

### Study Description

A **Heritage Report** is a study to determine the impact of a proposed development on the cultural heritage value of a property (or adjacent properties) and to recommend an overall approach to the conservation of heritage resources.

The assessment should be based on a thorough understanding of the significance and heritage attributes of cultural heritage resource(s), identify any impact the proposed development or alteration will have on the resource(s), propose mitigation options, and recommend a conservation strategy that provides the highest level of protection to cultural heritage resources within the context of the proposed development.

The **Heritage Report** should apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal disruption should be the guiding principle for all work.

A **Heritage Report** may include supplementary studies such as an *Architectural Heritage Report*, *Cultural Heritage Report*, or a *Neighbourhood Heritage Character Impact Evaluation*. Terms of references for any of these supplementary studies will be discussed at the pre-consultation stage.

### Purpose

- Identify and protect cultural heritage resources
- Identify necessary mitigation measures

### Who should prepare this?

A member in good standing of the Canadian Association of Heritage Professionals. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

### When is this required?

A **Heritage Report** may be required in support of the following *Planning Act* applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision/Condominium
- Site Plan Control

A Heritage Report may be required as part of a demolition permit.

### Required Contents

#### Introduction to Development Site

- Inventory and description of the cultural heritage resource(s) contained within the development site (or on the adjacent properties) identifying significant features, buildings, landscapes, vegetation, vistas, and including any heritage recognition of the property with existing heritage descriptions as available
- Description of the context including adjacent heritage properties and their recognition (as above), and any yet to be identified potential cultural heritage resource(s)

#### Background Research and Analysis

- Cultural heritage value or interest of the site
- Development history of the site including original construction, additions and alterations with substantiated dates of construction

#### Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit.
- Professional quality record photographs of the cultural heritage resource in its present state

#### Assessment of Existing Condition

- Description and high quality color photographic documentation of the cultural heritage resource(s) in its current condition and location

#### Description of the Proposed Development or Site Alteration

#### Impact of Development or Site Alteration

- An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s).

#### Considered Alternatives and Mitigation Strategies

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s)

#### Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s)
- Recommendations for additional studies/plans related to: conservation; site specific design guidelines; interpretation/commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance

#### What else should we know?

The assigned file manager from the Planning and Building Services Department will determine through the pre-consultation process if a **Heritage Report**, or any supplementary reports, are required.

#### What other resources are available ?

Canadian Association of Heritage Professionals - To hire a qualified heritage specialist, consult the directory:

<https://cahp-acecp.ca/professionals/>

City of Barrie Historic Neighbourhood Strategy

[http://www.hns.barrie.ca/reports/HNS\\_Strategy\\_Compiled\\_June2010.pdf](http://www.hns.barrie.ca/reports/HNS_Strategy_Compiled_June2010.pdf)

Section 3.4 Cultural Heritage Conservation of the Official Plan

<https://www.barrie.ca/City%20Hall/Planning-and-Development/Pages/Official-Plan.aspx>

Ontario Heritage Toolkit

[http://www.mtc.gov.on.ca/en/heritage/heritage\\_toolkit.shtml](http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml)

**Notes**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.