consistency, and customer service within the heritage review process.
- To ensure that the TOR documents are aligned with current best practices and municipal standards, the City retained LHC Heritage Planning & Archaeology Inc. (LHC) to conduct a third-party review of the documents and provide recommended improvements.
- Heritage staff now have final drafts of the documents that will be used on a trial basis until January 2024 in order to gain feedback from users of the documents and make any necessary changes. The goal of this trial period is to ensure maximum usability and efficiency of the documents.
- At this milestone, staff are bringing forward the draft versions for the information and feedback of the Brampton Heritage Board as the starting point of the trial period.

Background:

As part of the heritage review process, there are a number of documents and studies related to the identification, evaluation, conservation, restoration, and recognition of cultural heritage resources. These documents are typically guided in their preparation by a Terms of Reference Document (TOR) that defines the objectives and scope of the information that will be presented within the various reports and studies.

The City currently has a TOR that has been endorsed by Council related to the preparation of Heritage Impact Assessments. Included within that TOR is brief guidance for the preparation of Heritage Building Protection Plans and Heritage Conservation Plans.

Over the last year staff have been working to create additional and more detailed TOR documents to help improve transparency, consistency, and customer service within the heritage review process. Staff created draft versions of the following documents based on the needs of the review process and applicable policies:

1. Cultural Heritage Evaluation Report (CHER);
 - *Used to determine if a property has cultural heritage value in relation to provincial legislation and regulations and provincial and local heritage policies. It also specifies the attributes of a resource that express its heritage character.*
2. Heritage Building Protection Plan (HBPP);
 - *Used to ensure that reasonable and prudent security measures are evaluated and consistently applied to protect vacant heritage buildings. It is also used to ensure that critical stabilization and repair measures, necessary to delay or halt deterioration of building envelope and heritage fabric, are executed in a timely manner.*
3. Heritage Conservation Plan (HCP);
 - *Outlines conservation strategies for an identified cultural heritage resource, and provides the framework for and details of conservation, restoration, and adaptive re-use efforts for a heritage resource. It will also include a cost estimate for the proposed conservation works for the purposes of determining appropriate project securities.*
4. Heritage Documentation and Salvage Plan (DSP);
 - *Records and documents heritage resources under threat of demolition or significant alteration to keep a permanent record of what will be lost. It also identifies parts of the cultural heritage resource that could be salvaged and potentially reused and includes how and what will be salvaged, while also providing recommendations for the reuse of those materials.*
5. Heritage Commemoration Plan (HCOMP).
 - *Outlines commemoration and/or interpretation approaches for a property with cultural heritage value or interest that is subject to alteration or removal,*

or where a commemorative installation is proposed. It will also describe appropriate commemoration and interpretation strategies that addresses the subject property's cultural heritage value and prescribe how the recommended commemoration measures are to be completed.

To ensure that the TOR documents are aligned with current best practices and municipal standards, the City retained LHC Heritage Planning & Archaeology Inc. (LHC) to conduct a third-party review of the documents and provide recommended improvements. This review included a review of the documents against:

- Requirements of provincial legislation and associated regulations;
- Requirements of provincial policy and plans;
- Relevant sections of the Ontario Heritage Tool Kit (2006 and draft 2021);
- Other sources of cultural heritage best-practice such as the Standards and Guidelines for the Conservation of Historic Places in Canada, Standards and Guidelines for the Conservation of Provincial Heritage Properties, Eight Guiding Principles for the Conservation of Built Heritage Resources, Well Preserved, and Heritage Planning Principles and Practices;
- Cultural Heritage policies in City and Regional plans, policy documents, Property Standards By-laws and other By-laws;
- Timeline responsibilities under Ontario Bills 108, 109, and 23; and,
- Terms of Reference documents from other Ontario, Canadian, and international municipalities.

LHC reviewed the City's drafts and provided revised drafts to staff for comments. Following a meeting between staff and LHC, the drafts were revised and final versions were submitted and are included as Appendices to this report.

Current Situation:

Heritage staff now have final drafts of the documents that will be used on a trial basis until January 2024 in order to gain feedback from users of the documents and make any necessary changes. The goal of this trial period is to ensure maximum usability and efficiency of the documents.

At this milestone, staff are bringing forward the draft versions for the information and feedback of the Brampton Heritage Board as the starting point of the trial period.

The next step staff will be undertaking is to bring forward a proposed amendment to the current Official Plan to empower the use of these TOR documents through a formal policy. This will assist in creating consistency and transparency in the review process by setting out a standard set of documents that an applicant may have to prepare.

Corporate Implications:

None.

Financial Implications:

None.

Other Implications:

None.

Strategic Focus Area:

The implementation of the new Terms of Reference documents will support the Government and Leadership strategic focus area as it will contribute to providing an elevated service standard.

Conclusion:

Staff are bringing forward this report and the attached Draft Terms of Reference as an update on the ongoing Terms of Reference update project. At this milestone of initiation of the trial use period, staff provide this information to the Board for information.

Authored by:

Reviewed by:

Shelby Swinfield
Heritage Planner

Jeffrey Humble, RPP, MCIP
Manager, Policy Programs and Implementation

Submitted by:

Approved by:

Henrik Zbogor, RPP, MCIP
Director, Integrated City Planning

Steve Ganesh, RPP, MCIP
Commissioner, Planning, Building and Growth
Management

Attachments:

- Attachment 1 - Cultural Heritage Evaluation Report (CHER) Terms of Reference
- Attachment 2 - Heritage Building Protection Plan (HBPP) Terms of Reference
- Attachment 3 - Heritage Conservation Plan (HCP) Terms of Reference
- Attachment 4 - Heritage Documentation and Salvage Plan (DSP) Terms of Reference
- Attachment 5 - Heritage Commemoration Plan (HCOMP) Terms of Reference

Brampton Cultural Heritage Evaluation Report

Terms of Reference

Approved by Municipal Council on (DATE) through (MECHANISM).

Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”¹ Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”²

The purpose of a CHER is to assist the City in determining if a property, collection of properties, or landscape feature has Cultural Heritage Value or Interest and, if so, what the cultural heritage value or values of the Property are. The report will be used to help the City make informed decisions related to cultural heritage resources in the municipality. A CHER is informed by provincial legislation, regulations and policy, as well as municipal policy. The study will evaluate the property against Provincially regulated criteria and – if appropriate – include a statement of cultural heritage value or interest and list of heritage attributes.

A properly completed CHER includes sufficient information to evaluate a property for cultural heritage value or interest required for heritage designation under Part IV Section 29 of the *Ontario Heritage Act (OHA)*.

- CHERs will inform City plans to designate properties under Part IV Section 20 of the *OHA*.
- A CHER may be required as part of a planning application where potential cultural heritage value or interest has been identified for a property subject to or adjacent to the application.
- A CHER may also be required or recommended as part of an Environmental Assessment.

Properties with potential cultural heritage value or interest may be identified through people or on lists such as:

- Listing on the Municipal Heritage Register;
- A heritage inventory;
- Heritage tours or exhibits;

¹ City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf, Section 2.2.

² City of Brampton, “Official Plan,” Section 4.10.

- Community interest;
- A planning study;
- An Environmental Assessment process;
- By City Council and/or;
- By City Heritage Staff.

It is critical that the CHER be impartial, objective, thorough, complete, sound in its methodology and sound in its application of *OHA* evaluation criteria. The CHER must also be guided by the City of Brampton Official Plan Heritage Policies and other commonly used heritage planning and conservation guidance such as the *Ontario Heritage Tool Kit* and *Standards and Guidelines for the Conservation of Historic Places in Canada*. Each CHER must be consistent with recognized professional standards and best practices in the field of heritage conservation in Canada.

When is a CHER Required?

A CHER may be required when a project is on or adjacent to a property with potential cultural heritage value or interest or where known cultural heritage value or interest is not well understood or described. A CHER may be required for municipal infrastructure or structures that are not associated with a specific property parcel.

If the Property under review is on a development site, it is advisable that you discuss your project in advance with Heritage Planning staff prior to preliminary consultation meetings. Proponents are strongly encouraged to complete a CHER at the earliest stages of the planning or environmental assessment process. This allows for consideration of cultural heritage conservation (if necessary) early. The report conclusions will inform decision-making for the project's conservation and design options and will identify additional application requirements. It could recommend additional studies be completed.

A CHER may be part of a Heritage Impact Assessment (HIA, see the City of Brampton Heritage Impact Assessment Terms of Reference). Applicants are encouraged to undertake a standalone CHER before starting on a HIA. However, if this is not possible applicants should consult with City Heritage Planning staff on how to combine the studies.

City Heritage Planning Staff can assist in determining when a CHER is required or encouraged. Generally, a CHER may be requested for a property:

- Which is included on the Municipal Heritage Register as a Listed property where an evaluation against Ontario Regulation 9/06 has not been completed previously.
- That is designated under Part IV, Section 29 of the *OHA* where an evaluation against *Ontario Regulation 9/06 (O. Reg. 9/06)* has not been completed (pre 2006 designation) and a new Statement of Cultural Heritage Value or Interest with a list of Heritage Attributes is required to understand the property.

- That is subject to another form of heritage recognition or protection, such as – but not limited to:
 - A National Historic Site of Canada;
 - An Ontario Heritage Trust Easement;
 - The subject of a historic plaque by organizations such as (but not limited to): the Historic Sites and Monuments Board of Canada, Ontario Heritage Trust, or the municipality; and,
 - Property associated with the cultural heritage values of the Humber River as a Canadian Heritage River;
- Which has not been formally identified by the municipality as having cultural heritage value, but where there is the potential for cultural heritage value to exist. For example, a property that meets criteria for potential cultural heritage value from a provincial environmental assessment checklist such as the Ministry of Citizenship and Multiculturalism's *Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes*

Occasionally a property may be of interest because it is recognized for its heritage value by a private, not-for-profit, or professional organization. City staff may take this interest into account when determining if a CHER is required. These organizations could include (but are not limited to):

- The Architectural Conservancy of Ontario (ACO);
- A local historical society(ies);
- The Ontario Historical Society;
- Canadian Society for Civil Engineering.

