



Heritage and Urban Design

TERMS OF REFERENCE: Cultural Heritage Evaluation Report

1.0 Introduction

A Cultural Heritage Evaluation Report (CHER) assesses the cultural heritage value of a property based on Provincial criteria and recommends whether a property merits heritage designation under the *Ontario Heritage Act*.

2.0 Who Should Prepare a Cultural Heritage Evaluation Report?

A CHER shall be prepared and signed by a qualified heritage specialist such as a heritage planner or heritage architect with demonstrated knowledge of accepted heritage conservation standards, and experience with historical research and identification/evaluation of cultural heritage value. All heritage consultants submitting CHERs must be members in good standing of the Canadian Association of Heritage Professionals (CAHP).

3.0 Why Do We Need a Cultural Heritage Evaluation Report?

A Cultural Heritage Evaluation Report is required to:

- identify properties with significant cultural heritage value;
- determine compliance with relevant cultural heritage policies;
- assist staff with their analysis and report preparation; and,
- identify any special conditions of approval

4.0 How Should a Cultural Heritage Evaluation Report be Prepared?

A Cultural Heritage Evaluation Report should at a minimum contain:

Introduction

- An Executive Summary
- Address of the property

- General site location of the subject property
- Project name (if applicable)
- Applicant and owner's contact information
- Author's name, title, qualifications, company name and appropriate stamp
- Overview of the study area
- Photographs of the site
- Purpose of the study
- Location and context map

Context

- A description of the existing on-site conditions as well as surrounding areas, roads, natural areas, buildings, parking areas.

Investigation/Evaluation

Heritage Context

- A written description of the property, its location and surroundings including the heritage status of adjacent properties.

Research and Analysis

- A comprehensive review of the history of the property's development as documented in pictorial and textual records and as observed in as-found evidence .
- A chronological history including ownership and tenancy, development of any structures, such as additions, removals, conversions, etc.
- An evaluation of the cultural heritage significance of the site in terms of its history, architecture and local context.
- Broader historical context should also be addressed, including how the property fits into the community or the municipality.
- The reproduction of any pictorial records found, including relevant maps, atlases, drawings, photographs, permit records, land title records, assessment rolls, etc.

Statement of Cultural Heritage Value or Interest

- A statement of cultural heritage value or interest and description of heritage attributes of the cultural heritage resource(s), in accordance with Ontario Regulation 9/06.
- This statement will be informed by current research and analysis of the site.
- This statement will be written in a way that does not respond to or anticipate any current or proposed interventions to the site.
- The assessment may not substitute alternate heritage values or character for those that have been approved or endorsed by the City .

Assessment of Existing Conditions

- A comprehensive written description of the physical condition of the structures on the site, including their exterior and interior
- Current photographs of the property, including:
 - o views of the area surrounding the property to show it in context with adjacent properties
 - o exterior views of each elevation of each building
 - o views of the property including all significant landscape features
 - o interior views of each room in each building
 - o close-up views of all significant interior and exterior heritage features
 - o If the property is currently vacant, how long it has been vacant and what, if any, security measures have been applied to protect the property

Policy

- Provincial, Regional, and Federal heritage policies and legislation.
- Relevant municipal heritage policy as it relates to the heritage resources(s). i.e. OP policy, Secondary Plans, area and site-specific policies, Heritage Conservation District Plan policies and guidelines.

Recommendations

- Summary about the property's cultural heritage value as they relate to Ontario Regulation 9/06
- Recommendations on whether the property merits heritage designation under the *Ontario Heritage Act*

Drawings and Supporting Information

- A list of primary and secondary sources consulted
- A summary of the author's qualifications

5.0 What are the Submission Instructions?

A CHER shall be submitted in accordance with the formatting requirements as noted above and as a part of the formal submission package made to the City.

6.0 Are There Other Resources?

Canadian Association Heritage Professionals (CAHP): <https://cahp-acecp.ca/>