



# Town of Richmond Hill

## Cultural Heritage Assessment

### Terms of Reference

---

#### **Purpose of a Cultural Heritage Assessment**

Heritage conservation involves identifying, protecting and promoting the elements that our society values. A Cultural Heritage Assessment (CHA) is the primary heritage planning vehicle to assess and review the potential cultural heritage significance of a potential heritage resource.

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

- Provincial Policy Statement, 2014 Section 2.6.3
- Ontario Planning Act, R.S.O. 1990, Part I, 2(d)
- Ontario Heritage Act, R.S.O. 1990, Part IV, Section 29 and Section 34
- Richmond Hill Official Plan, Section 3.4.2

#### **When is a Cultural Heritage Assessment Required?**

A CHA is required when assessing the potential cultural heritage value of a property.

#### **Who Can Prepare a Cultural Heritage Assessment?**

All CHAs must be prepared by a qualified heritage professional such as a heritage planner, heritage architect and/or heritage landscape architect with demonstrated knowledge of accepted heritage conservation standards, and who has undertaken historical research and identification/evaluation of cultural heritage value.

All heritage consultants submitting Cultural Heritage Assessments must be members in good standing of the Canadian Association of Heritage Professionals (CAHP).

In addition, under Provincial law only a licensed, professional archaeologist may carry out an Archaeological Assessment using specific provincial standards and guidelines.

## **What Must a CHA Contain and in What Format?**

The CHA will include, but is not limited to the following information:

### **(1) Introduction to the Subject Site**

- a. A location plan indicating subject property (Property Data Map and aerial photo);
- b. A concise written and visual description of the property identifying significant features, buildings, landscape and vistas;
- c. A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property (see the Town of Richmond Hill's Inventory of Buildings of Architectural and Historical Importance, Ontario Heritage Properties Database, Parks Canada National Historic Sites of Canada, and/or Canadian Register of Historic Places) with existing heritage descriptions as available;
- d. A concise written and visual description of the surrounding context including adjacent heritage properties, their landscapes and any potential undesignated cultural heritage resource(s); and
- e. Present owner contact information.

### **(2) Background Research and Analysis**

- a. Comprehensive written and visual research and analysis related to all potential cultural heritage value or interest of the site (both identified and unidentified) including: physical or design, historical or associative, and contextual values;
- b. A development history of the site including original construction, additions and alterations with substantiated dates of construction; and
- c. Research material to include relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, Town of Richmond Hill directories, etc.

### **(3) Statement of Significance**

- a. A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-

existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit;

- b. The statement of significance will be written in a way that does not respond to or anticipate any current or proposed interventions. The Town may, at its discretion and upon review, reject or use the statement of significance, in whole or in part, in crafting its own statement of significance (Reasons for Listing or Designation) for the subject property; and
- c. Professional quality record photographs of the cultural heritage resource in its present state.

#### (4) Assessment of Existing Condition

- a. A comprehensive written description accompanied with high quality colour photographic documentation of the cultural heritage resource(s) in its current condition and physical context (location, streetscape, etc).

#### (5) Appendices

- a. A bibliography listing research materials used and sources consulted in preparing the CHA.

## **How Many Copies of a CHA are to be Provided to The Town of Richmond Hill?**

Please provide the following to the Town of Richmond Hill Heritage and Urban Design Planner:

- Two (2) bound hard copies; and
- One (1) CD copy in PDF Format.

## **Links**

### Local Resources

[Read Richmond Hill's Inventory of Buildings of Architectural and Historical Significance](#)

[Read Richmond Hill's Gormley Heritage Conservation District Study](#)

[Read Richmond Hill's Gormley Heritage Conservation District Plan](#)

### Provincial Standards and Resources

[Read the Ontario Heritage Toolkit](#)

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

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

[Visit the Ontario Ministry of Tourism, Culture and Sport Archaeological Assessment web page](#)

National and International Standards and Resources

[Read Parks Canada's 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](#)

[Read the ICOMOS Appleton Charter](#)

## **Contact Information**

Pamela Vega, CAHP

Heritage and Urban Design Planner,

Planning and Regulatory Services

Town of Richmond Hill

T 905-771-5529

F 905-771-2404

[pamela.vega@richmondhill.ca](mailto:pamela.vega@richmondhill.ca)