Planning applications that may require a CHER include:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Amendments to the Downtown Permit System (DPS);
- Draft Plan of Subdivision;
- Site Plan;
- Consent; and,
- Minor Variance.

A CHER is not required for properties that are:

- Subject to a Notice of Intention to Designate under Section 29 of the *OHA*;
- Designated under Part IV, Section 29 of the *OHA* after 2006; and,
- Designated under Part IV, Section 42 of the *OHA*.

Content Requirements

The CHER must be prepared following these Terms of Reference and relevant Provincial guidance such as the Ontario Heritage Tool Kit. Headings from Table 1 (below) shall be used as the general Table of Contents for the CHER. Use a table such as Table 1 to cross reference to relevant appendices –if necessary. The CHER will include the following information (at minimum):

Table 1: Minimum information to include in a Cultural Heritage Evaluation Report Submitted to the City of Brampton

Content Requirement	Location in Report
Cover Sheet. A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.	
Executive Summary. The CHER must include an executive summary section that includes:	
a. A brief description of why the CHER was prepared;	
b. A summary of the evaluation for potential cultural heritage value or interest;	
c. The results of the evaluation;	
d. Recommendations based on the evaluation. The reasons for or against inclusion on the Municipal Heritage Register, with reference to applicable legislation, regulations and/or policy.	
1. Introduction. The introduction to the CHER must include:	
a. A brief description of why the CHER is being prepared;	
b. Brief summary of any related projects or planned development;	
c. A very brief description of Property sufficient to understand where it is in the City and its local context; including (relevant) details such as: <ul style="list-style-type: none"> • the civic address; • legal description (if known) • neighbourhood/ward (if relevant for understanding the Property context). • nearest major intersection • general character (urban, suburban, rural, residential, commercial, industrial area) 	
d. Briefly describe the heritage status of the Property, such as:	

Content Requirement	Location in Report
<ul style="list-style-type: none"> • Designated under Part IV/V of the Ontario Heritage Act; • Listed on the Municipal Heritage Register; • National Historic Site of Canada; • Has potential cultural heritage value or interest because.... 	
<p>e. Location Map/Plan and Site/Property/Study Area Map/Plan specifying the subject property in order to provide context. It is recommended that:</p> <ul style="list-style-type: none"> • A Location Map be at a scale sufficient to understand where in the City the Property is located. • A Site Map be focused on the Property and its immediate context/surroundings. 	
<p>2. Methodology/Approach. Describe the methodology or approach to this study including:</p> <ul style="list-style-type: none"> • where information was obtained; • how relevant information was used; • what guidance informed the approach; and, • details and dates for any site visits. 	
<p>3. Policy Context. Include a brief description of relevant government legislation and policy for the CHER. This section should focus on specific and relevant policy context and address implications for the CHER. This may include:</p> <ul style="list-style-type: none"> • Discussion of specific relevant sections of Provincial legislation or regulations; • objectives and goals from municipal plans; and/or, • specific cultural heritage policies from municipal plans. 	
<p>4. Site Documentation/Current Context/Existing Conditions. The CHER must include a description of the Property/Study Area at the time of writing, including:</p>	
<p>a. Document and describe the context around the Property including (but not limited to) a brief description of:</p> <ul style="list-style-type: none"> • adjacent properties; • streetscape; and, • nearby land uses. 	

Content Requirement	Location in Report
<p>b. Document and describe the Property, identifying features such as:</p> <ul style="list-style-type: none"> • Landscape; • Boundary demarcation; • Topography and vegetation; • Buildings and structures; and, • Vistas or views from or of the Property. 	
<p>c. Include current photographs that are sufficient to illustrate the Property. These should include but not be limited to:</p> <ul style="list-style-type: none"> • The setting or landscape of the Property; • Each elevation of any building(s); • each heritage attribute or potential heritage attribute (where applicable); and, • existing context with other buildings on and adjacent to the Property, and of the property from the right-of-way. 	
<p>d. If historic or contemporary floorplans and/or elevation drawings of buildings and/or structures on the Property are available, please include them in the CHER.</p>	
<p>e. In some cases other studies, such as structural engineering reports, designated substances reports, slope stability reports, geotechnical reports, environmental reports may inform the current condition of a CHER. These types of reports may be referenced as source material and/or included as appendices as required. The authors of other studies may contribute to a CHER on their area of specialization as required.</p> <p>Where concerns or issues about physical condition are raised, they must be supported by relevant technical studies.</p>	
<p>5. Historic Context/Research CHER must include sufficient historic context and background research to support the evaluation.</p>	
<p>a. Document and describe the history of the surrounding community and Property in sufficient detail to demonstrate an understanding of the historic context for the Property and support the evaluation. This should include review of primary and secondary sources such as local history books, oral histories, land registry records, city directories, assessment roles, historic census data, historic maps, historic air photos and past satellite</p>	

Content Requirement	Location in Report
imagery, historic photographs and drawings. Source material for the historic context must be useful in supporting the evaluation.	
b. Describe the history of development and change on the subject property.	
c. Research may involve reaching out to various communities or persons and groups familiar with local history. <ul style="list-style-type: none"> • Anyone preparing a CHER may reach out as needed for research. • City Heritage Planning staff can help determine if/when public engagement may be necessary. • Include a table or record of consultation/engagement as an appendix. This must include a list of agencies and/or groups contacted during the process. • Consultation may include reaching out to local historical societies, museums, ratepayer groups, and/or community associations (amongst others). 	
d. Use of images including, historic photographs, drawings, paintings, sketches, maps, fire insurance plans, aerial photographs, satellite imagery and other graphics must support the understanding of the Property for the evaluation.	
6. Evaluation Evaluate the cultural heritage value or interest of the Property. The evaluation must not anticipate current or proposed interventions to the Property.	
a. Evaluate the Property including any buildings and its landscape against <u>all nine</u> of the <i>Criteria for Determining Cultural Heritage Value or Interest</i> from Section 1(2) of <i>O. Reg. 9/06</i> . This evaluation must be in a table format including justification for why each criterion is met or not met.	
b. Prepare a statement of cultural heritage value or interest and a list of heritage attributes, if applicable. The statement must include: <ul style="list-style-type: none"> • a description of the Property; • a description/statement of cultural heritage value or interest that explains which of the <i>O. Reg. 9/06</i> criteria it meets; and, 	

Content Requirement	Location in Report
<ul style="list-style-type: none"> a list of heritage attributes that also states how each heritage attribute contributes to the cultural heritage value or interest of the Property. <p>The statement of cultural heritage value or interest should be prepared in accordance with the Ontario Heritage Toolkit Guide: “Designating Heritage Properties: guide to municipal designation of individual properties under the <i>Ontario Heritage Act</i>” Part 3.</p> <p>The statement may be accompanied by a map/site plan, annotated photographs or a sketch illustrating areas of cultural heritage value or interest and specific heritage attributes. After review City staff may reject or accept in whole or in part a statement of cultural heritage value or interest.</p>	
<p>c. The evaluation section of the CHER should also describe areas or physical features on a Property that do not contribute to its cultural heritage value or interest. This should be accompanied by a map and/or photographs and cross reference/link to the Site Description/Existing Conditions section of the report.</p>	
<p>d. If the Property has cultural heritage value or interest, include a brief, preliminary analysis of implications.</p>	
<p>7. Conclusion</p> <p>a. Summarize the research, survey, and evaluation undertaken for the property</p>	
<p>b. Outline if the property was determined to have cultural heritage value or interest.</p>	
<p>c. Provide recommendations for next steps including:</p> <ul style="list-style-type: none"> Inclusion on or removal from the Municipal Heritage Register; designation under Part IV, Section 29 of the <i>OHA</i>; and, Any additional/follow up cultural heritage studies. Any other additional/follow up studies that may lead to a better understanding of the Property. 	
<p>8. References/Bibliography</p> <p>All sources must be included in a reference list/bibliography.</p> <ul style="list-style-type: none"> Footnotes or parenthetical references are acceptable. References must be a consistent style throughout the report. 	

Content Requirement	Location in Report
<ul style="list-style-type: none"> The City prefers a recognized academic style such as Chicago/Turabian or MLA. 	
9. Professional Qualifications of the CHER Author(s).	
a. The CHER must be prepared by qualified, <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.	
b. The background and qualifications of the professional(s) completing the CHER must be included in the report.	
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the CHER is accurate and reflects their professional opinion.	

Peer Review

The City of Brampton reserves the right to request an independent peer review of the CHER at the applicant's cost if a peer review is deemed necessary.

