

CITY OF MISSISSAUGA HERITAGE IMPACT STATEMENT

TERMS OF REFERENCE

1. Background: The City Plan

The City's Official Plan introduces heritage in the following manner:

The protection of heritage resources contributes to a sense of community by providing continuity between the past and the present. Through identifying, understanding, and protecting its heritage, the city can incorporate the past into planning for the future. The City will demonstrate a leadership role in the conservation of its own properties in a responsible way and provide heritage assessments of prospective acquisitions.

In compliance with the City's policy 4.9.2.3, as stated below, the City of Mississauga is seeking to conserve, record, and protect its heritage resources:

Applications for development of a heritage resource will be required to include a Heritage Impact Statement which will be prepared to the satisfaction of the City and other appropriate authorities having jurisdiction.

A Heritage Impact Statement is a study to determine the impacts to known and potential heritage resources within a defined area proposed for future development. The study would include an inventory of all heritage resources within the planning application area. The study results in a report which identifies all known heritage resources, an evaluation of the significance of the resources, and makes recommendations toward mitigative measures that would minimize negative impacts to those resources. A Heritage Impact Statement may be required on a property which is listed on the City's Heritage Register, a property designated under the terms and conditions of the *Ontario Heritage Act*, or where development is proposed adjacent to a known heritage resource. The requirement may also apply to unknown or recorded heritage resources which are discovered during the development application stage or construction. **

2. Heritage Impact Statement Requirements

It is important to recognize the need for Heritage Impact Statements in the earliest possible stage of development or alteration. Notice will be given to the property owner and/or his representative as early as possible. When the subject property is a Plan of Subdivision, or Site Plan application, notice of a Heritage Impact Statement requirement will be given at the pre-application meeting, followed by a written notification. The notice will inform the property owner of any known heritage resources specific to the subject property and provide a guideline to completing the study.

** For the definition of "development" please refer to the Mississauga City Plan

3. The following minimum requirements will be requested in a Heritage Impact Statement:

- 3.1 Present owner contact information for property proposed for development and/or site alteration.
- 3.2 A detailed site history to include a listing of owners from the Land Registry Office, and a history of the site use(s).
- 3.3 A complete listing and full written description of all existing structures, with specific mention of all heritage resources on the subject property to include: structures, buildings, building elements, building materials, architectural and interior finishes, natural heritage elements, landscaping, and archaeological resources. Description will also include a chronological history of the structure(s) developments, such as additions, deletions, conversions, etc.

The report will include a clear statement of the conclusions regarding the significance and heritage attributes of the cultural heritage resource.

A location map will be provided, with indications of existing land use, zoning, as well as the zoning and land use of adjacent properties.

- 3.4 Documentation of the heritage resource will include current photographs, from each elevation, and/or measured drawings, floor plans, and a site map, at an appropriate scale for the given application (i.e. site plan as opposed to subdivision), indicating the context in which the heritage resource is situated. Also to include historical photos, drawings, or other archival material that may be available or relevant.

The applicant must provide a description of all relevant municipal or agency requirements which will be applied to the subject property, and when implemented may supplement, supersede and/or affect the conservation of heritage resources (i.e. Building Code requirements, Zoning requirements, Transportation and Works requirements.)

- 3.5 An outline of the proposed development, its context and how it will impact the heritage resource and neighbouring properties will be provided. This may include such issues as the pattern of lots, roadways, setbacks, massing, relationship to natural and built heritage features, recommended building materials, etc. The outline should address the influence of the development on the setting, character and use of lands on the subject property and adjacent lands.

Note: A drawing indicating the subject property streetscape and properties to either side of the subject lands will be provided. The purpose of this drawing is to

provide a schematic view of how the new construction is oriented and integrates with the adjacent properties from a streetscape perspective. The drawing must therefore show, within the limits of defined property lines, an outline of the building mass of the subject property and the existing neighbouring properties, along with significant trees or any other landscape or landform features. A composite photograph may accomplish the same purpose with a schematic of the proposed building drawn in.

