

# Heritage Impact Assessment

## Terms of Reference

### 1. Description

A Heritage Impact Assessment (HIA) is an independent study to determine the impacts of proposed future development on a cultural heritage resource; it is not intended to form the City's professional opinion.

A HIA will:

- Provide comprehensive written and visual research and analysis to identify and describe the cultural heritage value or interest of the heritage resource;
- Describe the positive and adverse impacts on the heritage resource or heritage conservation district that may reasonably be expected to result from the proposed development;
- Describe the actions that may reasonably be required to prevent, minimize or mitigate the adverse impacts;
- Demonstrate that the proposal will not adversely impact the defined cultural heritage value of the property, Heritage Conservation District, and/or its streetscape/neighbourhood.

### 2. Authority To Request

#### *Provincial Policy Statement*

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.

#### **City of Ottawa Official Plan**

- Section 4.5.2, Policy 2) and 4)
- Section 6.6.2.2, Policy 3)(a)
- Section 6.6.2.4, Policy 4) c)



### 3. When Required

Where development or an application under the *Ontario Heritage Act* is proposed on, adjacent to, across the street from or within 30 metres of a protected heritage property, the City will require a HIA, if there is potential to adversely impact the heritage resource

A HIA may be required for any development application under the *Planning Act* adjacent to the Rideau Canal UNESCO World Heritage Site and its landscaped buffer, which will be reviewed in consultation with Parks Canada and the National Capital Commission.

The requirement for a HIA will be given at the pre-consultation stage and applicants should wait until they are notified that a HIA is required before retaining a consultant. When a HIA is required for an application under the *Ontario Heritage Act* or *Planning Act*, that application will not be considered complete if the HIA does not accompany the application. Upon receipt of the HIA, heritage staff will review the document in order to ascertain that it is complete. If the HIA does not meet City requirements as described below, the application will not be deemed complete until the HIA meets City standards. City staff reserve the right to require further information and analysis and will return it to the author with clear instructions regarding necessary changes.

The HIA is a public document and will be available for consultation.

### 4. Contents

A Heritage Impact Assessment will provide:

#### a. General Information

- Address of current property;
- Current owner contact information.

#### b. Current Conditions/ Introduction to Development Site

- A location plan indicating subject property (map and aerial photo);
- A concise written and visual description of the cultural heritage value of the development site and/or the cultural heritage value of adjacent sites, noting whether the site has: a heritage easement, designation under Part IV or V of the *Ontario Heritage Act*, inclusion on the Municipal Heritage Register, designation as a recognized or classified building by the Federal Heritage



Buildings Review Office, commemoration as a National Historic Site of Canada, or inclusion on the Canadian Register of Historic Places.

Existing heritage descriptions should be included.

- A concise written description of the context including adjacent heritage properties and their recognition (as above);
- Digital images documenting all cultural heritage attributes;
- Site Plan showing lot dimensions as well as the location/setbacks of all existing buildings;
- Relevant information from Council-approved documents such as heritage district plans or heritage guidelines. This information should include the guidelines contained within the heritage district plans and the heritage guidelines that apply to the proposed project.

### **c. Background Research and Analysis**

- Comprehensive written and visual research and analysis related to the cultural heritage value or interest of the site, including physical or design, historical or associative, and contextual value;
- A development history of the site including original construction dates, additions and alterations;
- Primary research material consulted may include relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, city directories, etc.;
- Secondary sources may include City of Ottawa Heritage Survey and Evaluation forms, Federal Heritage Buildings Review Office reports, Historic Sites and Monuments Board of Canada papers, Commemorative Integrity Statements, Canadian Register of Historic Places listing etc.;
- Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada, as adopted by City Council in 2008.

### **d. Statement of Significance**

A Statement of Significance is meant to identify the cultural heritage value and heritage attributes of the cultural heritage resource(s). Many designated properties have a Statement of Significance either as part of the Statement of Cultural Heritage Value in the designation by-law (Part IV buildings) or the description of the attributes of the heritage conservation district (Part V districts). In cases where this information is deemed to be inadequate or outdated, an updated Statement of Significance, with potential attributes identified, will be prepared in consultation with staff to guide the Heritage Impact Assessment.



### **e. Description of the Proposed Development**

A written and visual description of the proposed development.

