

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
<p>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.</p>	
<p>Executive Summary. The CHER must include an executive summary section that includes:</p>	
<p>a. A brief description of why the CHER was prepared;</p>	
<p>b. A summary of the evaluation for potential cultural heritage value or interest;</p>	
<p>c. The results of the evaluation;</p>	
<p>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.</p>	
<p>1. Introduction. The introduction to the CHER must include:</p>	
<p>a. A brief description of why the CHER is being prepared;</p>	
<p>b. Brief summary of any related projects or planned development;</p>	
<p>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:</p> <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) 	
<p>d. Briefly describe the heritage status of the Property, such as:</p>	

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.	
<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. • 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.	
<p>6. Evaluation Evaluate the cultural heritage value or interest of the Property. The evaluation must not anticipate current or proposed interventions to the Property.</p>	
<p>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.</p>	
<p>b. Prepare a statement of cultural heritage value or interest and a list of heritage attributes, if applicable. 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, 	

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. 	
<p>9. Professional Qualifications of the CHER Author(s).</p>	
<p>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.</p>	
<p>b. The background and qualifications of the professional(s) completing the CHER must be included in the report.</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 CHER is accurate and reflects their professional opinion.</p>	

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. 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
<p>Evaluate the cultural heritage value or interest of the Property. The evaluation must not anticipate current or proposed interventions to the Property.</p>		
<p>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>		
<p>b. Prepare a statement of cultural heritage value or interest and a list of heritage attributes, if applicable. 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>		
<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>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p>d. If the Property has cultural heritage value or interest include a brief analysis of implications based on municipal policy.</p>		
<p>7. Conclusion 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 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. • The City prefers a recognized academic style such as Chicago/Turabian or MLA. 		
<p>9. Professional Qualifications of the CHER Author(s).</p>		
<p>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.</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p>b. The background and qualifications of the professional(s) completing the CHER must be included in the report.</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 CHER is accurate and reflects their professional opinion.</p>		

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