

Attachment 1
Cultural Heritage Policies

Goals

The Corporation of the City of Vaughan (the City) has the following goals for the City's cultural heritage resources:

1. The cultural heritage resources within the City will be protected and conserved.
2. There will be a culture of conservation where cultural heritage resources contribute to achieving a sustainable, healthy, and prosperous community and city.
3. The integrity of all on-site or adjacent cultural heritage resources will be maintained and/or enhanced in all new development, site alterations, building alterations, and additions.
4. Built heritage resources will be in continual active use and an integral part of community.
5. The public will be aware of, appreciate, enjoy and contribute to the conservation of the City's cultural heritage resources.

Policies

1. The City will recognize and conserve cultural heritage resources within the municipality and will promote the maintenance and development of an appropriate setting within, around and adjacent to all such sites.
2. When a development proposal involves or is adjacent to a cultural heritage resource, such resources shall be conserved in appropriate contextual settings and integrated into the developments. To that end, the City will make full use of the provisions of Provincial legislation, such as the *Ontario Heritage Act*, *Planning Act*, *Municipal Act* and *Environmental Assessment Act*, to protect and conserve cultural heritage resources in Vaughan. Without limiting the generality of the preceding, this may include:
 - a. Requiring, as a condition of any approval, the retention and conservation of any cultural heritage resource found within a plan of subdivision, a plan of condominium, or on a parcel created by consent or other land division approval,
 - b. Using zoning by-law provisions and approval of variances to the zoning by-law;
 - c. Using the bonus provisions of Section 37 of the Planning Act;
 - d. Using site plan control for development on properties containing or adjacent to cultural heritage resources; and
 - e. Using design guidelines for development on properties containing or adjacent to cultural heritage resources.

Heritage Register

3. The City will maintain a Register of Cultural Heritage Resources (the Register) that identifies properties that are of cultural heritage value and important to the community. These properties have been identified by:
 - a. Designation under Parts IV, V or VI of the *Ontario Heritage Act*;
 - b. Protection by an easement entered into under the *Ontario Heritage Act*;
 - c. Recognition by the City Council as having cultural heritage value;
 - d. Recognition by the Ontario Minister of Culture as a Provincial Heritage Property under Part III of the *Ontario Heritage Act*;
 - e. Designated by the National Historic Sites and Monuments Board as a National Historic Site.
4. Properties included in the Register through policy 3 c. above shall include location information and an indication of cultural heritage value(s) as specified in policy 8.
5. In addition to the demolition provisions of the *Ontario Heritage Act*, the City shall ensure that properties in the Register shall be protected from harm in carrying out any undertaking subject to the *Environmental Assessment Act* or the *Planning Act*.
6. The City recognizes that there may be cultural heritage properties that are not yet included in the Register but may have cultural heritage value. Such properties may not have been surveyed or their significance and values may not have been evaluated but are still worthy of conservation.
7. The City shall ensure that the properties not yet included in the Register are identified, evaluated and conserved through any legislated planning or assessment processes, including the *Planning Act*, the *Environmental Assessment Act*, the *Ontario Heritage Act* and the *Cemeteries Act*.

Cultural Heritage Evaluation Criteria

8. The City shall use the criteria for determining cultural heritage value or interest established by provincial regulation under the *Ontario Heritage Act* for identifying and evaluating properties for inclusion in the Register that are worthy of designation under Part IV of the *Ontario Heritage Act*. The criteria address the following categories of cultural heritage value - design or physical value, historical or associative value and contextual value. The criteria for properties worthy of designation under Part V of the *Ontario Heritage Act* are specified in policy 29. The City may further refine these criteria and provide guidelines for their use.
9. Any property worthy of designation under Part IV of the *Ontario Heritage Act* that fulfils one or more of the criteria of policy 8 shall be considered to possess cultural heritage value.