### **f. Impact of Proposed Development**

An assessment identifying any positive and adverse impacts the proposed development may have on the heritage value of cultural heritage resource(s), as listed in Section 2, above.

Positive impacts of a development on cultural heritage resources districts include, but are not limited to:

- restoration of building, including replacement of missing attributes;
- restoration of an historic streetscape or enhancement of the quality of the place;
- adaptive re-use of a cultural heritage resource to ensure its ongoing viability;
- access to new sources of funds to allow for the ongoing protection and restoration of the cultural heritage resource.

Adverse impacts include, but are not limited to:

- Demolition of any, or part of any, heritage attributes or features;
- Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance of a building;
- Shadows created that obscure heritage attributes or change the viability of the associated cultural heritage landscape;
- Isolation of a heritage resource or part thereof from its surrounding environment, context or a significant relationship;
- Obstruction of significant identified views or vistas within, from heritage conservation districts;
- Obstruction of significant identified views or vistas within, from individual cultural heritage resources;
- A change in land use where the change affects the property's cultural heritage value;
- Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource.

### **g. Alternatives and Mitigation Strategies**

The HIA must assess alternative development options and mitigation measures in order to avoid or limit the adverse impact on the heritage value of cultural heritage resources.



Methods of minimizing or avoiding an adverse impact on a cultural heritage resource(s) include, but are not limited to:

- Alternative development approaches that result in compatible development and limit adverse impacts;
- Separating development from significant cultural heritage resources to protect their heritage attributes including, but not limited to, their settings and identified views and vistas;
- Limiting height and density or locating higher/ denser portion of a development in a manner that respects the existing individual cultural heritage resources or the heritage conservation district;
- Including reversible interventions to cultural heritage resources.

#### **h. Other**

- The HIA will include a bibliography and a list of people contacted during the study.

## **5. Conservation Plan**

A Conservation Plan may be required. The applicant will be informed that a Conservation Plan is required at the pre-consultation. They may be required for projects involving complex sites with a number of cultural heritage resources.

### **Conservation Plans must:**

- Describe how the heritage value of a resource will be protected during the development process;
- Include a summary of conservation principles and how they will be used must be included. Conservation principles may be found in publications such as Parks Canada's Standards and Guidelines for the Conservation and Guidelines for the Conservation of Historic Places in Canada and Eight Guiding Principles in the Conservation of Historic Properties, published by the Ontario Ministry of Culture (Both publications are available online);
- Recommend the conservation treatment category – preservation, rehabilitation, restoration - appropriate to each resource of heritage value within the property, including the landscape;
- Outline how the cultural heritage resource[s] are to be managed after the completion of the project;
- Provide a condition assessment, conducted by a professional with experience working with heritage buildings, that examines the current condition of the building and provides recommendations on its ongoing maintenance. These



recommendations will be based on the Standards and Guidelines for the Conservation of Historic Places in Canada as amended from time to time, and adopted City Council in 2008;

- A Conservation Plan may also contain the following, where appropriate:
  - Guidance on public access, signage, lighting, interpretation, landscaping, and heritage recording,
  - A cost estimate detailing the cost of proposed conservation works.

## 6. Roles and Responsibilities / Qualifications

A HIA is intended to provide an independent professional opinion and thus HIAs are to be prepared by a heritage professional, who is not the applicant. The qualifications and background of the person(s) completing the HIA will be included in the report. The author will be a member of the Canadian Association of Heritage Professionals.

## 7. Definitions / Key Terms

### **Adjacent**

For the purposes of this document, adjacent means contiguous to.

### **Adversely impact**

A project has the potential to adversely impact the cultural heritage value of a project if it; requires the removal of heritage attributes, requires the destruction of a cultural heritage resource, obscures heritage attributes, is constructed in such a way that it does not respect the defined cultural heritage value of a resource.

### **Archaeological resources**

Includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

### **Built Heritage**

A building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are located on property that may be designated under Parts IV or V of the *Ontario Heritage Act*, or that may be included on local, provincial, federal and/or international registers.



### **Cultural Heritage Resources**

Includes four components: Built Heritage, Cultural Heritage Landscapes, Archaeological Resources, and documentary heritage left by people.

### **Cultural Heritage Landscape**

A defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the *Ontario Heritage Act*, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms.

### **Protected heritage property:**

Property designated under Parts IV, V or VI of the *Ontario Heritage Act*; property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites.