

OF

THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE

**BEING A BY-LAW TO ADOPT THE TOWNSHIP OF UXBRIDGE  
HERITAGE IMPACT ASSESSMENT (HIA) GUIDELINES AND THE  
TOWNSHIP OF UXBRIDGE HERITAGE CONSERVATION PLAN  
GUIDELINES**

WHEREAS the Township of Uxbridge has numerous buildings and structures which are locally listed or designated cultural heritage resources;

AND WHEREAS the Provincial Policy Statement, 2020 (PPS) specifies that "significant built heritage resources and significant cultural heritage landscapes shall be conserved";

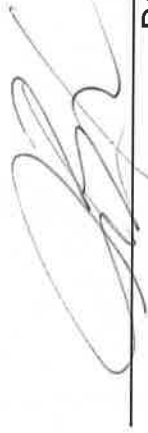
AND WHEREAS the PPS directs that development and site alteration on adjacent lands to protected heritage property "has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved";

AND WHEREAS Council deemed it necessary to prepare Heritage Impact Assessment Guidelines and Heritage Conservation Plan Guidelines.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
UXBRIDGE HEREBY ENACTS A BY-LAW AS FOLLOWS:**

1. THAT the Township of Uxbridge Heritage Impact Assessment Guidelines attached hereto as Schedule A be adopted;
2. AND THAT the Township of Uxbridge Heritage Conservation Plan Guidelines attached hereto as Schedule B be adopted;
3. AND THAT said Guidelines come into full force and effect upon passing of this by-law.

**READ a FIRST, SECOND and THIRD time and finally passed this 8<sup>th</sup> day of  
February, 2021.**



DAVE BARTON  
MAYOR



DEBBIE LEROUX  
CLERK

# Schedule A

## Township of Uxbridge

### Heritage Impact Assessment (HIA)

#### Guidelines

January 2021

#### 1 Introduction:

The following guidance is intended to provide a scope for the completion of a Heritage Impact Assessment (HIA) for local municipal use.

The HIA shall be prepared consistent with the Provincial Policy Statement, 2020 (PPS), which specifies that “significant built heritage resources and significant cultural heritage landscapes shall be conserved”. Further, the PPS directs that development and site alteration on adjacent lands to protected heritage property “has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.”

The HIA study applies to known and potential cultural heritage resources and is the main heritage planning mechanism for this form of assessment and evaluation.

#### 2 Guidelines for Terms of Reference

What is considered to be a Cultural Heritage Resource?

Cultural heritage resources include:

- built heritage resources, such as buildings, structures, engineering works or monuments that are over 40 years old or remains of historical, cultural and/or architectural value;
- cultural heritage landscapes, such as rural, hamlet and urban areas that are of historic and scenic interest (i.e. cemeteries and public parks or spaces); and
- archaeological resources that are identified over 40 years old and, although as yet unidentified, are found as part of the site assessment.

*Why Complete a Heritage Impact Assessment (HIA)?*

If a private, municipal or regional work proposal has the potential to affect a cultural heritage resource(s) on a property listed or designated under the *Ontario Heritage Act* (OHA), included on a municipal heritage register, or a property that has been identified on a municipal inventory of potential heritage properties, an HIA will be required. Additionally, if a proposed work project has the potential to affect a cultural heritage resource(s) on an adjacent property to the project that is listed or designated under the OHA, included on a municipal heritage register, or a property that has been identified on a municipal inventory of potential heritage properties, an HIA will be required.

A requirement to provide a HIA may arise, but is not limited to, the following types of applications:

- Building Permit
- Demolition Permit
- Heritage Permit
- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Site Plan
- Minor Variance

It is recommended HIAs be completed by professional members in good standing of the Canadian Association of Heritage Professionals (CAHP).

If a Cultural Heritage Evaluation (CHE) under Ontario Regulation 9/01 of the OHA is being undertaken, the HIA will complete the CHE and provide a recommendation for “listing” on the Municipal Heritage Register under the *Ontario Heritage Act* (OHA), or designation under Part IV of the OHA, if supported by the results of the evaluation.

### **3 Heritage Impact Assessment Report Content**

#### **3.1 Introduction**

Provide a concise summary outlining why the HIA is being undertaken and the contact information of the applicant.

Provide a legal description of the property and the legal name of the current owner and applicant contact information.

Provide a Legal survey of the property.

Provide a location and aerial map showing the context of the study area.

Provide a brief scope and methodology used in the preparation of the assessment.

#### **3.2 Existing Conditions Description**

##### **3.2.1 Project Property**

Photograph and describe the subject property including the built resources and landscape elements. Provide an architectural description of the principal built heritage resource(s).

Document the principal heritage resource(s) with current photographic images of each elevation and notable architectural attributes.

Undertake a Condition Assessment of the heritage resources found on the property.

Assess the heritage integrity of the resources found on the property.