Designated Heritage Properties

10. Pursuant to the *Ontario Heritage Act*, the City may, by by-law, anywhere in the municipality, protect cultural heritage resources by:
 - a. designating:
 - i. individual properties,
 - ii. heritage conservation districts where there is a concentration of cultural heritage resources as specified in policy 29 below,
 - iii. cultural heritage landscapes, and
 - iv. archaeological sites; and/or
 - b. entering into heritage easement agreements.
11. Pursuant to the *Ontario Heritage Act*, the City will establish minimum standards for the maintenance of the heritage attributes of designated heritage properties.
12. The City will administer the *Building Code Act*, the *Ontarians with Disabilities Act* and other related codes, regulations and Acts and the City's Maintenance and Occupancy By-law to achieve the maximum conservation and reuse of cultural heritage resources while still ensuring the health, safety and accessibility of the public.
13. Designated heritage properties will be conserved in accordance with good heritage conservation practice. The City may permit alterations or additions to designated heritage properties when those properties and their heritage attributes are conserved in accordance with good heritage conservation practice.
14. Any proposed alteration or addition affecting a designated heritage property will require a heritage permit application to be submitted for the approval of the City. The City may further refine the heritage permit application requirements set out in this Plan.
15. The applicant of an alteration or addition affecting a designated heritage property shall submit, in addition to the information requirements of a heritage permit application, a Cultural Heritage Impact Assessment when, on a designated heritage property:
 - a. a proposed alteration or addition requires one or more of the following: an official plan amendment, a zoning by-law amendment, a plan of subdivision, a plan of condominium or a minor variance or site plan application, or
 - b. the proposal involves the demolition of a building in whole or part or the removal of a building or designated landscape feature.
16. The applicant of a proposed development on a property adjacent to a designated heritage property shall submit a Cultural Heritage Impact Assessment when the development involves one or more of the following: an official plan amendment, a zoning by-law amendment, a plan of subdivision, a plan of condominium, a site plan application or a minor variance

17. In reviewing heritage permit applications, the City shall be guided by the following principles:
- a. Good conservation practice;
 - b. Heritage buildings, cultural heritage landscapes and archaeological sites including their environs should be protected from any adverse effects of the proposed alterations, additions, works or development;
 - c. Original building fabric and architectural features shall be retained and repaired;
 - d. New additions and features should generally be no higher than the existing building and wherever possible be placed to the rear of the building or set-back substantially from the principal façade so as to make the addition unobtrusive from the pedestrian realm;
 - e. New construction and/or infill, including development in heritage conservation districts on vacant lots or lots currently occupied by non-heritage structures, should fit harmoniously with the immediate physical or broader district context and streetscapes and be consistent with the existing heritage architecture style by, among other things, being generally of the same height, width, mass, bulk and disposition; of similar setback; of like materials and colours and using similarly proportioned windows, doors and roof shape;
18. Council may delegate its authority to approve heritage permit applications to staff when the proposal conserves the heritage property in accordance with the principles specified in policy 17 above. Council shall retain its authority to approve heritage permit applications involving proposed additions or alterations not in accordance with the principles specified in policy 17, the demolition or removal of a building on a designated heritage property and the construction of a new building in a heritage conservation district.
19. For properties adjacent to a designated heritage property or a heritage conservation district, the City will ensure, when reviewing Planning Act applications (including official plan amendments, zoning amendments, plans of subdivision, site plan control and minor variances), demolition control applications and the provision of utilities, that the proposal is compatible by:
- a. Respecting the massing, profile and character of adjacent heritage buildings;
 - b. Approximating the width of nearby heritage building when constructing new buildings facing the street;
 - c. Approximating the established setback pattern on the street;
 - d. Being physically oriented to the street in a similar fashion to existing heritage buildings;
 - e. Minimizing shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas;

- f. Having minimal impact on the heritage qualities of the street as a public place in heritage areas;
 - g. Minimizing the loss of landscaped open space;
 - h. Ensuring that parking facilities (surface lots, residential garages, stand-alone parking and parking components as part of larger developments) are compatibly integrated in heritage areas;
 - i. Requiring local utility companies to place metering equipment, transformer boxes, power lines, conduit equipment boxes and other utility equipment and devices in locations that do not detract for the visual character or architectural integrity of the heritage resource.
20. The City may permit increases in density on a property designated under Part IV of the *Ontario Heritage Act* than would otherwise be permitted by the zoning by-law in a development proposal that conserves the cultural heritage resource to the satisfaction of the City. Such permission is subject to:
- a. Conserving the three dimensional quality and heritage attributes of the heritage resource;
 - b. Being consistent with the principles cited in policy 13 and 17 above; and
 - c. The owner having entered into a heritage easement agreement with the City to conserve the cultural heritage resource.
21. All options for on-site retention of heritage buildings and landscape features on designated heritage properties shall be exhausted before resorting to relocation. The following alternatives shall be give due consideration in order of priority:
- a. On-site retention in the original use and integration with the surrounding or new development;
 - b. On site retention in an adaptive re-use;
 - c. Relocation to another site within the same development; and
 - d. Relocation to a sympathetic site within the City.
22. The City may permit, where appropriate, the adaptive re-use of a built heritage resource on a designated heritage property in a manner that is not destructive to the heritage attributes of the resource.