Scope and Review Checklist, Staff Use Only:

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Cover Sheet		
Executive Summary Includes:		
a. A brief description of why the CHER was prepared;		
b. A summary of the evaluation for potential cultural heritage value or interest;		
c. The results of the evaluation;		
d. Recommendations based on the evaluation. The reasons for or against inclusion on the Municipal Heritage Register, with reference to applicable legislation, regulations and/or policy.		
1. Introduction Includes:		
a. A brief description of why the CHER is being prepared;		
b. Brief summary of any related projects or planned development;		
c. A very brief description of Property sufficient to understand where it is in the City and its local context; including (relevant) details such as: <ul style="list-style-type: none"> the civic address; legal description (if known) neighbourhood/ward (if relevant for understanding the Property context). nearest major intersection general character (urban, suburban, rural, residential, commercial, industrial area) 		
d. The heritage status of the Property: <ul style="list-style-type: none"> Designated under Part IV/V of the Ontario Heritage Act; Listed on the Municipal Heritage Register; National Historic Site of Canada; 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<ul style="list-style-type: none"> Has potential cultural heritage value or interest because.... 		
<p>e. Location Map/Plan and Site/Property/Study Area Map/Plan that:</p> <ul style="list-style-type: none"> A Location Map be at a scale sufficient to understand where in the City the Property is located. A Site Map be focused on the Property and its immediate context/surroundings. 		
<p>2. Description of Study Methodology/Approach.</p> <p>Description of the methodology or approach to this study including:</p> <ul style="list-style-type: none"> where information was obtained; how relevant information was used; what guidance informed the approach; and, details and dates for any site visits. 		
<p>3. Policy Context.</p> <p>Include a brief description of relevant government legislation and policy for the CHER.</p> <p>This section should focus on specific and relevant policy context and address implications for the CHER. This may include:</p> <ul style="list-style-type: none"> Discussion of specific relevant sections of Provincial legislation or regulations; objectives and goals from municipal plans; and/or, specific cultural heritage policies from municipal plans. 		
<p>4. Site Documentation/Current Context/Existing Conditions.</p> <p>The CHER must include a description of the Property/Study Area at the time of writing, including:</p>		
<p>a. Document and describe the context around the Property including (but not limited to) a brief description of:</p> <ul style="list-style-type: none"> adjacent properties; streetscape; and, nearby land uses. 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p>b. Document and describe the Property, identifying features such as:</p> <ul style="list-style-type: none"> • Landscape; • Boundary demarcation; • Topography and vegetation; • Buildings and structures; and, • Vistas or views from or of the Property; 		
<p>c. Include current photographs that are sufficient to illustrate the Property. These should include but not be limited to:</p> <ul style="list-style-type: none"> • The setting or landscape of the Property; • Each elevation of any building(s); • each heritage attribute or potential heritage attribute (where applicable); and, • existing context with other buildings on and adjacent to the Property, and of the property from the right-of-way. 		
<p>d. If historic or contemporary floorplans and/or elevation drawings of buildings and/or structures on the Property are available, please include them in the CHER.</p>		
<p>e. In some cases other studies, such as structural engineering reports, designated substances reports, slope stability reports, geotechnical reports, environmental reports may inform the current condition of a CHER. These types of reports may be referenced as source material and/or included as appendices as required. The authors of other studies may contribute to a CHER on their area of specialization as required. Where concerns or issues about physical condition are raised, they must be supported by relevant technical studies.</p>		
<p>5. Historic Context/Research. CHER must include sufficient historic context and background research to support the evaluation.</p>		
<p>a. Document and describe the history of the surrounding community and Property in</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p>sufficient detail to demonstrate an understanding of the historic context for the Property and support the evaluation. This should include review of primary and secondary sources such as local history books, oral histories, land registry records, city directories, assessment roles, historic census data, historic maps, historic air photos and past satellite imagery, historic photographs and drawings. Source material for the historic context must be useful in supporting the evaluation.</p>		
<p>b. Describe the history of development and change on the subject property, where warranted;</p>		
<p>c. Research may involve reaching out to various communities or persons and groups familiar with local history.</p> <ul style="list-style-type: none"> • Anyone preparing a CHER may reach out as needed for research. • City Heritage Planning staff can help determine if/when public engagement may be necessary. • When a CHER includes consultation, include a table or record of consultation/engagement as an appendix. This must include a list of agencies and/or groups contacted during the process. • Consultation may include reaching out to local historical societies, museums, ratepayer groups, and/or community associations (amongst others). 		
<p>d. Use of images including, historic photographs, drawings, paintings, sketches, maps, fire insurance plans, aerial photographs, satellite imagery and other graphics must support the understanding of the Property for the evaluation.</p>		
<p>6. Evaluation.</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Evaluate the cultural heritage value or interest of the Property. The evaluation must not anticipate current or proposed interventions to the Property.		
a. Evaluate the Property including any buildings and its landscape against <u>all nine</u> of the <i>Criteria for Determining Cultural Heritage Value or Interest</i> from Section 1(2) of <i>O. Reg. 9/06</i> . This evaluation must be in a table format.		
<p>b. Prepare a statement of cultural heritage value or interest and a list of heritage attributes, if applicable.</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • a description of the Property; • a description/statement of cultural heritage value or interest that explains which of the <i>O. Reg. 9/06</i> criteria it meets; and, • a list of heritage attributes that also states how each heritage attribute contributes to the cultural heritage value or interest of the Property. <p>The statement of cultural heritage value or interest may be accompanied by a map/site plan, annotated photographs or a sketch illustrating areas of cultural heritage value or interest and specific heritage attributes. After review City staff may reject or accept in whole or in part a statement of cultural heritage value or interest.</p>		
c. The evaluation section of the CHER should also describe areas or physical features on a Property that do not contribute to its cultural heritage value or interest. This should be accompanied by a map and/or photographs and cross reference/link to the Site Description/Existing Conditions section of the report.		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
d. If the Property has cultural heritage value or interest include a brief analysis of implications based on municipal policy.		
7. Conclusion		
a. Summarize the research, survey, and evaluation undertaken for the property		
b. Outline if the property was determined to have cultural heritage value or interest.		
c. Provide recommendations for next steps including: <ul style="list-style-type: none"> • Inclusion on or removal from the Municipal Heritage Register; • designation under Part IV, Section 29 of the <i>OHA</i>; and, • Any additional/follow up cultural heritage studies. • Any other additional/follow up studies that may lead to a better understanding of the Property. 		
8. References/Bibliography All sources must be included in a reference list/bibliography. <ul style="list-style-type: none"> • Footnotes or parenthetical references are acceptable. • References must be a consistent style throughout the report. • The City prefers a recognized academic style such as Chicago/Turabian or MLA. 		
9. Professional Qualifications of the CHER Author(s).		
a. The CHER must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
b. The background and qualifications of the professional(s) completing the CHER must be included in the report.		
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the CHER is accurate and reflects their professional opinion.		

Brampton Heritage Building Protection Plan

Terms of Reference

Approved by Municipal Council (DATE) through (MECHANISM).

Reviewed and reapproved (as amended – if required) by (PERSON / POSITION) on (DATE).

Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”¹ Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”²

A Heritage Building Protection Plan (HBPP) is a short-term plan that outlines how a heritage building(s) will be protected from construction work on or adjacent to the heritage property(ies) during a development, redevelopment, or rehabilitation process, or when a building is planned for relocation. The Owner of a heritage building subject to a HBPP is expected to implement the protection measures in a timely manner. In the event of damage to a building, the Owner will be required to fulfill the requirements as established in the HBPP. If the damage occurs before approval of the application, conditions may be attached to the approval requiring the fulfillment of these obligations. If the damage occurs after approval, the City reserves the right to use a portion of the securities reserved for the protection of the resource for the fulfillment of the obligations.

A HBPP is complementary to a Heritage Conservation Plan but focuses on short term planning for protection and responding to potential problems.

When is a HBPP Required?

A HBPP may be required for short term or temporary protection of a heritage building(s). This may be necessary before a full Heritage Conservation Plan can be prepared or where a project is moving quickly enough that temporary protection is all that is deemed necessary by City heritage planning staff.

¹ City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf, Section 2.2.

² City of Brampton, “Official Plan,” Section 4.10.

Content Requirements

The HBPP must be prepared following these Terms of Reference and relevant Provincial guidance. Headings from Table 1 (below) shall be used as the general Table of Contents for the HBPP. Use a table such as Table 1 to cross reference to relevant appendices – if necessary. The HBPP will include the following information (at minimum):

Table 1: Minimum information to include in a Heritage Building Protection Plan Submitted to the City of Brampton

Content Requirement	Location in Report
Cover Sheet. A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.	
Executive Summary. The HBPP must include an executive summary section that includes:	
a. A brief description of the report's scope;	
b. A brief description of the planned redevelopment of the property;	
c. A summary of the proposed conservation and mitigation measures.	
1. Introduction. The introduction to the HBPP must include:	
a. The scope and purpose of the report;	
b. The location of the property, including its civic address;	
c. the property and its cultural heritage value or interest, including any heritage attributes, and its heritage status; and	
d. Brief description of the development and its impact on the cultural heritage resource.	
2. Methodology/Approach. Briefly describe the methodology or approach used to create the HBPP.	
a. Describe conservation principles and any guidance documents followed including, but not limited to: <ul style="list-style-type: none"> • <i>Standards and Guidelines for Historic Places in Canada;</i> • <i>Ontario Heritage Tool Kit;</i> • <i>Appleton Charter for the Protection and Enhancement of the Environment;</i> and, • <i>Eight Guiding Principles in the Conservation of Built Heritage Properties.</i> 	
b. Include details on site visit(s), other specialists consulted, and public engagement activities.	
3. Securing Guidelines. The Owner must acknowledge that they have read the City's <i>Guidelines for Securing Vacant Heritage Buildings</i> , and the Owner	

Content Requirement	Location in Report
agrees to abide in good faith by such guidelines, and at their own cost.	
4. Photographic Documentation. Photographic documentation will:	
a. include photographic documentation of all heritage attributes as a baseline record of the cultural heritage resource. Photographs shall be labelled so City heritage planning staff know exactly what part/feature of the heritage building is documented.	
b. Photographs shall be sufficiently high resolution and/ or large enough prints to zoom in on specific features – as necessary.	
5. Implementation Plan. Implementation will be guided by the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> . The HBPP must include:	
a. A description of how the cultural heritage resource/heritage attributes will be protected from trespassing.	
b. A description of how the cultural heritage resource/heritage attributes will be protected from vandalism.	
c. If vacant, a description of any cleaning measures to be completed before closing up the building. It is expected that a vacant heritage building will have some cleaning completed before it is closed/boarded up. This may be dependent on completion of a designated substances survey and application of relevant health and safety mitigation measures.	
d. A description of how the cultural heritage resource/heritage attributes will be secured from water infiltration.	
e. A description of how fire protection methods will be applied to the heritage building/property.	
f. A description of how temperature and humidity will be controlled in the heritage building (if vacant). Temperature and humidity control and monitoring must be maintained to prevent mould and mildew damage. This may require that electrical and heating infrastructure remain in the building and functional.	
6. Monitoring Plan and Schedule. The HBPP must include a plan and formal schedule for monitoring.	
a. Monitoring should include observations for: <ul style="list-style-type: none"> • Pest infestation (animal, bird, insect); • Water infiltration; • Humidity build up, mildew, mould; • Deterioration of heritage attributes -including photographic documentation (before and after); • Unauthorized access; 	

Content Requirement	Location in Report
b. Changes observed during monitoring that adversely affect the heritage building must be reported to City Heritage Planning Staff. The HBPP must describe how reporting on adverse changes will be communicated to the City.	
c. Where vibration monitoring is being done a summary of vibration monitoring reporting shall be included.	
7. Conclusion. The HBPP must include a conclusion section that draws the parts of the HBPP together and where the owner acknowledges that they will:	
a. notify the Commissioner of any damage or destruction, imminent damage or destruction, and/or changes in occupancy status on the Property as soon as reasonably possible after it has come to the Owner's attention.	
b. agree that any change to or deviation from the Plan shall be approved by the Commissioner.	
c. acknowledge that any application for demolition of any buildings or structures subject to the Plan remains subject to the requirements of the Ontario Heritage Act, the Ontario Building Code Act and other applicable by-laws, policy, or legislation.	

Owner's Obligations under a HBPP

The Owner shall, at all times, maintain buildings and structures subject to a HBPP in as good and sound a state of repair as a prudent Owner would normally do, so that no deterioration in the condition and appearance of buildings and structures shall take place except for reasonable wear and tear.

As noted in the Property Standards By-law (By-Law 165-2022), the Owner's obligation to maintain the buildings and structures shall require that the Owner undertake routine and preventative maintenance, repair, stabilization, and replacement whenever necessary to maintain and secure the buildings and structures in substantially the same or superior physical condition and state of repair as that existing on the date of this Plan, or where applicable as shown in an updated baseline documentation and condition assessment report.

The Owner shall take all necessary measures to adequately secure and protect the buildings and structures subject to a HBPP from vandalism, trespassing, fire, and inclement weather. The Owner shall ensure that any buildings subject to a HBPP are actively monitored and inspected regularly.

The Owner shall also maintain any landscape features that form part of the property's heritage value in good condition and appearance and shall not substantially alter those landscape features or allow their neglect to negatively impact the appearance of the property or the fabric

of built structures. Landscape features include, but are not limited to, trees, shrubs, lawns and other plantings, water features, vistas, view planes, walkways, paths, fence rows, retaining walls, structures, and other improvements.

Requirements in the event of Damage or Loss

Requirements in the Event of Partial Damage

In the event of partial damage to a heritage building(s), the Owner shall return the building to a safe, repaired, protected, weather-tight and secure condition. Such works shall take place without delay after the damage has occurred. The Owner shall be required to promptly and adequately complete repairs to any building or structure subject to a HBPP in the event that it is damaged by fire, flood, vandalism or other insured perils.

Requirements in the Event of a Total Loss

In the event that a building or structure subject to a HBPP is totally destroyed, the Owner shall be required to undertake the following:

- **Reconstruction:** In the unlikely event the heritage resource suffers an unforeseen loss prior to or during relocation, the owner will recreate the heritage resource as planned using as much original material as can be salvaged and will be supplemented in kind with temporally accurate materials. The reconstruction will adhere as closely as possible to the structure, as described in the HIA. Financial securities will be made available to undertake reconstruction and will be released on a modified schedule to be determined should the need arise. Any financial short falls will be made up solely by the owner.
- **Documentation:** Professional documentation of the heritage resource shall be provided to the satisfaction of the City of Brampton. City heritage staff shall be invited to be present during key phases of the cleanup of the site to document any additional information or detail that may be revealed.
- **Salvaging of Materials:** Where important architectural heritage elements can be salvaged, the owner shall be responsible for salvaging the materials, storing them, and integrating them into a commemorative feature to the satisfaction of the City of Brampton.
- **Commemoration:** In addition to commemoration with the use of salvaged materials, the owner may also be required to commemorate the resource with plaques or the naming of parks, streets, or other features in the development. This will involve the creation of a Heritage Commemoration Plan.

Other Applicable By-laws and Codes

The City of Brampton shall not tolerate demolition by neglect. The Minimum Maintenance By-law (Property Standards), Vacant Building By-Law, Ontario Fire Code, the City of Brampton Guidelines for Securing Vacant Heritage Buildings and any other applicable legislation shall be applied in good faith by all landowners with regard to listed and designated heritage buildings. Landowners shall adhere to all specifications and requirements of the applicable by-laws and codes at all times.

DRAFT

Scope and Review Checklist: Staff Use Only

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Cover Sheet.		
Executive Summary. Includes:		
a. A brief description of the report's scope;		
b. A brief description of the planned redevelopment of the property;		
c. A summary of the proposed conservation and mitigation measures.		
1. Introduction. The introduction to the HBPP must include:		
a. The scope and purpose of the report;		
b. The location of the property, including its civic address;		
c. the property and its cultural heritage value or interest, including any heritage attributes, and its heritage status,; and		
d. Brief description of the development and its impact on the cultural heritage resource.		
2. Methodology/Approach. Briefly describe the methodology or approach used to create the HBPP.		
a. Describe conservation principles and any guidance documents followed including, but not limited to: <ul style="list-style-type: none"> • <i>Standards and Guidelines for Historic Places in Canada</i>; • <i>Ontario Heritage Tool Kit</i>; • <i>Appleton Charter for the Protection and Enhancement of the Environment</i>; and, • <i>Eight Guiding Principles in the Conservation of Built Heritage Properties</i>. 		
b. Include details on site visit(s), other specialists consulted, and public engagement activities (if necessary).		
3. Securing Guidelines. The Owner must acknowledge that he/she has read the City's <i>Guidelines for Securing Vacant Heritage Buildings</i> , and the Owner agrees to abide in good faith by such guidelines, at the cost of the Owner.		
4. Photographic Documentation. Photographic documentation will:		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
a. include photographic documentation of all heritage attributes as a baseline record of the cultural heritage resource. Photographs shall be labelled so City heritage planning staff know exactly what part/feature of the heritage building is documented.		
b. Photographs shall be sufficiently high resolution and/ or large enough prints to zoom in on specific features – as necessary.		
5. Implementation Plan. Implementation will be guided by the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> . The HBPP must include:		
a. A description of how the cultural heritage resource/heritage attributes will be protected from unauthorized access/trespassing.		
b. A description of how the cultural heritage resource/heritage attributes will be protected from vandalism.		
c. If vacant, a description of any cleaning measures to be completed before closing up the building. It is expected that a vacant heritage building will have some cleaning completed before it is closed/boarded up. This may be dependent on completion of a designated substances survey and application of relevant health and safety mitigation measures.		
d. A description of how the cultural heritage resource/heritage attributes will be secured from water infiltration.		
e. A description of how fire will be prevented in the heritage building.		
f. A description of how temperature and humidity will be controlled in the heritage building (if vacant). Temperature and humidity control and monitoring must be maintained to prevent mould and mildew damage.		
6. Monitoring Plan and Schedule. The HBPP must include a plan and formal schedule for monitoring.		
a. Monitoring should include observations for: <ul style="list-style-type: none"> • Pest infestation (animal, bird, insect); • Water infiltration; 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<ul style="list-style-type: none"> • Humidity build, mildew, mould; • Deterioration of heritage attributes -including photographic documentation (before and after); • Unauthorized access; 		
b. Changes observed during monitoring that adversely affect the heritage building must be reported to City Heritage Planning Staff. The HBPP must describe how reporting on adverse changes will be communicated to the City.		
c. Where vibration monitoring is being done a summary of vibration monitoring reporting shall be included.		
7. Conclusion. The HBPP must include a conclusion section that draws the parts of the HBPP together and where the owner acknowledges that they will:		
a. notify the Commissioner of any damage or destruction, imminent damage or destruction, and/or changes in occupancy status on the Property as soon as reasonably possible after it has come to the Owner's attention.		
b. agree that any change to or deviation from the Plan shall be approved by the Commissioner.		
c. acknowledge that any application for demolition of any buildings or structures subject to the Plan remains subject to the requirements of the Ontario Heritage Act, the Ontario Building Code Act and other applicable by-laws, policy, or legislation.		

Brampton Heritage Conservation Plan Terms of Reference

Approved by Municipal Council on (DATE) through (MECHANISM).

Reviewed and reapproved (as amended – if required) by (PERSON / POSITION) on (DATE).

Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”¹ Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”²

A Heritage Conservation Plan (HCP) outlines conservation strategies for an identified cultural heritage resource. The HCP will consider the cultural heritage value and heritage attributes of the property, the condition of its components, and conservation best practices as described by the *Standards and Guidelines for the Conservation of Historic Places in Canada* (as adopted by Policy 4.10.1.8 of the Official Plan). The purpose is to provide the framework for and details of conservation, restoration, and adaptive re-use efforts for a heritage resource that is being retained as part of the redevelopment of a property. The HCP will include a cost estimate for the proposed conservation works for the purposes of determining appropriate project securities.

The *Provincial Policy Statement* - through Policy 2.6.1 and the definition of conserved - permits the establishment of a conservation plan as a requirement through municipal policy. It may be required as part of a planning application where cultural heritage value or interest has been identified for a property subject to the application.

When is a Conservation Plan Required?

A HCP is required for a property determined to have cultural heritage value or interest where the heritage attributes are proposed for retention *in-situ* or relocation –within or outside their original property—as part of a rehabilitation or development project. A conservation plan will most often be recommended through the Heritage Impact Assessment (HIA) process (see the City of Brampton Heritage Impact Assessment Terms of Reference) when a resource is being

¹ City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf, Section 2.2.