##### **3.2.2 Cultural Heritage Landscape**

Document the cultural heritage landscape, including ancillary or outbuildings on-site, and the context of the property.

##### **3.2.3. Adjacent Property**

Identify any other adjacent properties that may have potential cultural heritage interest or value, but are not listed or designated.

Note and describe any adjacent properties included on the Municipal Heritage Register as listed or designated heritage properties and any other property considered to have potential cultural heritage value or interest or which are on an municipal inventory, not previously recognized

#### **3.4 Historical property research and site documentation**

Historical research should include, but may not be limited to, the following items;

- a chronological history of the site, all structures(s) and additions.
- a list of owners from research at the Land Registry Office or online through existing assessment roll databases and census rolls.
- historical mapping of the property over various time periods.
- provision of historical archival photographs of the property if available.
- identification any persons or families and events that are historically or culturally linked or associated with the property and/or local community.

#### **3.5 Cultural Heritage Evaluation (CHE)**

If a property to be affected by proposed work has not been evaluated under O.Reg. 9/06 for cultural heritage value or interest, this cultural heritage evaluation will form part of the HIA content.

Based on sufficient background research and documentation of the cultural heritage resource(s), prepare a cultural heritage evaluation report using the criteria of Ontario Regulation 09/06 under the *OHA*. Provide a summary under each criterion in O.Reg. 09/06.

Prepare a Statement of Cultural Heritage Value (SCHV), if required, that is in accordance with O.Reg. 09/06 under the *OHA* and that references the Ministry of Tourism, Culture and Sport *Ontario Heritage Tool Kit*.

### **3.6 Development Proposal and Impact Assessment**

Describe the proposed development or site alteration and the impact to the cultural heritage property and the associated built heritage resources and cultural heritage landscape and identified, adjacent heritage properties.

Identify change through the demolition or removal of buildings and/or their heritage attributes or features and the removal of cultural heritage landscape attributes such as buildings and structures.

Identify alterations to built heritage resources and cultural heritage landscapes, any potential to isolate the resource and any change in the existing physical context, character and setting to the built heritage resource and cultural heritage landscape.

Provide site plan, plans and drawings in the HIA to illustrate the proposed development or alteration.

### **3.7 Conservation Approaches and Proposed Alternatives**

Provide recommendations for follow-up site-specific heritage strategies or plans such as a Conservation Plan, Adaptive Reuse Plan, Protection Plan, Commemoration Plan and/or Structural/Engineering Assessment.

If relocation, removal, demolition or other significant alteration to a heritage resource is proposed by the landowner and is supported by the heritage consultant, provide clear rationale and justification for such recommendations.

If a property cannot be retained or relocated, alternatives should be considered for relocation, as-found documentation and salvage.

If the subject property abuts one or more listed or designated heritage properties, identify development impacts and provide recommended mitigation strategies to ensure the heritage resources on the adjacent properties are not negatively impacted.

Provide clear recommendations for the most appropriate actions for the subject property.

State whether the property meets the criteria for heritage designation of the OHA.

### **3.8 Sources and Appendices**

Provide a listing of all sources consulted in the preparation of the HIA.

Provide historical maps illustrating the subject property in an Appendix.

### **3.9 Deliverable**

Provide hard copies of the completed HIA report as required by the Township, and an electronic copy in PDF format of the HIA to the municipality for review.

# Schedule B

## Township of Uxbridge Heritage Conservation Plan Guidelines January 2021

### 1 Introduction:

The following guidance is intended to provide a scope of measures required for the completion of a Heritage Conservation Plan (HCP) for a locally listed or designated cultural heritage resource. The HCP Guidelines were developed having regard for the Ministry of Culture Tourism and Sport "Heritage Resources in Land Use Planning Process, info sheet #5".

The HCP shall be prepared consistent with the Provincial Policy Statement, 2020 (PPS), which specifies that "significant built heritage resources and significant cultural heritage landscapes shall be conserved". Further, the PPS directs that development and site alteration on adjacent lands to protected heritage property "has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved."

The HCP may be required on its own, or as a complementary document to a Heritage Impact Assessment, depending on the approval process the proposal is subject to, when the recommendation is to conserve the heritage resource.

### 2 Guidelines for Terms of Reference

What is considered to be a Cultural Heritage Resource?

Cultural heritage resources include:

- built heritage resources, such as buildings, structures, engineering works or monuments that are over 40 years old or remains of historical, cultural and/or architectural value;
- cultural heritage landscapes, such as rural, hamlet and urban areas that are of historic and scenic interest (i.e. cemeteries and public parks or spaces); and
- archaeological resources that are identified as over 40 years old and, although as yet unidentified, are found as part of the site assessment.

*Why Complete a Conservation Plan?*

If a private, municipal or regional proposal has the potential to affect a cultural heritage resource(s) for a listed or designated property under the *Ontario Heritage Act* (OHA) included on a municipal heritage register, a HCP may be required.