Non-designated Heritage Properties

23. When development is proposed on or adjacent to a property not designated under the *Ontario Heritage Act* but on the Register or identified by City staff as having potential cultural heritage value, the applicant shall:
- a. for a property on the Register or identified by City staff as having potential cultural heritage value, submit a Cultural Heritage Impact Assessment when:
 - i. the proposal requires one or more of the following: an official plan amendment, a zoning by-law amendment, a plan of subdivision, a plan of condominium, or minor variance or site plan application, or
 - ii. the proposal involves the demolition of a building or the removal of a building or heritage landscape feature, or
 - iii. City staff believes that there is potential for adverse impact to a cultural heritage resource from the proposed development.
 - b. for a property adjacent to a property on the Register or identified by City staff as having potential cultural heritage value, either:
 - i. demonstrate the proposal's compatibility with the conservation of that cultural heritage resource and its streetscape, or
 - ii. submit a Cultural Heritage Impact Assessment if City staff believes that there is the potential for adverse impact on the adjacent heritage resource from the proposed development.

Cultural Heritage Landscapes

24. It is the City's intent to conserve significant cultural heritage landscapes.
25. The City will inventory cultural heritage landscapes and include significant cultural heritage landscapes in the Register. The criteria for determining significance are specified in policies 8 and 29 of this Plan.
26. The City may designate cultural heritage landscapes under Part IV or V of the *Ontario Heritage Act* as appropriate.
27. The City may use parkland dedication provisions to secure a cultural heritage landscape.
28. The City will work with other agencies and adjacent municipalities as required in managing cultural heritage landscapes.

Heritage Conservation Districts

Designation of an area as a Heritage Conservation District is an important means of protecting a cultural heritage landscape.

29. Heritage Conservation Districts shall possess one or more of the following attributes;

- a. a group of buildings, features and spaces that reflect an aspect of local history through association with a person, group, activity or development of a community or a neighbourhood;
 - b. buildings and structures that are of architectural or vernacular value or interest; and
 - c. important physical and aesthetic characteristics that provide context for cultural heritage resources or associations within the area, including features such as buildings, structures, landscapes, topography, natural heritage, and archaeological sites.
30. Any proposed private or public work within or adjacent to a Heritage Conservation District shall respect and compliment the identified heritage character of the district as described in the District Plan.
31. The City has designated four Heritage Conservation Districts – Thornhill, Kleinburg-Nashville, Maple and Woodbridge. The City may designate additional heritage conservation districts in accordance with the policies of this Plan and the *Ontario Heritage Act*.

The following are the heritage character statements for each of the designated Districts:

a. Kleinburg-Nashville

Kleinburg is an historic rural village, founded in 1848. It enjoys a dramatic setting on a narrow ridge between the valleys of two branches of the Humber River. It is connected by both road and history with Nashville, which grew up around the 1870 “Kleinberg” railway station. The railroad created Nashville and served Kleinburg mills and industries, as well as the farms in the surrounding community. Within both Kleinburg and Nashville, the presence of a substantial stock of heritage buildings, and the continuous maintenance of the rural pattern of road profile, variety of building types and ages, streetscape and landscape elements, mature urban forestry, and modest scale of construction combine to preserve a heritage character that is worthy of conservation.

The Humber River has heritage value in its own right, both in prehistorical and historical terms, and it has the status of a Canadian Heritage River. The rivers and their valleys are historically connected to both Kleinburg and Nashville, as the site of the mills that originally brought both villages into being. The valleys have been a main determinant in Kleinburg’s having a single crossroad, only T-intersections. The valleys formed strict growth boundaries to the east and west, preventing the “edge sprawl” that has overwhelmed the character of other rural villages, such as Maple and also provided “rural retreat” sites for the postwar resettlement that kept the village alive. The valleys are worthy of conservation for their historical connections to the villages, their role in determining the patterns of development, and as the defining element of Kleinburg’s setting within the larger community.

b. Thornhill

The Thornhill Vaughan Heritage Conservation District is a distinct community in the City of Vaughan, characterized by a wealth of heritage buildings, historic sites, and landscapes. Although none of Thornhill's mills or the earliest houses have survived, a wealth of buildings, both residential and commercial, dating for the 1830s, 40s, '50s remain – largely intact. These constitute the original basis of the village's heritage character.