² City of Brampton, “Official Plan,” Section 4.10.

conserved as part of a redevelopment of a property. However, there are other circumstances where an HCP may be required. The HCP is required to be submitted prior to any conservation work on the subject cultural heritage resource and/or its heritage attributes.

If the property under review is on a development site, it is advisable that you discuss your project in advance with Heritage Planning Staff during preliminary consultation meetings. The HCP should be prepared as early in the planning process as possible as the report conclusions will inform the decision-making for the project's conservation and design options and application requirements.

City Heritage Planning Staff can assist in determining when an HCP is required or encouraged. An HCP may be a condition of approval for certain planning applications and will be recommended as part of an HIA or Peer Review of an HIA.

Planning applications that may require a conservation plan include:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Amendments to the Downtown Permit System (DPS);
- Draft Plan of Subdivision;
- Site Plan;
- Consent; and,
- Minor Variance.

Content Requirements

A conservation plan must be prepared following these Terms of Reference and in compliance with recognized requirements, such as the *Standards and Guidelines for the Conservation of Historic Places in Canada*, the Appleton Charter for the Protection and Enhancement of the Built Environment, and other recognized heritage protocols and standards. *Headings from Table 1 (below) shall be used as the general Table of Contents for the HCP. Use a table such as Table 1 to cross reference to relevant appendices – if necessary.* The HCP will include the following information (at minimum):

Table 1: Minimum information to include in an HCP submitted to the City of Brampton

Content Requirement	Location in the Report
Cover Sheet A separate cover sheet / cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.	
Executive Summary The HCP will include an executive summary that includes:	
a. A brief description of the report's scope;	

Content Requirement	Location in the Report
b. A brief description of the planned redevelopment of the property;	
c. A summary of the anticipated impacts of the project proposed conservation and mitigation measures.	
1. Introduction The introduction to the HCP must include:	
a. Scope and purpose of report;	
b. Property location and a brief description of the heritage resource(s);	
c. Brief description of the cultural heritage value or interest of the subject property and its heritage attributes;	
d. Brief description of the proposed development;	
a. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that: <ul style="list-style-type: none"> • A Location Map be at a scale sufficient to understand where in the City the Property is located. • A Site Map be focused on the Property and its immediate context/surroundings. 	
2. Methodology. <u>Briefly</u> describe the methodology or approach used to create the HCP.	
a. Describe conservation principles and guidance documents followed including, but not limited to: <ul style="list-style-type: none"> • <i>Standards and Guidelines for Historic Places in Canada;</i> • <i>Ontario Heritage Tool Kit;</i> • <i>Appleton Charter for the Protection and Enhancement of the Environment;</i> and, • <i>Eight Guiding Principles in the Conservation of Built Heritage Properties.</i> 	
b. Include details on site visit(s), other specialists consulted, and public engagement activities.	
3. Cultural Heritage Value:	
a. Describe the details of the property's cultural heritage value or interest;	
b. Include a brief summary of the property history or cross reference to a relevant CHER or HIA with a detailed property history.	
4. Development Plan Briefly describe the proposed development or rehabilitation and how the cultural heritage resource is to be integrated.	
5. Adaptive Reuse.	

Content Requirement	Location in the Report
Propose future uses of the resource following restoration. Not intended to be exhaustive but should focus on uses that would best compliment the character of the resource and involves the least alteration to the resource.	
6. Condition Assessment. Thoroughly inventory and describe the resource and its condition using both written and visual descriptions. Each element and defect should be recorded and assessed with descriptions of how it affects and relates to other physical elements of the resource.	
7. Required maintenance. Outline the steps to be taken before restoration to ensure that the resource does not deteriorate. This should also document any heritage attributes proposed to be demolished, removed, salvaged, or otherwise irreversibly damaged.	
a. Critical short-term maintenance: Identify critical short-term maintenance required to repair and stabilize the resource to prevent deterioration or loss. Identify the types of professionals that will be required to complete these works.	
b. Short-Term Maintenance & Documentation Plan: As an appendix, outline a short-term maintenance and documentation plan with photo documentation, written descriptions of identified critical maintenance issues requiring immediate attention, and recommended remedies.	
c. Ongoing and Long-Term Maintenance: As applicable, identify any longer-term maintenance and conservation work required to preserve the heritage fabric and attributes on an ongoing basis prior to full restoration. A schedule for routine inspections should be established.	
8. Interim Construction Protection Plan. The HCP must include an interim construction protection plan that describes (as relevant):	
a. Detail the protection plan for the resource during construction, grading, or other works;	
b. Provide recommendations for any additional studies or analysis to ensure protection of the resource during construction and other site work (e.g. vibration analysis);	
c. Provide a drawing showing the existing site conditions, location of the resource, the location and type of proposed	

Content Requirement	Location in the Report
hoarding, and the location of any proposed protection zones and the nature of those protection zones (e.g. vibration analysis zones, hand dig zones, no vehicle zones). This drawing should be provided to all site personnel and posted in the site office.	
9. Security and Inspection Plan. The HCP must include a plan that describes security measures and inspection methods and schedules including:	
a. Detail measures that will be taken to secure the site, such as the installation of fencing and securing window openings;	
b. Detail a schedule for security monitoring prior to completion; and,	
c. Establish a schedule for inspection reporting by a CAHP Heritage Professional, including identification of any known issues that must be specifically monitored for deterioration in addition to ongoing monitoring of the resource's overall condition.	
10. Restoration/Rehabilitation Plan. The HCP must outline a plan for restoration or rehabilitation of the cultural heritage resource, including:	
a. Detail the restoration and/or replication measures required to return the resource to a higher level of cultural heritage value or interest;	
b. Provide, as an Appendix, drawings and/or plans that sufficiently describe all works proposed in the restoration/rehabilitation plan including a site plan and elevation drawings	
c. List the qualifications of contractors and tradespeople that will be required to appropriately complete the works.	
d. If a separate Documentation and Salvage Plan has not been required or completed and heritage attributes are to be salvaged as part of the project, fill in the attached Salvage Inventory Form.	
11. Implementation Strategy. Identify key milestones in the restoration/rehabilitation plan and provide an outline of the different phases of restoration that will be completed. This should identify commencement and completion	

Content Requirement	Location in the Report
timelines, potential delays, and the maximum period of time that can elapse prior to the condition or integrity of the resource beginning to deteriorate in an irreversible way.	
12. Cost Estimates. Briefly summarize the cost estimates for various components of the restoration/rehabilitation plan. Full cost estimate should be included in the appendices. These cost estimates will be used to inform security amounts for a Heritage Easement Agreement.	
13. Conclusion The HCP must include a conclusion that includes:	
a. Summarize the purpose and scope of the report;	
b. Outline all recommended conservation measures;	
c. Outline all recommended security and temporary protection methods;	
d. Recommend additional studies (if applicable).	
14. Appendices a. Cost estimates for all aspects to determine appropriate securities for the project. If specifics are not available at the time, a general cost per square foot provided by a CAHP Heritage Professional can be included to satisfy this requirement;	
b. Development Plan including a site plan/draft plan of subdivision or relevant drawing to illustrate the full scope of the project;	
c. Short-term Maintenance & Documentation Plan including photo documentation and written descriptions of identified critical maintenance issues requiring immediate attention with a remedy for each.	
15. Professional Qualifications of the Conservation Plan author(s). a. The Conservation Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.	
b. The background and qualifications of the professional(s) completing the Conservation Plan must be included in the report.	

Content Requirement	Location in the Report
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the Conservation Plan is accurate and reflects their professional opinion.	

Other Applicable By-laws and Codes

The City of Brampton shall not tolerate demolition by neglect. The Minimum Maintenance By-law (Property Standards), Vacant Building By-Law, Ontario Fire Code, the City of Brampton Guidelines for Securing Vacant Heritage Buildings and any other applicable legislation shall be applied in good faith by all landowners with regard to listed and designated heritage buildings. Landowners shall adhere to all specifications and requirements of the applicable by-laws and codes at all times.

Salvage Inventory Form Template

Salvage Inventory					
Original Location: <i>Address & Resource Name</i>			Storage Location: <i>Address</i>		
Material Owner Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			Heritage Consultant Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>		
Salvage Contractor Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>			Storage Location Contact Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>		
Item #	Type of Material	Date of Salvage	Date of Storage	Planned Use for Material <i>(indicate if unknown)</i>	Photo of Material

Scope and Review Checklist, Staff Use Only:

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Cover Sheet		
Executive Summary Includes:		
d. A brief description of the report's scope;		
e. A brief description of the planned redevelopment of the property;		
f. A summary of the proposed conservation and mitigation measures.		
1. Introduction The introduction to the HCP must include:		
a. Scope and purpose of report;		
b. Property location and a brief description of the heritage resource(s);		
c. Brief description of the cultural heritage value or interest of the subject property and its heritage attributes;		
d. Brief description of the proposed development;		
e. Location Plan and Site Map specifying the subject property in order to provide context. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that: <ul style="list-style-type: none"> • A Location Map be at a scale sufficient to understand where in the City the Property is located. • A Site Map be focused on the Property and its immediate context/surroundings. 		
2. Methodology. <u>Briefly</u> describe the methodology or approach used to create the HCP.		
a. Describe conservation principles and guidance documents followed including, but not limited to: <ul style="list-style-type: none"> • <i>Standards and Guidelines for Historic Places in Canada</i>; • <i>Ontario Heritage Tool Kit</i>; • <i>Appleton Charter for the Protection and Enhancement of the Environment</i>; and, 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<ul style="list-style-type: none"> <i>Eight Guiding Principles in the Conservation of Built Heritage Properties.</i> 		
<ul style="list-style-type: none"> b. Include details on site visit(s), other specialists consulted, and public engagement activities (if necessary). 		
3. Cultural Heritage Value: <ul style="list-style-type: none"> a. Describe the details of the property's cultural heritage value or interest; 		
<ul style="list-style-type: none"> b. Include a brief summary of the property history or cross reference to a relevant CHER or HIA with a detailed property history. 		
4. Development Plan Briefly describe the proposed development or rehabilitation and how the cultural heritage resource is to be integrated.		
5. Adaptive Reuse. Propose future uses of the resource following restoration. Not intended to be exhaustive but should focus on uses that would best compliment the character of the resource and involves the least alteration to the resource.		
6. Condition Assessment. Thoroughly inventory and describe the resource and its condition using both written and visual descriptions. Each element and defect should be recorded and assessed with descriptions of how it affects and relates to other physical elements of the resource.		
7. Required maintenance. Outline the steps to be taken before restoration to ensure that the resource does not deteriorate. This should also document any heritage attributes proposed to be demolished, removed, salvaged, or otherwise irreversibly damaged.		
<ul style="list-style-type: none"> a. Critical short-term maintenance: Identify critical short-term maintenance required to repair and stabilize the resource to prevent deterioration or loss. Identify the types of professionals that will be required to complete these works. 		
<ul style="list-style-type: none"> b. Short-Term Maintenance & Documentation Plan: As an appendix, outline a short-term maintenance and documentation plan with photo 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
documentation, written descriptions of identified critical maintenance issues requiring immediate attention, and recommended remedies.		
c. Ongoing and Long-Term Maintenance: As applicable, identify any longer term maintenance and conservation work required to preserve the heritage fabric and attributes on an ongoing basis prior to full restoration. A schedule for routine inspections should be established.		
8. Interim Construction Protection Plan. The HCP must include an interim construction protection plan that describes (as relevant):		
a. Detail the protection plan for the resource during construction, grading, or other works;		
b. Provide recommendations for any additional studies or analysis to ensure protection of the resource during construction and other site work (e.g. vibration analysis);		
c. Provide a drawing showing the existing site conditions, location of the resource, the location and type of proposed boarding, and the location of any proposed protection zones and the nature of those protection zones (e.g. vibration analysis zones, hand dig zones, no vehicle zones). This drawing should be provided to all site personnel and posted in the site office.		
9. Security and Inspection Plan. The HCP must include a plan that describes security measures and inspection methods and schedules including:		
a. Detail measures that will be taken to secure the site, such as the installation of fencing and securing window openings;		
b. Detail a schedule for security monitoring prior to completion; and,		
c. Establish a schedule for inspection reporting by a CAHP Heritage Professional, including identification of any known issues that must be specifically monitored for deterioration in		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
addition to ongoing monitoring of the resource's overall condition.		
10. Restoration/Rehabilitation Plan. The HCP must outline a plan for restoration or rehabilitation of the cultural heritage resource, including:		
a. Detail the restoration and/or replication measures required to return the resource to a higher level of cultural heritage value or interest;		
b. Provide, as an Appendix, drawings and/or plans that sufficiently describe all works proposed in the restoration/rehabilitation plan including a site plan and elevation drawings		
c. List the qualifications of contractors and tradespeople that will be required to appropriately complete the works.		
d. If a separate Documentation and Salvage Plan has not been required or completed and heritage attributes are to be salvaged as part of the project, fill in the attached Salvage Inventory Form.		
11. Implementation Strategy. Identify key milestones in the restoration/rehabilitation plan and provide an outline of the different phases of restoration that will be completed. This should identify commencement and completion timelines, potential delays, and the maximum period of time that can elapse prior to the condition or integrity of the resource beginning to deteriorate in an irreversible way.		
12. Cost Estimates. Briefly summarize the cost estimates for various components of the restoration/rehabilitation plan. Full cost estimate should be included in the appendices.		
13. Conclusion The HCP must include a conclusion that includes:		
a. Summarize the purpose and scope of the report;		
b. Outline all recommended conservation measures;		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
c. Outline all recommended security and temporary protection methods;		
d. Recommend additional studies (if applicable).		
14. Appendices		
a. Cost estimates for all aspects to determine appropriate securities for the project. If specifics are not available at the time, a general cost per square foot provided by a CAHP Heritage Professional can be included to satisfy this requirement;		
b. Development Plan including a site plan/draft plan of subdivision or relevant drawing to illustrate the full scope of the project;		
c. Short-term Maintenance & Documentation Plan including photo documentation and written descriptions of identified critical maintenance issues requiring immediate attention with a remedy for each.		
15. Professional Qualifications of the Conservation Plan author(s).		
a. The Conservation Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.		
b. The background and qualifications of the professional(s) completing the Conservation Plan must be included in the report.		
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the Conservation Plan is accurate and reflects their professional opinion.		

Brampton Documentation and Salvage Plan

Terms of Reference

Approved by Municipal Council on (DATE) through (MECHANISM).

Reviewed and reapproved (as amended – if required) by (PERSON / POSITION) on (DATE).

Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”¹ Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”²

A Documentation and Salvage Plan (DSP) is a two-part study. First, it records and documents heritage resources under threat of demolition or significant alteration. The purpose is to record cultural heritage resources or parts of heritage resources that are not able to be conserved to keep a permanent record of what will be lost. Second, it identifies parts of the cultural heritage resource that could be salvaged and potentially reused. The Salvage part of the DSP includes how and what will be salvaged, while also providing recommendations for the reuse of those materials. It is the intention of the City that salvaged materials from historic properties have a plan for their reuse.

Documentation prior to demolition and removal is always understood to be a mitigation strategy of last resort. While it does provide a clear, detailed record of a property and/or the structure(s) that were once present, it does not allow for the public to see and interact with the resource in its context. Documentation, when combined with a meaningful and focused approach to salvage and reuse of architectural elements can bring benefits to other conservation/restoration projects. Similarly, when combined with a thoughtful and accessible Heritage Commemoration Plan, the DSP can be a valuable vehicle for sharing information about historic construction materials and practices based on direct recording of a specific resource.

It may be required as part of a planning application where cultural heritage value or interest has been identified for a property subject to the application.

The DSP should be prepared as early as possible after it is known one is required.

¹ City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf, Section 2.2.

² City of Brampton, “Official Plan,” Section 4.10.

When is a Documentation and Salvage Plan Required?

A DSP is required when a property determined to have cultural heritage value or interest is proposed for full or partial demolition. A DSP may be recommended through the Heritage Impact Assessment (HIA) process (see the City of Brampton Heritage Impact Assessment Terms of Reference). However, there are other circumstances where a DSP may be required.

Documentation and Salvage is typically recommended when it is determined that it is not possible to retain the cultural heritage resource. Documentation and Salvage is only considered to be a feasible option when all other options for conservation have been demonstrated to have been thoroughly exhausted. The DSP is required to be submitted and approved prior to any demolition or removal of the subject cultural heritage resource and/or its heritage attributes.

If the property under review is on a development site, it is advisable that you discuss your project in advance with Heritage Planning staff during preliminary consultation meetings. Proponents are strongly encouraged to complete a DSP, if required, at the earliest stages of the planning process. A DSP may be required as part of a complete application or as a Condition of Approval.

City Heritage Planning Staff can assist in determining when a DSP is required or encouraged.

In the majority of cases, the completion of a DSP will be the result of recommendations made in a HIA. However, there may be circumstances where this is not the case. There are a variety of applications that may require a DSP including:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Amendments to the Downtown Permit System (DPS);
- Draft Plan of Subdivision;
- Site Plan;
- Consent;
- Minor Variance; and
- Demolition Permit Applications.

A DSP is not required for properties with cultural heritage value that are proposed to be retained *in-situ*.

Content Requirements

The DSP must be prepared following these Terms of Reference and relevant Provincial guidance such as the *Ontario Heritage Tool Kit*. Headings from Table 1 (below) shall be used as the general Table of Contents for the DSP. Use a table such as Table 1 to cross reference to relevant appendices – if necessary. The DSP will include the following information (at minimum):

Table 1: Minimum information to include in a DSP submitted to the City of Brampton

Content Requirement	Location in the Report
Cover Sheet A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.	
Executive Summary The DSP must include an executive summary section that includes:	
a. A brief description of the report's scope;	
b. A summary of the reasoning that the resource cannot be conserved and documentation is being pursued;	
c. A summary of the materials to be salvaged and reused.	
1. Introduction The introduction to the report must include:	
a. Report scope;	
b. Property location and a brief description of the heritage resource(s);	
c. Brief description of the cultural heritage value or interest of the subject property;	
d. Brief description of the proposed development;	
e. Summary of why the resource cannot be conserved and documentation is being pursued;	
f. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that: <ul style="list-style-type: none"> • A Location Map be at a scale sufficient to understand where in the City the Property is located. • A Site Map be focused on the Property and its immediate context/surroundings. 	
2. Cultural Heritage Value. Briefly Describe the details of the property's cultural heritage value or interest including ownership and property morphology;	
3. Historical Summary. Include a brief overview of the property history. This can take the form of a summary of information contained in previous reporting such as a CHER or HIA.	
4. Documentation. Documentation of the cultural heritage resource shall include:	
a. Include a property context plan (showing location in the neighbourhood and larger city), a property survey, and a site plan;	

