



Heritage Impact Study
Terms of Reference
Submission Guidelines

Updated June 2024

Policy Planning Division
Development Services Department
County of Brant
66 Grand River St. North
Paris, Ontario N3L 2M2

Attachment 5
RPT-0346-24

What is the Purpose of a Heritage Impact Study?

Heritage conservation involves identifying, protecting, and promoting the historical elements, both tangible and intangible, that the County of Brant values as part of its community identity.

A Heritage Impact Study may be requested to identify and evaluate properties for their cultural heritage value and will be made up of various components. These components will be scoped to address the needs of specific projects, but may include common documents such as, but not limited to:

- Cultural Heritage Evaluation Report (CHER),
- Cultural Heritage Impact Assessment (CHIA),
- Cultural Heritage Conservation Strategy (CHCS),
- Adaptive Reuse Plans (ARP)
- Heritage Building Protection Plan (HBPP)
- Documentation and Salvage Report (DSR)

The Heritage Impact Study combines these documents into an evaluation mechanism used by the County of Brant to assess and review potential cultural heritage significance related to areas where development is proposed to occur, ensuring appropriate protection can be put in place.

The objectives of the study are to determine the overall cultural heritage significance of potential heritage resources located on the subject lands, to document various attributes, consider the impact of any proposed site development or alteration on adjacent resources (on and off site), and recommend an overall approach to conservation that meets the County of Brant's objectives.

When is a Heritage Impact Study Required?

A Heritage Impact Study is required to support an application made under the *Planning Act* if one or more of the following criteria are met:

1. The property is located within the 'Heritage Area' overlay designation of the County of Brant Official Plan
2. The property is within an area with the 'Built and Cultural Heritage Area' (or HA-) zone in the County of Brant's Comprehensive Zoning By-Law
3. The property is designated under Section IV or V of the *Ontario Heritage Act*
4. The property is adjacent to a property designated under Section IV of the *Ontario Heritage Act*
5. The property is included in the County of Brant's heritage property inventory, identifying properties for further evaluation of their cultural heritage value.
6. The property contains buildings and structures that are 40 years or older, as recommended through the *Provincial Criteria for Evaluating Built Heritage Resources and Cultural Heritage Landscapes* [checklist](#).

A Heritage Impact Study forms an integral part of the municipal planning framework. Its rationale emerges from a range of Provincial and Municipal policies including the:

1. [Provincial Policy Statement, 2020 Section 2.6.3](#)
2. [Ontario Planning Act, Section 2\(d\)](#)
3. [Ontario Heritage Act, Part IV, Section 29 and Section 34](#)
4. [Section 1\(1\)\(c\) of the Environmental Assessment Act](#)
5. [County of Brant Official Plan, Section 1.11.2.8, Section 2.7.6, and Section 6.13](#)

Heritage Impact Study reports should be prepared based on accepted research and evaluation methodologies. They must include research collected through a variety of formats, such as through historical societies, personal interviews, field work, staff research and site visits, to be compiled and discussed in the final Heritage Impact Study report and accompanied with an evaluation of cultural heritage value or interest of the property based on [Ontario Regulation 9/06](#).

Who Can Prepare a Heritage Impact Study

The preparation requirements of the Heritage Impact Study will be dependent on the scope of the project for which it is requested.

All components of a Heritage Impact Study should be prepared by a qualified heritage professional. This may include such professionals as a heritage planner, heritage architect, archivist, curator, researcher, or technician at a local museum or historical society, having a demonstrated knowledge of accepted heritage research and conservation standards, and who has undertaken historical research, identification, and evaluation of cultural heritage value in previous works.

The report should be prepared and/or reviewed by an appropriate professional who is a member in good standing of the Canadian Association of Heritage Professionals (CAHP). The credentials of the qualified heritage professional involved in the heritage impact study must be included with the submission.

As per the policies of the County of Brant Official Plan, any submitted Heritage Impact Study, or individual components thereof, may, at the discretion of the County of Brant, be peer-reviewed by an independent heritage professional at the cost of the development proponent.

What Should a Heritage Impact Study Contain?

A Heritage Impact Study will include at a minimum, but not be limited to, the following information:

(1) Project and Site Introduction

- a. A written description of the character of the subject lands and its surroundings, identifying on-site buildings, structures, and landscapes.
- b. A written overview of the proposed development project.
- c. An assessment identifying any impact(s) the proposed development or site alteration may have on the cultural heritage resource(s).
- d. A location map of the subject lands
- e. A site plan of the proposed development

(2) Methodology

- a. A summary of the relevant legislative and policy context (provincial and municipal, at a minimum).
- b. A summary of the research and data collection methods used to evaluate the subject lands, including archival, secondary, and on-site research and evaluation.
- c. A summary of any engagement undertaken with members of the public, municipal staff, historical societies, the heritage committee, or any other relevant individuals / groups.