- 3.6 Options will be provided to the City on how the heritage resource may be conserved, relating to its level of importance. This method of mitigation may include preservation/conservation, adaptive re-use, or incorporation to an altered function. Each mitigative measure is meant to create a sympathetic context for the preserved heritage resource.
- 3.7 A summary of conservation principles and how they will be used must be included. The conservation principles may be found in publications such as: Parks Canada – *Standards and Guidelines for the Conservation of Historic Places in Canada*; *Eight Guiding Principles in the Conservation of Historic Properties*, Ontario Ministry of Culture. (Both publications are available online.)
- 3.8 Proposed demolition/alterations must be explained as to the loss of cultural heritage value interests in the site and the impact on the streetscape and sense of place.
- 3.9 When a property can not be conserved, alternatives will be considered for salvage mitigation. Only when other options can be demonstrated not to be viable will options such as relocation, ruinification, or symbolic conservation be considered.

Relocation of a heritage resource may indicate a move within or beyond the subject property. The appropriate context of the resource must be considered in relocation. Ruinification allows for the exterior only of a structure to be maintained on a site. Symbolic conservation refers to the recovery of unique heritage resources and incorporating those components into new development, or using a symbolic design method to depict a theme or remembrance of the past.

All recommendations shall be as specific as possible indicating the exact location of the preferred option, site plan, building elevations, materials, landscaping, and any impact on neighbouring properties, if relevant.

- 3.10 The qualifications and background of the person(s) completing the Heritage Impact Statement will be included in the report. The author(s) must demonstrate a level of professional understanding and competence in the heritage conservation field of study. The Statement will also include a reference for any literature cited, and a list of people contacted during the study and referenced in the report.

4. Summary Statement and Conservation Recommendations

The summary should provide a full description of:

- the significance and heritage attributes of the cultural heritage resource, including the reference to a listing on the Heritage Register, or designation by-law if it is applicable.
- the identification of any impact that the proposed development will have on the cultural heritage resource
- an explanation of what conservation or mitigative measures, or alternative development, or site alteration approaches are recommended
- clarification as to why conservation or mitigative measures, or alternative development or site alteration approaches are not appropriate.

5. Mandatory Recommendation

The consultant must write a recommendation as to whether the subject property is worthy of heritage designation in accordance with the heritage designation criteria per Regulation 9/06, *Ontario Heritage Act*. Should the consultant not support heritage designation then it must be clearly stated as to why the subject property does not meet the criteria as stated in Regulation 9/06.

The following questions **must** be answered in the final recommendation of the report:

1. Does the property meet the criteria for heritage designation under the Ontario Regulation 9/06, *Ontario Heritage Act*?
2. If the subject property does not meet the criteria for heritage designation then it must be clearly stated as to why it does not.
3. Regardless of the failure to meet criteria for heritage designation, does the property warrant conservation as per the definition in the Provincial Policy Statement:

Conserved:

means the identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment.

Please note that failure to provide a clear recommendation as per the significance and direction of the identified cultural heritage resource will result in the rejection of the Heritage Impact Statement.

6. Approval Process

Four copies of the Heritage Impact Statement will be provided to the Heritage Coordinator. Staff will ensure that copies are distributed to the Planning and Building Department and relevant staff and stakeholders within the Corporation. The Heritage Impact Statement will be reviewed by City staff to determine whether all requirements have been met and to evaluate the preferred option(s). The applicant will be notified of Staff's comments and acceptance, or rejection of the report.

All Heritage Impact Statements will be sent to the City Heritage Advisory Committee for information.

An accepted Heritage Impact Statement will become part of the further processing of a development application under the direction of the Planning and Building Department. The recommendations within the final approved version of the Heritage Impact Statement will be incorporated into development related legal agreements between the City and the proponent at the discretion of the municipality.

References:

Applicants looking for professional assistance may wish to refer to the Canadian Association of Heritage Professionals. web site: www.caphc.ca.