Content Requirement	Location in the Report
b. Include measured, to scale elevation drawings, floor plans, and a roof plan;	
c. Include photo documentation of the subject property with all exterior elevations, a photo location reference plan for exterior photos, complete building interior (if safe and accessible), property perspectives including a key plan, any heritage attributes that are not otherwise clearly shown, and property context (ie. Street view of property); and,	
d. Include historic photographs and plans to articulate altered aspects of the resource and make clear how past construction and demolition episodes have shaped the property as encountered today.	
5. Salvage. The salvage plan component of the DSP shall include:	
a. Identification of Salvageable Material: <ul style="list-style-type: none"> Identify which materials will be salvaged, including a written description and photo documentation (See attached Salvage Inventory Form Template, below); 	
<ul style="list-style-type: none"> Identify the significance of the salvaged materials, where relevant; 	
b. Salvage Plan: <ul style="list-style-type: none"> The report must indicate by who will be undertaking the salvage work and provide a general overview of the planned means of salvage. This must be a contractor or consultant with demonstrated specific training and experience in salvaging heritage materials; 	
<ul style="list-style-type: none"> If storage of the salvaged materials is required, indicate where that storage will take place, how long the materials are to be stored, a schedule for regular inspections while stored; The proponent should consult with City Staff regarding the nature and location of the items to be stored; and, 	
<ul style="list-style-type: none"> Provide, as an appendix, an inventory of salvaged materials using the template within the Appendices of this document. This template will be completed during salvage and provided to the City and the storage location. 	
c. Salvaged Materials Use Plan: <ul style="list-style-type: none"> Explain the proposed use for the salvaged materials (See attached Salvage Inventory Form Template); 	
<ul style="list-style-type: none"> If the proposed use is within a commemoration piece, 	

Content Requirement	Location in the Report
note that a Commemoration Plan will be prepared; and,	
<ul style="list-style-type: none"> If there is no immediate use available for the salvaged materials, identify types of potential future projects for which the salvaged materials could be used. 	
6. Conclusion	
The DSP must include a conclusion that:	
a. Summarizes the purpose and scope of the report;	
b. Outlines all recommended salvage efforts;	
c. Recommends the creation of a Commemoration Plan, where appropriate.	
7. Professional Qualifications of the Documentation and Salvage Plan author(s).	
a. The Documentation and Salvage Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.	
b. The background and qualifications of the professional(s) completing the Documentation and Salvage Plan must be included in the report.	
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the Documentation and Salvage Plan is accurate and reflects their professional opinion.	

Other Applicable By-laws and Codes

The City of Brampton shall not tolerate demolition by neglect. The Minimum Maintenance By-law (Property Standards), Vacant Building By-Law, Ontario Fire Code, the City of Brampton Guidelines for Securing Vacant Heritage Buildings and any other applicable legislation shall be applied in good faith by all landowners with regard to listed and designated heritage buildings. Landowners shall adhere to all specifications and requirements of the applicable by-laws and codes at all times.

Salvage Inventory Form Template

Salvage Inventory						
Original Location: <i>Address & Resource Name</i>				Storage Location: <i>Address</i>		
Material Owner Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>				Heritage Consultant Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>		
Salvage Contractor Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>				Storage Location Contact Information: <i>Contact Name</i> <i>Company Name</i> <i>Email</i> <i>Phone</i>		
Item #	Type of Material	Date of Salvage	Date of Storage	Planned Use for Material <i>(indicate if unknown)</i>	Photo of Material	Comments/Additional Details

Scope and Review Checklist, Staff Use Only

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Cover Sheet A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.		
Executive Summary The CHER must include an executive summary section that includes:		
a. A brief description of the report's scope;		
b. A summary of the reasoning that the resource cannot be conserved, and documentation is being pursued;		
c. A summary of the materials to be salvaged and reused.		
8. Introduction The introduction to the report must include:		
a. Report scope;		
b. Property location and a brief description of the heritage resource(s);		
c. Brief description of the cultural heritage value or interest of the subject property;		
d. Brief description of the proposed development;		
e. Summary of why the resource cannot be conserved and documentation is being pursued;		
f. Location Plan and Site Map specifying the subject property in order to provide context. It is recommended that: <ul style="list-style-type: none"> • A Location Map be at a scale sufficient to understand where in the City the Property is located. • A Site Map be focused on the Property and its immediate context/surroundings. 		
9. Cultural Heritage Value. Briefly Describe the details of the property's cultural heritage value or interest including ownership and property morphology;		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
10. Historical Summary. Include a brief overview of the property history. This can take the form of a summary of information contained in previous reporting such as a CHER or HIA.		
11. Documentation. Documentation of the cultural heritage resource shall include:		
a. Include a property context plan (showing location in the neighbourhood and larger city), a property survey, and a site plan;		
b. Include elevation drawings, floor plans, and a roof plan;		
c. Include photo documentation of the subject property with all exterior elevations, a photo location reference plan for exterior photos, complete building interior (if safe and accessible), property perspectives including a key plan, any heritage attributes that are not otherwise clearly shown, and property context (ie. Street view of property); and,		
d. Include historic photographs and plans to articulate altered aspects of the resource and make clear how past construction and demolition episodes have shaped the property as encountered today.		
12. Salvage. The salvage plan component of the DSP shall include:		
a. Identification of Salvageable Material: <ul style="list-style-type: none"> Identify which materials will be salvaged, including a written description and photo documentation (See attached Salvage Inventory Form Template, below); 		
<ul style="list-style-type: none"> Identify the significance of the salvaged materials, where relevant; 		
b. Salvage Plan: <ul style="list-style-type: none"> The report must indicate by who will be undertaking the salvage work. This 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
must be a contractor or consultant with demonstrated specific training and experience in salvaging heritage materials;		
<ul style="list-style-type: none"> If storage of the salvaged materials is required, indicate where that storage will take place, how long the materials are to be stored, a schedule for regular inspections while stored; The proponent should consult with City Staff regarding the nature and location of the items to be stored; and, 		
<ul style="list-style-type: none"> Provide, as an appendix, an inventory of salvaged materials using the template within the Appendices of this document. This template will be completed during salvage and provided to the City and the storage location. 		
<p>c. Salvaged Materials Use Plan:</p> <ul style="list-style-type: none"> Explain the proposed use for the salvaged materials (See attached Salvage Inventory Form Template); 		
<ul style="list-style-type: none"> If the proposed use is within a commemoration piece, note that a Commemoration Plan will be prepared; and, 		
<ul style="list-style-type: none"> If there is no immediate use available for the salvaged materials, identify types of potential future projects for which the salvaged materials could be used. 		
<p>13. Conclusion</p> <p>The DSP must include a conclusion that:</p>		
<p>a. Summarizes the purpose and scope of the report;</p>		
<p>b. Outlines all recommended salvage efforts;</p>		
<p>c. Recommends the creation of a Commemoration Plan, where appropriate.</p>		
<p>14. Professional Qualifications of the Documentation and Salvage Plan author(s).</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
a. The Documentation and Salvage Plan must be prepared by qualified <u>professional</u> members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest.		
b. The background and qualifications of the professional(s) completing the Documentation and Salvage Plan must be included in the report.		
c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the Documentation and Salvage Plan is accurate and reflects their professional opinion.		

Brampton Commemoration Plan Terms of Reference

Approved by Municipal Council on XXXXX (DATE) through XXXXX (MECHANISM).

Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”¹ Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”²

A Heritage Commemoration Plan (HCOMP) outlines commemoration and/or interpretation approaches for a property with cultural heritage value or interest that is subject to alteration or removal, or where a commemorative installation is proposed. This plan will describe appropriate commemoration and interpretation strategies that addresses the subject property’s cultural heritage value(s). It will prescribe how the recommended commemoration measures are to be completed. Provincial legislation and policy permits the establishment of a commemoration plan as a requirement through municipal policy.

Commemoration can take many and multiple forms including (but not limited to):

- Restoration of the historic place;
- Rehabilitation of the historic place;
- Replication of significant historic features of the place;
- Adaptive use of historic materials with commemorative intent;
- Commemorative or interpretive plaques;
- Representations of past features through landscape treatments such as paving or interlocking brick patterns or plantings over building footprints;
- Publication of commemorative books such as photography books, “coffee table” books, or local histories that record and present the significant local history of the property;
- Museum exhibits;
- Virtual exhibits, augmented reality, QR code plaques (digital tools should supplement tangible/physical commemorative or interpretive efforts);

¹ City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf, Section 2.2.

² City of Brampton, “Official Plan,” Section 4.10.

- Public art installations such as statues, murals, and landscape features
- Street naming;
- Ruinification; and/or,
- Public events, such as walking tours or heritage programming.

Brampton encourages consideration of a variety of commemorative options as a key element in helping to share a broad understanding of how heritage connects past, present and future communities. Commemoration is, generally, intended to be a permanent feature. The City of Brampton encourages creative commemorative and interpretive efforts.

When is a Commemoration Plan Required?

An HCOMP may be required when a property determined to have cultural heritage value or interest is recommended for integration into a new development or recommended for demolition, or in other circumstances where a commemorative installation is proposed. It may be recommended at the direction of City Council or City Heritage Planning staff or through recommendations from a Heritage Impact Assessment (HIA, see the City of Brampton Heritage Impact Assessment Terms of Reference). It can be part of a Heritage Conservation Plan or be a stand-alone document. The Plan is required to be submitted to City Heritage Planning staff and approved prior to installation of any commemoration efforts.

It is advisable that you discuss your project in advance with Heritage Planning staff during preliminary consultation meetings. An HCOMP will usually be a condition of approval on relevant properties. However, where it is likely that an HCOMP will be necessary, commemorative planning should be integrated into project design as early as possible. Commemorative features may need to be built into project design from an early stage.

City Heritage Planning Staff can assist in determining when a commemoration plan is required or encouraged.

Applications that may require an HCOMP include, but are not limited to:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Amendments to the Downtown Permit System (DPS);
- Draft Plan of Subdivision;
- Site Plan;
- Consent;
- Minor Variance; and
- Demolition Application.