A requirement to provide a HCP may be considered, but is not limited to the following types of municipal applications:

- Building Permit
- Heritage Permit
- Minor Variance
- Site Plan Application

It is recommended the HCP be completed by professional members in good standing of the Canadian Association of Heritage Professionals (CAHP).

### 3 Heritage Conservation Plan Report Content

#### 3.1 Report Introduction

Provide a concise summary outlining why the HCP is being undertaken.

Provide the contact information of the applicant.

Provide a location map.

Provide a property survey.

Provide the Statement of Significance for the property based on a Cultural Heritage Evaluation study or municipal designation bylaw under the *Ontario Heritage Act*.

Identify the character defining elements.

Provide a scope of work and methodology to be employed in the preparation of the conservation plan.

### 3.2 Existing Conditions Description

Provide an architectural and landscape description of the principal built heritage resource(s) and the site context.

Document the principal heritage resource(s) with current photographic images of each elevation and notable architectural interior and exterior elements and attributes.

### 3.3 Detailed Building Condition Assessment

Provide a description of the existing building conditions. Identify deficiencies including, but not limited to, exterior wall elevations, foundations, windows, doors, roofing, porches or other sheltered enclosures, and additions.

Provide a review of interior conditions with focus on architectural attributes of value or interest and structural integrity issues.

List key conservation issues related to building condition assessment.

### 3.4 Prepare an Implementation Plan

List new alterations to the heritage property that may affect the cultural heritage attributes.

Describe the conservation measures and interventions for the proposed project. List the specific measures related to the conservation and repairs to building elements such as the exterior masonry, wood siding or stucco, windows, doors, porches, roofing, additions, decorative trim, interior architectural attributes and finishes. Apply the best conservation practices in accordance with the 2010 Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Provide architectural, structural and landscape drawings and concept renderings for the building and property detailing the conservation and repair measures. (See Appendix A for Submittal Requirements)

Provide a description of proposed protection measures related to short and long-term maintenance.

## 4 Appendices

Provide the Statement of Heritage Value in the Appendix to the HCP.

Where available from archival sources supply the historic photographs of the building(s), landscape and context.

## **APPENDIX A: SUBMITTAL REQUIREMENTS BY STAGE**

The information comprising a *conservation plan* may be submitted in two parts or all at once. Submittal of the *conservation plan* information in parts is aimed at aligning the approval process with the phases of the design development that occur at the Site Plan approval stage and building permit/construction document production stage.

Therefore, first, information pertaining to Site Plan approval can be submitted. These are the sections of a *conservation plan* that describe the site related information and building envelope design of the work and the approach envisioned at building permit stage, with the commitment to a more detailed second installment at the detailed construction document phase, aligning with the information developed for the Building Permit approval process stage. If the proposal is only subject to a Building Permit, all the information is required at the time of submittal of the application.

For every stage hard copies of the HCP report as required by the Township and drawings and an electronic copy in PDF format shall be submitted to the Township for review.

### **Submittal Requirements for Each Stage**

#### **First Stage -- Site Plan:**

1. Reference documents for Conservation Principles (Good practice).
2. General Criteria for hiring qualified specialists and trade that will perform the work.
3. Who will review the work as it is completed.
4. Relationship of content with related HIA.
5. ID of character defining elements, Detailed Existing Condition Assessment of Character defining elements: Photos, description, diagnosis.
6. Application of Good Practice; Description of Conservation Approach; Proposed scope of work (breakdown: scope of maintenance (preservation, restoration, reconstruction, rehabilitation in line with good practice).
7. Draft Architectural Drawing set showing Conservation Work and Schedule, including photos describing particular places of intervention and list of recommended phases for work. completion.
8. Conservation Cost Estimate.
9. List of information to be expected at building permit stage.
10. Appendices:
  1. existing drawings (measured, 1/4" or 1:100 scale);
  2. draft proposed drawings (measured, 1/4" or 1:100 scale); and,
  3. Any additional photos.

#### **Second Stage -- Building Permit:**

1. Proposed building permit drawings (measured, 1/4" or 1:100 scale) including
  - a. site plan;
  - b. Typical notes (annotations) - these are crucial since they largely explain the details and conservation approach of the work to be carried out;
  - c. plans (including roof plan);
  - d. elevations (noting areas of conservation work and annotated accordingly);
  - e. Typical Details describing interventions noting materials and describing work; and,
  - f. Window Schedule and details (the details start to describe the quality of work).
2. Updated construction schedule and confirmation of mock-up review schedule.
3. Material specifications and samples.

### **Conservation Work requiring a Heritage Permit Only**

In the event that the scope of the proposed conservation work to a heritage resource is at a scale not requiring Site Plan approval or a Building permit, such as, for example, brick cleaning, a letter from the owner (or the hired contractor) describing the scope of work, methodology, materials and product specifications involved would be sufficient to review.

**The applicant is advised to contact staff at the earliest stage of the project in order to assess, obtain guidance and information on what submission material will be required for review depending on the scope of work proposed.**