

**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.

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**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