The continuing development of Thornhill saw new buildings erected decade by decade. Houses dating from the mid-19th century through the early 20th century represent many of the styles developed during those prolific decades. Victorian vernacular, Victorian Gothic, Queen Anne, Foursquare/Edwardian, Arts and Crafts, and Craftsman Bungalow styles are all represented in the District. Many of the mid 20th century houses, including the Department of Veteran Affairs (DVA) housing, were built in the Cape Code Cottage style, which shares the New England Georgian model with the old village houses of a century before, and many of the more recent houses have made an effort to reflect the heritage styles in the village.

The ongoing development of Thornhill has maintained the scale and character of the older parts of the village, with a variety of lot sizes and sitings, mostly modest-sized buildings, mature and rich planting and landscaping, and a rural or modified-rural road profile in many places. This character is strongly maintained in most of the village. Although the mills and their ponds are long gone, the river valley remains unbuilt, as woodland and grass (the golf course), and serves as a reminder of the mill-town origins of Thornhill.

The quality of the heritage resources in the District is indicated by the number of properties carried on municipal, provincial and national inventories ..

The heritage attributes of the Thornhill Vaughan Heritage Conservation District are embodied in its buildings and landscapes, which are shown and described in detail in the 1984 Study, and reviewed in Section 2 of this document [the Thornhill Vaughan Heritage Conservation District Plan 2007], and in the built form, architectural detail, and historical associations, which are depicted and described in more detail in the District Inventory. These attributes are worthy of preservation.

c. Maple

The Village of Maple is one of four 19th century settlements in the City of Vaughan that could have been considered more than a hamlet. (Two of these, Thornhill and Kleinburg-Nashville, have been made Heritage Conservation Districts.) The Ontario Huron and Simcoe Railway, the first railway in Canada, provided the opportunity for its modest prosperity. The core of the village was always small, with some outlying houses and businesses spaced out along the main roads on the outskirts. Today, Maple has many newer buildings, which have filled in the spaces between earlier ones, and in some cases replaced them. Nonetheless, there is a

wealth of 19th and early 20th century buildings, and the character of a village remains evident. Newer development has tended to make design reference to heritage styles, with mixed success. To ensure that existing heritage resources are preserved, and that new development authentically enhances the village character, a Village of Maple Heritage Conservation District is proposed. The proposed District consists of the historic block of Church and Jackson Streets, and properties along the two main roads, roughly to the extent of the old Police Village.

The Village of Maple Heritage Conservation District is a distinct area in the City of Vaughan, characterized by a wealth of heritage buildings, and with many newer buildings that respect the scale and site plan characteristics of a historic village. The heritage character, shown in Sections 4.1 through 4.8 of this Study [Village of Maple Heritage Conservation District Plan 2007, Volume 3], is worthy of preservation.

The overall heritage attributes are described in the examination in Section 4 of the Study. The heritage attributes of individual buildings are described in the Record of the District's Built Form. The Study and the Record are part of this Plan, but are published in separate volumes.

d. Woodbridge

Woodbridge constitutes one of four historic villages within the City of Vaughan and has been an attractive place to live and to do business since its founding. This is mainly due to the village quality and character of the built and natural environment, its location within the valley and table lands associated with the Humber River, and its relative proximity to other communities. Woodbridge was historically a residential, industrial, commercial, social and community oriented destination within Vaughan. The village character and quality of the district should continue to be defined by:

- A mixture of residential, industrial, commercial and public amenities organized in a community oriented fashion, with main streets, a village core, open space and healthy neighbourhoods, all within an accessible and walkable environment;
- Primarily a low density neighbourhood fabric with two to three storey building heights, with the exception of the Village Core (Woodbridge Avenue) having three to four storeys with some buildings stepping back to six storeys;
- Lower density built form along Kipling Avenue with two to three storey building heights and a mixture of uses including residential, industry, open space and commerce;
- A concentration of increased height and density, and a mixed use built form at the village nodes of Kipling and Woodbridge Avenue and the valley portion of Woodbridge Avenue (the Woodbridge Core);
- A diversity and mixture of a minimum of 14 different architectural styles throughout the village;
- A variety of building setbacks, typically having deep frontages and sideyards;

- A “green’ quality where the built form is generally integrated within the natural landscape and topography, with mature trees and tree canopies, creating a park-like development setting and context;
- Tight tree canopied residential streets with varying single or double sided sidewalk conditions;
- Significant views that capture the vast river corridor, the rolling topography, and the interplay of the natural landscape and the built form; and,
- The Fairgrounds as a major community open space.

