
Heritage Management Conservation Plan

Terms of Reference

Objective:

A Conservation Plan serves to identify the cultural heritage significance of a property and to set out a plan to manage, protect, and preserve the heritage attributes and integrity of cultural heritage resources. The Conservation Plan is a long-term plan that takes into consideration future use, possible alterations or development while protecting and conserving the heritage attributes.

A Heritage Conservation Management Plan will include the following:

1. Introduction

- An executive summary of the scope of the project
- Background information to document the historical and development history of the site
- Identification of the property owner and stakeholders, current and proposed use

2. Project Description

A) Property Description:

- Identify the location, municipal address and provide an appropriate location map
- Documentation of the existing conditions to include recent specialized photograph documentation, measured drawings, site plan, identification of site features such as topography, landscaping or other on-site features
- Landscape inventory and documentation will include a site plan, views and vistas, water features, tree location and species, land forms, geological formations, fences, walls, berms, pathways, or any other landscape features
- Identification of neighbouring properties, including any built form or features, required to illustrate the context of the subject property
- Summary of the history of the property outlining its development over time within a timeframe context
- Documentation of land ownership from the original Crown Grant and subsequent records from the land registry office

B) Significance:

- Statement of cultural heritage value or interest
- Identification of the cultural heritage attributes and values of the property structures and landscape features
- Identification of any recognized significance, such as a heritage designation by-law, historic plaque, etc.

C) Planning and Policy Status:

- Provide details of the current land use and related Official Plan policies and Zoning
- Identify any regulatory requirements (e.g. heritage designation, flood plain requirements, etc.)

3. Project Objectives

- Outline what is to be achieved by this project
- Provide short term and long term goals and objectives
- Proposed solutions for conservation of the property's heritage attributes
- Provide the conservation policies to be used in this project (i.e. what conservation principles will be used to ensure long term conservation, maintenance, monitoring, and sustainable use of the property)

4. Statement of Heritage Intent

- An explanation is required that proposes the reasoning and considerations behind the choice of conservation treatments
- Statement as to why one period of restoration over another was selected, rationale for new interventions, background resources used such as principles and conventions of heritage conservation
- Statement as to the recording, inventory and disposition/retention of moveable cultural heritage resources (e.g. artifacts, archival material, salvaged material) and its incorporation into the conservation project

5. Condition Assessment of the Cultural Heritage Resource(s)

- Condition report of the cultural heritage resource(s) and specific attributes, identifying any deficiencies or concerns
- Detailed recommendations to mediate and prevent further deterioration
- Direction as to use or change in use and how that relates to conserving the heritage attributes
- Outline opportunities and constraints with relation to all aspects of the project (i.e. budget, planning issues, public access, long term needs)
- Recommendations for conservation treatments that reference the framework provided in Parks Canada *Standards and Guidelines for the Conservation of Historic Places In Canada*

6. Building System and Legal Considerations

- Statement to explain the building and site use from a practical, logistical and legal perspective

- Input from structural, mechanical, electrical, planning, geotechnical, trades, and all other required fields of expertise to ensure the project is viable and sustainable
- Building and site system review may include:
 - Site Work (e.g. landscaping, drainage, servicing)
 - Trees, shrubs, other plantings,
 - Archaeological concerns and mitigation
 - Structural elements (e.g. foundation, load bearing)
 - Building Envelope (roof, wall cladding, window type)
 - Ontario Building Code
 - Accessibility
 - Mechanical, Plumbing, Electrical
 - Finishes and Hardware
 - Fire Safety and Suppression
 - Environmental Considerations
 - Lighting
 - Signage and Wayfinding
 - Security
 - Legal Considerations (e.g. easements, encroachments, leasing, etc.)
- If necessary, the building systems may be addressed in an Appendix

7. Work Plan

- Timeline to describe, in chronological order, to meet the objectives and goals
- Statement as to specialized trades or skills that will be required to complete the work
- Proposed budget to meet and sustain the goals and timeline
- Long term and short term maintenance schedule
- Monitoring schedule, process and identify those responsible for monitoring

8. Qualifications

- Heritage Conservation Management Plans will only be prepared by accredited, qualified professionals with demonstrated experience in the field of heritage conservation
- Conservation Plans are usually a multidiscipline exercise whereby all consultants on the project must demonstrate accredited professionalism, experience and knowledge in their chosen field of expertise

9. Additional Information

- Bibliography of all documentation resources
- List of consultants and other professionals related to the project

10. Additional Reports that may be required:

- Archaeological report
- Arborist's report
- Structural engineering report
- Any other report that City staff may require to assess the project

11. Approval Authority

- The City of Mississauga will be the approval authority for a Heritage Conservation Management Plan

Contact Information:

Inquiries regarding the submission and requirements of a **Heritage Conservation Management Plan** should be addressed to Heritage Planning, Culture Division, City of Mississauga.

Email: heritage.planning@mississauga.ca

Please visit us online at www.mississauga.ca/heritageplanning