Content Requirements

The HCOMP must be prepared following these Terms of Reference. Headings from Table 1 (below) shall be used as the general Table of Contents for the HCOMP. Use a table such as Table 1 to cross reference to relevant appendices –if necessary. The HCOMP will include the following information (at minimum):

Table 1: Minimum information to include in a HCOMP submitted to the City of Brampton

Content Requirement	Location in the Report
Cover Sheet. A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.	
Executive Summary. a. A brief description of the report's scope; b. A summary of the proposed commemoration strategies;	
1. Introduction. The introduction to the HCOMP must include:	
a. A brief description of the report scope;	
b. A brief description of the Property location;	
c. A brief description of the cultural heritage value or interest of the property;	
d. A brief description of the proposed development or changes to the property, if applicable;	
e. Location Plan and Site Map specifying the subject property in order to provide context.	
2. Methodology/Approach. Describe the methodology used to develop the HCOMP, including:	
a. A brief description of the purpose, background literature reviewed, a description of other relevant commemoration plans consulted (if any).	
b. A description of how the HCOMP fits within or links to the heritage conservation and commemorative goals/objectives of the City.	
c. Describe any community engagement or consultation efforts included in the HCOMP.	
d. The methodology should list any guidance documents/tools followed and how they were used to prepare the HCOMP.	
3. Cultural Heritage Value. Describe the details of the property's cultural heritage value or interest.	

Content Requirement	Location in the Report
a. This should be a complete description from all relevant sources. It may be copied or summarized from a heritage designation by-law, Canada's Historic Places statement of significance, CHER, HIA or other cultural heritage or planning study.	
4. Commemoration Themes: Identify potential materials, designs, and themes that relate to the resource's history and significance that can be commemorated.	
5. Engagement/Public Consultation. Commemoration and Interpretation are important to the community. It is important that engagement and/or public consultation identify who to consult and why.	
a. Public consultation should include, at a minimum: <ul style="list-style-type: none"> • consultation with City Staff, • consultation with the Brampton Heritage Board, • consultation with the Brampton Historical Society, • consultation with other local knowledgeable groups as appropriate. Applicants shall consult with City Staff to determine the appropriate level of engagement based on the scope and nature of the project. 	
b. The engagement/public consultation section of the HCOMP should identify the target audience for engagement and interpretation and visitor experience objectives.	
c. City Heritage Planning Staff can help determine when consultation is necessary and potential formats to follow.	
d. Explore opportunities for partnerships with local museums, libraries and/or community organizations with a relevant interest/mandate.	
6. Commemoration Strategy. The HCOMP must include a description of the commemoration strategy.	
a. Describe and visually illustrate concepts for commemoration suitable for the property and/or cultural heritage resource. This may include existing commemoration at other locations that may be suitable to replicate or imitate.	
b. Outline options for heritage commemoration on the property. Multiple commemoration or interpretation	

Content Requirement	Location in the Report
methods may be appropriate. It is recommended that at least 3 options be developed;	
<ul style="list-style-type: none"> c. For each commemoration or interpretation option: <ul style="list-style-type: none"> i. Identify the themes and/or CHVI that give the commemoration context; ii. Explain the relationship of the resource being commemorated to those themes/CHVI; iii. Identify and clarify which heritage attribute(s) expresses an identified theme; and, iv. Include relevant images to further illustrate the commemoration concept. v. Provide the pros and cons of each option. 	
d. Identify potential locations for tangible commemorative fixtures on site through mapping, site plan or landscape plan drawings; and,	
e. If multiple locations for commemorative elements or programs are available, list the pros and cons of each proposed location.	
7. Implementation Plan. The HCOMP must include a plan that describes implementation measures	
a. Include an implementation plan that describes who is responsible for commemoration and when it will be completed. Implementation may require consultation with City Heritage Planning Staff.	
b. The implementation plan should link or tie in to existing municipal programs wherever possible.	
c. Include a summary of cost estimates for interpretive elements to determine the amount of securities required related to the commemoration aspects of the project. Financial securities will not be released until the complete installation of the commemorative works, to the satisfaction of the Commissioner of Planning, Building & Growth Management..	
8. Conclusion. <ul style="list-style-type: none"> a. Summarize the commemoration options; 	
<ul style="list-style-type: none"> b. Outline the reason that the recommended option is preferred, including reference to the pros and cons for that option. 	
9. References/Bibliography. All sources must be included in a reference list/bibliography. <ul style="list-style-type: none"> • Footnotes or parenthetical references are acceptable. 	

Content Requirement	Location in the Report
<ul style="list-style-type: none"> References must be a consistent style throughout the report. The City prefers a recognized academic style such as Chicago/Turabian or MLA. 	
10. Professional Qualifications of the HCOMP Author(s). <p>a. The Commemoration Plan must be prepared by qualified professionals. A members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest must be involved and sign the report. Other professionals in interpretation and commemoration may be involved or be co-authors of the report.</p>	
<p>b. The background and qualifications of the professional(s) completing the Commemoration Plan must be included in the report. A short professional biography illustrating relevant experience is sufficient.</p>	
<p>c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the HCOMP is accurate and reflects their professional opinion.</p>	
11. Appendices <p>a. Development Plan: Include the Site Plan/Draft Plan of Subdivision or relevant drawing to illustrate the full scope of the project site and provide details of the project;</p>	
<p>b. Design Plans for Commemoration: Include full design and specification drawings, a location plan, and renderings (if available);</p>	
<p>c. Pedestal Plaque Details: If a plaque is proposed, specifications, draft text, and images to be included should be provided;</p>	
<p>d. Cost estimates: For all aspects of commemoration should be included to determine appropriate securities for the project.</p>	

Scope and Review Checklist, Staff Use Only:

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
Cover Sheet. A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.		
Executive Summary. c. A brief description of the report's scope;		
d. A summary of the proposed commemoration strategies;		
1. Introduction. The introduction to the HCOMP must include:		
a. A brief description of the report scope;		
b. A brief description of the Property location;		
c. A brief description of the cultural heritage value or interest of the property;		
d. A Brief description of the proposed development or changes to the property;		
e. Location Plan and Site Map specifying the subject property in order to provide context.		
2. Methodology/Approach. Describe the methodology used to develop the HCOMP, including:		
a. The methodology should include a brief description of the purpose, background literature reviewed, a description of other relevant commemoration plans consulted (if any).		
b. The methodology should include a description of how the HCOMP fits within or links to the heritage conservation and commemorative goals/objectives of the City.		
c. Describe any community engagement or consultation efforts included in the HCOMP (as required).		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
d. The methodology should list any guidance documents/tools followed and how they were used to prepare the HCOMP.		
3. Cultural Heritage Value. Describe the details of the property's cultural heritage value or interest.		
a. This should be a complete description from all relevant sources. It may be copied or summarized from a heritage designation by-law, Canada's Historic Places statement of significance, CHER, HIA or other cultural heritage or planning study.		
4. Commemoration Themes: Identify potential materials, designs, and themes that relate to the resource's history and significance that can be commemorated.		
5. Engagement/Public Consultation. Commemoration and Interpretation are important to the community. It is important that engagement and/or public consultation identify who to consult and why.		
a. Public consultation should include, at a minimum: <ul style="list-style-type: none"> • consultation with City Staff, • consultation with the Brampton Heritage Board, • consultation with the Brampton Historical Society, • consultation with other local knowledgeable groups as appropriate. Applicants shall consult with City Staff to determine the appropriate level of engagement based on the scope and nature of the project." 		
b. The engagement/public consultation section of the HCOMP should identify the target audience		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
for engagement and interpretation and visitor experience objectives.		
c. City Heritage Planning Staff can help determine when consultation is necessary and potential formats to follow.		
d. Explore opportunities for partnerships with local museums, libraries and/or community organizations with a relevant interest/mandate.		
6. Commemoration Strategy. The HCOMP must include a description of the commemoration strategy.		
f. Describe and visually illustrate concepts for commemoration suitable for the property and/or cultural heritage resource. This may include existing commemoration at other locations that may be suitable to replicate or imitate.		
g. Outline options for heritage commemoration on the property. Multiple commemoration or interpretation methods may be appropriate. It is recommended that at least 3 options be developed (if possible);		
h. For each commemoration or interpretation option: <ul style="list-style-type: none"> i. Identify the themes and/or CHVI that give the commemoration context; ii. Explain the relationship of the resource being commemorated to those themes/CHVI; iii. Identify and clarify which heritage attribute(s) expresses an identified theme; and, iv. Include relevant images to further illustrate the commemoration concept. 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
v. Provide the pros and cons of each option.		
i. Identify potential locations for tangible commemorative fixtures on site through mapping, site plan or landscape plan drawings; and,		
j. If multiple locations for commemorative elements or programs are available, list the pros and cons of each proposed location.		
7. Implementation Plan. The HCOMP must include a plan that describes implementation measures		
a. Include an implementation plan that describes who is responsible for commemoration and when it will be completed. Implementation may require consultation with City Heritage Planning Staff and may require negotiation with the City.		
b. The implementation plan should link or tie in to existing municipal programs wherever possible.		
c. Include a summary of cost estimates for interpretive elements to determine the amount of securities required related to the commemoration aspects of the project. Financial securities will not be released until the complete installation of the commemorative works, to the satisfaction of the Commissioner of Planning, Building & Growth Management.		
8. Conclusion.		
a. Summarize the commemoration options;		
b. Outline the reason that the recommended option is preferred, including reference to the pros and cons for that option.		
9. References/Bibliography. All sources must be included in a reference list/bibliography. <ul style="list-style-type: none"> Footnotes or parenthetical references are acceptable. 		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<ul style="list-style-type: none"> References must be a consistent style throughout the report. The City prefers a recognized academic style such as Chicago/Turabian or MLA. 		
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<p>b. The background and qualifications of the professional(s) completing the Commemoration Plan must be included in the report. A short professional biography illustrating relevant experience is sufficient.</p>		
<p>c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the HCOMP is accurate and reflects their professional opinion.</p>		
11. Appendices <p>a. Development Plan: Include the Site Plan/Draft Plan of Subdivision or relevant drawing to illustrate the full scope of the project site and provide details of the project;</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
b. Design Plans for Commemoration: Include full design and specification drawings, a location plan, and renderings (if available);		
c. Pedestal Plaque Details: If a plaque is proposed, specifications, draft text, and images to be included should be provided;		
d. Cost estimates: For all aspects of commemoration should be included to determine appropriate securities for the project.		