In the context of this document [Woodbridge Heritage Conservation District Study and Plan], the Woodbridge (Commercial) Core is defined as the valley portion of Woodbridge Avenue from Wallace Street to Clarence Avenue. The Woodbridge commercial Nodes are the two areas located at the intersection of Woodbridge and Kipling Avenues, and Woodbridge Avenue from Wallace Street to Clarence Avenue.

The heritage character of the Woodbridge HCD derives from the collection and association of its cultural heritage landscapes, properties and structures, and can be discerned from the following:

- A. Woodbridge’s history and function , within Vaughan and surroundings
- B. Woodbridge’s unique sense of identity
- C. Woodbridge’s unique elements

These categories are further described by their heritage attributes.

32. The City will conserve the heritage character and attributes of each of these Heritage Conservation Districts in accordance with the respective District Plans and Guidelines, good conservation practice and the principles specified in policy 17 above.
33. The City may amend its Official Plan to incorporate updates to the heritage character statements cited above or to include additional heritage conservation districts designated in the municipality.
34. A demolition permit for a building within a Heritage Conservation District shall not be issued until plans for a replacement building have been submitted to the City and Council has approved the replacement building and any related proposed landscaping features in accordance with the relevant Heritage Conservation District Plan and the policies of this Plan.

Heritage Cemeteries

Cemeteries by their nature are sensitive and important cultural heritage landscapes incorporating not only built and landscape architectural and aesthetic values but also historical and spiritual values.

35. All cemeteries of cultural heritage value shall be included in the Register and may be designated under the *Ontario Heritage Act*. Landscape features, including vegetation,

fencing, grave markers and pathways are important components of the cultural heritage value of cemeteries.

36. The city shall conserve and maintain all City-owned heritage cemeteries and encourage owners of private heritage cemeteries to improve their properties in a manner appropriate to the heritage character of the cemetery.
37. Standards and design guidelines for heritage cemetery preservation shall be developed including the design of appropriate fencing, signage and commemorative plaquing.
38. The heritage integrity of cemeteries shall be given careful consideration at all times. Impacts and encroachments shall be assessed and mitigated and the relocation of human remains shall be avoided. Appropriate mitigation measures for development adjacent to heritage cemeteries may include permanent 'no disturbance' buffer zones, appropriate fencing and/or alternative development approaches, as well as temporary protective measures during construction and other activities as approval conditions to ameliorate any potential adverse impacts.

Cultural Heritage Character Areas

39. The City may recognize, after study, areas such as hamlets, mills sites, older residential neighbourhoods, man-made landscapes as Cultural Heritage Character Areas where designation under the *Ontario Heritage Act* may not be appropriate but such areas will be recognized for their specific heritage character.
40. The City may require a *Cultural Heritage Impact Assessment* when proposed development has the potential to adversely impact the heritage character of a Cultural Heritage Character Area.
41. The City will develop design guidelines for Cultural Heritage Character Areas to be used landowners, both public and private, proposing new development in such Areas to ensure that heritage character and contextual values of the area is maintained.
42. The City will ensure that maintenance of the heritage character of Cultural Heritage Character Areas will be given due consideration in any public works or infrastructure project or assessment that may be undertaken.

Heritage Roads, Bridges and Associated Landscape Features

43. The City shall identify, conserve and appropriately manage heritage roads and associated features where such roads exhibit one or more of the following attributes:
 - a. Historical associations with a theme of human history that is representative of cultural processes in the development and use of land in the City;
 - b. Historical associations with the life or activities of a person, group, institution or organization that has made a significant contribution to the community, province or nation; and