(3) Site History

- a. A general history of the immediate context of the subject lands, which will include reference to any applicable village, neighbourhood, district, rural area and/or streetscape character that applies to the area in which the property is located.
- b. The land use history of the subject lands describing key transfers, uses, alterations, milestones, and owners as identified through primary and secondary research.

(4) Existing Conditions

- a. A written explanation of the existing immediate context of the subject lands and its relationship with adjacent and nearby properties.
- b. Comprehensive written descriptions of the current physical condition of the subject lands, including any relevant structures, and descriptions related to both interior and exterior components.
- c. Current photographs of the site including, but not limited to:
 - i. Contextual views of the subject lands showing its relationship to surrounding properties.

- ii. Exterior views of each elevation and corner of all buildings and structures.
- iii. Interior views of each room in the building, if appropriate.
- iv. Close-up views of all significant architectural features (e.g. windows, cornices, doors, brackets etc.).
- d. A layout/floorplan of each building on-site with approximate dimensions and measurements.

(5) Heritage Evaluation

- a. A cultural heritage evaluation of the property based on [Ontario Regulation 9/06](#) which will include identification of which criteria the property fulfils and rationale for how each criterion is fulfilled.
- b. A statement of cultural heritage value or interest
- c. A description of the heritage attributes determined to be of value by the evaluation
- d. Identification of potential impacts the proposed project may have on the subject lands and its cultural heritage value

(6) Consideration of Alternatives, Mitigation and Conservation Methods

- a. A summary of mitigation measures, conservation methods, and/or alternative approaches to development or alteration (s) that limit the direct or indirect impacts to heritage.
- b. Evaluate the advantages and disadvantages of proposed mitigation or alternative options. The mitigation or alternative options to minimize or avoid negative impact on a cultural heritage resource(s) as outlined in the *Ontario Heritage Tool Kit* may include, but are not limited to:
 - i. Alternative development approaches.
 - ii. Isolating development and site alteration from significant built and natural features and vistas.
 - iii. Design guidelines that harmonize mass, setback, settings, and materials.
 - iv. Reversible alterations.

(7) Conservation Strategy

- a. A preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes including, but not limited to:
 - i. An explanation of what conservation, alternative or mitigative measure approaches are recommended to avoid or minimize any impact on the cultural heritage resource(s).
 - ii. A conservation scope of work including the proposed methods.
 - iii. An implementation and monitoring plan.
 - iv. Recommendations for additional studies and plans.

- v. Referenced conservation principles and precedents.

(8) Conclusion and Recommendations

- a. A concise summary of the findings of the report and research
- b. A list of cultural heritage resources identified on the subject lands and the following related to each resource, where applicable:
 - i. A statement of significance
 - ii. An identifying photograph (or reference to a previous photograph in the report)
 - iii. A recommendation for the conservation of the resource, through designation, recognition, documentation, or a combination thereof.
 - iv. The criteria of Ontario Regulation 9/06 are fulfilled and a short description of how each is met.
- c. Recommendation for next steps (which may include the need for any additional studies/reporting)

(9) Appendices and Sources

- a. Documentation appended as appropriate to provide additional information based on the requirements noted above. This may include excerpts of research, images, historical reports etc.
- b. A bibliography, including a list of sources used for the collection of data and institutions / individuals consulted in the preparation of the report.

How Should the Heritage Impact Study be Provided to the County of Brant?

A digital copy of the report in PDF format can be provided to the Planner assigned to your development file through planning@brant.ca and to Heritage Planning staff through heritage@brant.ca with an appropriate subject line.

Upon confirmation of receipt of the document, a preliminary review will be completed to ensure the report meets the requirements of the Terms of Reference before the report is accepted for full review.

After the report is accepted for full review, it is reviewed by staff and by the County of Brant Heritage Committee to provide advice on how to conserve any cultural heritage value that may be attributed to the property. Once this review is completed, the comments and recommendations will be included in the consideration for recommendation for any development file when it goes before Council for consideration and decision.

Additional Resources

Provincial Standards and Resources

[Read the Ontario Heritage Toolkit](#)

[Read the Heritage Conservation Principles for Land Use Planning Infosheet](#)

[Read the Guiding Principles in the Conservation of Built Heritage Properties Infosheet](#)

National and International Standards and Resources

[Read the Standards and Guidelines for the Conservation of Historic Places in Canada](#)

[Visit the Canadian Register of Historic Places website](#)

[Visit the National Historic Sites of Canada website](#)

Local Standards and Resources

[Read the County of Brant Official Plan \(2012\)](#)

[Read the County of Brant's New Official Plan \(Not Yet Approved by the Province\)](#)

[Visit the County of Brant Public Library and Digital Historical Collections website](#)

[Visit the Brant Museum and Archives website](#)

[Visit the Burford Township Historical Society website](#)

[Visit the Paris Museum and Historical Society website](#)

[Visit the South Dumfries Historical Society website](#)

[Visit the websites for other County of Brant Culture and Heritage Organizations](#)

[View the County of Brant Heritage Register \(Designated Properties\)](#)

County of Brant Staff Contacts

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