
City of Peterborough

Terms of Reference for the Preparation and Submission of a *Cultural Heritage Impact Assessment Report*

Introduction

A **Cultural Heritage Impact Assessment** is a comprehensive and unbiased investigation carried out by professionals at the initial phase of project planning, design, construction, and development to provide essential insights for designing a project that prioritizes conservation.

The Cultural Heritage Impact Assessment report serves the purpose of enhancing comprehension regarding the cultural heritage significance of each present or potential heritage resource within or near a site, including Heritage Conservation Districts (HCDs). It applies pertinent heritage conservation policies and standards to assess the impact of development on cultural heritage value and formulates measures to mitigate such impact.

Applications which may require Cultural Heritage Impact Assessment include:

- Official Plan Amendment
- Community Planning Permit
- Community Planning Permit By-law Amendment
- Draft Plan of Subdivision/Condominium
- Site Plan Control
- Consent

Aims and Objectives

The aim of this Cultural Heritage Impact Assessment is to comprehensively evaluate the potential impacts of the proposed development on the cultural heritage resources within the project area. The following key objectives would generally be required at a minimum to satisfy the aim of the Cultural Heritage Impact Assessment report:

1. Identify all the cultural heritage resources present in the development area
2. Assess the significance of the identified resources and the impact on them due to proposed development
3. Ensure that the proposed development has legal and regulatory compliance
4. Provide Conservation strategies
5. Propose a long-term monitoring and management plan

Professional Qualification/Certification Requirements

A Cultural Heritage Impact Assessment must be prepared by a qualified professional member of the Canadian Association of Heritage Professionals (CAHP). The plan must be made in a legible format, using metric units, and based upon the proposed request. The material must be stamped and/or signed and dated by the professional, to be accepted by the City for review.

Required Contents

Description of Neighborhood Characteristics

The description of neighbourhood characteristics should focus on identifying common trends, average figures, and design patterns of lands adjacent to the development application.

Characteristics may include:

- Lot areas
- Lot configurations
- Lot coverages
- Building types
- Presence of mature trees, viewsapes, natural or historical landscapes
- Building heights and massing
- Setbacks for front, rear and side yards
- Materials and finishes
- Architectural design and character
- Plaques, monuments, or statues

Information for character descriptions may be collected via in-situ research, analysis of areal or orthophotography, and archival research.

Study Area

The applicant must confirm the study area before undertaking the evaluation but will generally be within approximately a 400 m radius of the lands subject to the development application.

Evaluation of Impact

Evaluation of impact shall determine how a proposed development impacts, if at all, the neighbourhood characteristics listed above. For example, a reduction in front yard setback to accommodate parking or a large building may be considered a negative impact as it will result in a breakup of the visual continuity of the streetscape, creating noticeable interruptions that detract from the symmetry of the street and therefore the historic character.

Consideration of Alternatives, Mitigation Measures, and Conservation

Should the Evaluation of Impact identify potential negative impacts on the character or cultural heritage features of a historic neighborhood, then an assessment of alternative options, mitigation measures, and conservation methods is required.

This aspect of the report shall outline alternate options, mitigation, and conservation measures to avoid or limit the negative impact on the character of the historic neighborhood. The preferred strategy is one which best protects and enhances the character of the neighborhood.

Recommendations may include the need for additional studies or plans related to conservation; site specific design guidelines; interpretation or commemoration; lighting; signage; landscape design; additional record and documentation prior to demolition; and long-term maintenance.

Example Table of Contents

In the interest of expediting the development review process, the City suggests the following example Table of Contents to be used, at a minimum, to structure the Cultural Heritage Impact Assessment submitted by development applicants. The applicant is reminded that the section and sub-section headings listed below are not comprehensive and additional sections or sub-sections may be required for the submitted Cultural Heritage Impact Assessment Report to be accepted. However, the example table of contents may be used as a general guide for overall report structure.

Table of Contents

1. Introduction
 - 1.1 Project Background
 - 1.2 Purpose
 - 1.3 Study Area
 - 1.4 Study Method
2. Policy and Planning Framework
3. History Context Overview
4. Local Indigenous Context
5. Identification of Cultural Heritage Resources
6. Proposed Development and Potential Impacts
7. Conservation Recommendations
8. Conclusion

Additional Information

A Cultural Heritage Evaluation is required within the Cultural Heritage Impact Assessment for the following properties, where applicable:

- Designated under Part IV, Section 29 of the OHA prior to 2006
- Listed on the City's Heritage Register under Section 27 of the OHA

Additional Resources

- Canadian Association of Heritage Professionals: <https://cahp-acecp.ca/professionals/>
- National Historic Sites – Government of Canada: <https://parks.canada.ca/lhn-nhs>
- Ontario Heritage Act (OHA): <https://www.ontario.ca/laws/statute/90o18>
- City of Peterborough Heritage Property Designation: <https://www.peterborough.ca/business-building-development/planning-building-and-development/heritage/heritage-property-designation/>
- Ontario Heritage Conservation District (HCD): <https://www.heritagetrust.on.ca/pages/tools/conservation-districts>

Note: If revisions are required for the proposed development, the study/report should be updated accordingly, either through an updated report or a letter from the author. It is important for the revised documentation to explicitly state that the recommendations and conclusions remain unchanged. It should be noted that a peer review may be necessary, and the applicant will be responsible for the associated costs. Additionally, it is important to recognize that the study requirements can vary depending on the nature of the proposal. This determination will be made during the pre-consultation process, in collaboration with relevant external agencies. If the submitted study is found to be inadequate, authored by an unqualified individual, or lacking sufficient analysis, the application will be considered incomplete and returned to the applicant.