- c. Scenic amenity with a recognizable sense of position or place either viewed from within the road right-of-way or seen from an exterior viewpoint.
44. The City may designate heritage roads or road allowances under the *Ontario Heritage Act*.
45. The City may decide to reduce or waive certain functional requirements to conserve the character of heritage roads.
46. Heritage roads shall be conserved and protected by the appropriate road authority without jeopardizing health and safety with a presumption against any works or undertakings that would adversely affect identified heritage attributes. In particular the City shall endeavour to retain and protect:
- a. Existing road surface widths where they contribute to the heritage character of the road;
 - b. Existing trees and tree lines within the road right-of-way;
 - c. Other vegetation, plantings and features such as boulevards, hedgerows, ditches, grassed areas and fence lines; and
 - d. Transportation related heritage features such as bridges, where they contribute to the special character of the road.
47. Works or undertakings, such as intersection improvements, may be undertaken at specific locations to remedy demonstrated deficiencies at that location provided that they do not adversely affected the character or attributes of the heritage road. Additionally, development shall not be encouraged where it would adversely affect the character of attributes of a heritage road, such as the removal of distinctive tree lines and tree canopies, fence lines or hedgerows, or the placement or introduction of berms, screens, gateway or entrance features or other unsympathetic landscape elements.

Cultural Heritage Surveys

48. All development or redevelopment proposals will be reviewed by the City to determine whether a Cultural Heritage Survey is required. In making this determination, the City will consider the scope of the proposed development and available heritage information sources on whether there is a likelihood of significant cultural heritage resources being encountered. When a Cultural Heritage Survey is required, it will be the responsibility of the proponent to prepare such a Survey to the satisfaction of the City. A Cultural Heritage Survey, which is to be prepared by a qualified professional with appropriate expertise, should:
- a. Identify the significance of any cultural heritage resources on or in close proximity to the subject lands;

- b. Make recommendations for conserving the cultural heritage resources, including whether a Cultural Heritage Impact Assessment should be prepared.

Cultural Heritage Impact Assessments

49. Cultural Heritage Impact Assessments shall be prepared by qualified conservation professionals with expertise in cultural heritage resources to the City in accordance with the requirements of this Plan. The City may further refine the scope of Cultural Heritage Impact Assessments as set out in this Plan.
50. A Cultural Heritage Impact Assessment must demonstrate whether the cultural heritage values and character of the resources identified in any relevant designation by-law or heritage character statement or conservation plan approved or endorsed by the City are being retained, improved, adversely impacted or lost by the proposed development. A Cultural Heritage Impact Assessment may not substitute alternate heritage values or characters for those that have been approved or endorsed by the City. Where there is no designation by-law or heritage character statement or conservation plan approved or endorsed by the City, the Cultural Heritage Impact Assessment must document, to the City's satisfaction, the cultural heritage values of the property.
51. The City, in reviewing Cultural Heritage Impact Assessments shall be guided by good conservation practice specified in policy 13, the principles specified in policy 17, the priorities for on-site retention or relocation specified in policy 21 above and any other relevant policies of this Plan.
52. In the event a cultural heritage resource is to be demolished or removed and this has been demonstrated to the City's satisfaction, the Cultural Heritage Impact Assessment must recommend archival documentation of the resource to the City's satisfaction and one or more of the following mitigation measures:
 - a. Preserving and displaying fragments of the former buildings' features and landscaping;
 - b. Marking traces of the former building or landscape features' location, shape and circulation lines;
 - c. Commemorating in plaques or other visual displays the site's history, former use, buildings, structures and landscape features; and
 - d. Generally reflect the former architectural character in the design of the new development, where appropriate.
53. If a development proposal substantially changes in scope and/or design from that described in the Cultural Heritage Impact Assessment, the applicant may be required by the City to submit additional cultural heritage information, including a revised Cultural Heritage Impact Assessment.

City-Owned Cultural Heritage Resources

54. The City will exemplify good cultural heritage stewardship for each of the heritage conservation resources listed in the Register and owned by the City by:
- a. Preparing and implementing conservation strategies for each of the resources;
 - b. Maintaining cultural heritage resources in a state of good repair; and
 - c. Securing a heritage easement agreement on each cultural heritage resource in the event of disposition.
55. The City may acquire in whole or in part (e.g. through a heritage easement agreement) cultural heritage resource properties to protect them. In pursuing such acquisitions, the City will seek, where ever possible, financial assistance from other levels of government.

Public Awareness of Cultural Heritage

56. The City will initiate and maintain programs to increase the community's awareness of its cultural heritage resources, including:
- a. Commemorative plaquing programs, including the plaquing of sites where cultural heritage resources may have been lost or where there are few vestiges of those resources;
 - b. Involvement of the public in decisions about the conservation of cultural heritage resources;
 - c. Publications about the community's history and cultural heritage resources;
 - d. Maintain a publicly accessible data base of those resources;
 - e. Naming roads and City facilities after persons, events or places important to the City's cultural heritage.

