

**Date:** 2022-07-04

**Subject:** Cultural Heritage Evaluation Report – Proposed Standalone Terms of Reference

**Contact:** Shelby Swinfield, Heritage Planner

**Report Number:** Planning, Bld & Ec Dev-2022-752

**Recommendations:**

1. That the report from Shelby Swinfield, Heritage Planner, dated July 4, 2022, to the Brampton Heritage Board Meeting of July 19, 2022, regarding the **Cultural Heritage Evaluation Report – Proposed Standalone Terms of Reference** be received;
2. That the Cultural Heritage Evaluation Report Terms of Reference be adopted as the guiding document for the completion of Cultural Heritage Evaluation Reports.

**Overview:**

- **The principal tool for addressing heritage conservation in the planning process is the Heritage Impact Assessment (HIA). An HIA is comprised of two sections: 1) an evaluation of cultural heritage value or interest and 2) the identification and evaluation of impacts and impact mitigation strategies.**
- **A Cultural Heritage Evaluation Report (CHER) is a study 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.**
- **The CHER is essentially a stand-alone version of the first part of the Heritage Impact Assessment (HIA) and should be completed by a property owner when potential heritage value has been identified.**
- **The CHER is an important piece in the overall cultural heritage evaluation process and should be completed at the earliest stages of**

**property/development planning to allow the findings of the evaluation to inform and guide the property/development planning process.**

### **Background:**

The principal tool for addressing heritage conservation in the planning process is the Heritage Impact Assessment (HIA). An HIA is comprised of two sections: 1) an evaluation of cultural heritage value or interest and 2) the identification and evaluation of impacts and impact mitigation strategies. The City currently has a Terms of Reference document for HIAs that is used to guide the preparation of the document and determine completeness of the document.

The CHER is a stand-alone version of the first part of the Heritage Impact Assessment (HIA) that determines 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.

The CHER is an important piece in the overall cultural heritage evaluation process and should be completed at the earliest stages of property/development planning to allow the findings of the evaluation to inform and guide the property/development planning process.

The City Heritage staff are currently in the process of developing Terms of Reference for various documents that are required as part of the heritage evaluation and conservation process. This is intended to assist with streamlining the process as well as providing clear guidance to professionals preparing the requisite reports.

### **Current Situation:**

Heritage staff have developed a Standalone TOR for the CHER to allow it to be prepared as a separate document ahead of mitigation considerations. The proposed Terms of Reference can be found as Appendix A.

This Terms of Reference document will allow staff to request that the CHER be included in the earliest phases of planning, including as part of the pre-consultation process, to maximize transparency and so that heritage considerations are integrated as early as possible within the overall development process. Understanding the cultural heritage value of a resource and integrating a heritage conservation mindset into the early phases of planning the development of an area or property is anticipated to result in more effective heritage planning, as well as a more transparent and understandable process for proponents and property owners.

Including the CHER as part of, or even ahead of, the pre-consultation process will facilitate more meaningful feedback and discussions between Heritage staff and proponents or property owners. This type of meaningful correspondence provides the proponents or property owners with the most possible information to work with as they develop, refine, and finalize their development ideas and incorporate heritage conservation into their redevelopment concepts.

Corporate Implications:

N/A

Financial Implications:

N/A

Other Implications:

N/A

Term of Council Priorities:

The adoption of a standalone Terms of Reference for a Cultural Heritage Evaluation Report aligns with the Term of Council Priority “Well Run Government” as it creates an opportunity to provide better, more effective guidance to the development community and general public with regard to the preparation of a Cultural Heritage Evaluation Report and access to more specific and detailed information regarding heritage values and attributes of specific properties and landscapes.

**Conclusion:**

A Terms of Reference for a Cultural Heritage Evaluation Report will create clear guidance and structure for the creation and contents of the report and encourage a proactive integration of a heritage conservation mindset into the early stages of property/development planning.

It is recommended that the standalone Terms of Reference for completion of a Cultural Heritage Evaluation Report be adopted.

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**Appendices:**

1. Proposed Cultural Heritage Evaluation Report Terms of Reference