Other Heritage Policies

57. The City will support and enhance efforts to conserve the community's cultural heritage by:
- a. Preparing a Cultural Heritage Management plan to identify, evaluate and manage cultural heritage resources and their contributions to and interrelationship with other community resources, such as natural heritage, tourism, recreation and economic development. The Cultural Heritage Management Plan may provide the basis for additional Official Plan policies or other city-led initiatives for the conservation of cultural heritage resources;

- b. Preparing or requiring applicants to prepare cultural heritage surveys, including the development of area specific heritage policies, as part of the process for securing block plans, secondary plans and official plan amendments;
- c. Encouraging local utilities to locate equipment so as not to detract from or to minimize the impact on cultural heritage resources;
- d. Developing and implementing guidelines to secure vacant built heritage resources against vandalism and fire;
- e. Exploring and implementing financial assistance programs for owners of cultural heritage resources including grants, property tax reductions and participating with other levels of government in financially assisting such owners;
- f. Requiring that public works programs take into consideration impacts on cultural heritage resources by requiring the preparation of heritage impact statements where there is a potential to impact such resources;
- g. Requiring a letter of credit or other financial security satisfactory to the City from the owner of a cultural heritage resource, to ensure:
 - i. protection of the resource during development and/or relocation; and/or
 - ii. Implementation of conservation measures for the cultural heritage resource approved by the City; and
- h. Adopting policies for securing vacant heritage buildings and properties protecting them from vandalism and destruction.

Definitions:

Conserved:

in the context of cultural heritage resources, 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.

Cultural Heritage Impact Assessment:

A document comprising text and graphic material including plans, drawings and photographs that contains the results of historical research, field work, survey, and analysis, and descriptions of cultural heritage resources together with a description of the process and procedures in deriving potential effects and mitigation measures. The document shall include:

- a. A description of the cultural heritage values of the property;
- b. Contextual information, including any adjacent heritage properties;
- c. The current condition and use of all constituent features;
- d. Relevant planning and land use considerations;
- e. A description of the proposed development and potential impacts, both adverse and beneficial, on the cultural heritage values;
- f. Alternative strategies to mitigate adverse impacts;
- g. Recommendations to conserve the cultural heritage values.

Cultural Heritage Landscapes:

are geographical areas of heritage significance that have been modified by human activities and are valued by the community. Such landscapes involve a grouping of individual heritage features such as structures, spaces, archaeological sites, natural elements, which together form a significant type of heritage form distinctive from that of its constituent elements or parts. Examples include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*, villages, parks, gardens, battlefields, mainstreets, roadscape neighborhoods, cemeteries, trailways and industrial complexes of cultural heritage value.

Designated Heritage Property:

is real property designated under Parts IV, V or VI of the *Ontario Heritage Act* or real property that is subject to a heritage conservation easement under Parts II or IV of the *Act*.

Good Heritage Conservation Practice:

is the approach to conserving a cultural heritage resource generally accepted by professional engaged in the work and is set out in the following documents:

- a. UNESCO and International Council on Monuments and Sites (ICOMOS) Conventions and Charters – Venice, Appleton, Washington and Burra;
- b. Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada;
- c. The Ontario Ministry of Culture's eight guiding principles in the conservation of built heritage properties; and
- d. The respective Heritage Conservation District Plan or guidelines in which the property is located, if the property designated under Part V of the *Ontario Heritage Act*.

Heritage permit application:

Is an application for a permit under Parts IV or V of the Ontario Heritage Act to alter, add to, demolish or remove a structure or feature on a property. The heritage permit application shall be accompanied by the following information:

- a. Address of the property
- b. Name and address of the property owner,
- c. Property survey of the affected property,
- d. Current photographs of the buildings and landscape features of the property that will be affected by the proposal,
- e. A description of the proposed work including:
 - i. site plan,
 - ii. sketches or architectural drawings of the proposed work showing materials, dimensions and scope of the work to be undertaken,
- f. Any research or documentation in support of the proposal including;
 - i. Archival photographs of the property,
 - ii. Pictures or plans of similarly styled heritage buildings in the community; and
- g. Signed statement by the owner authorizing the application and permitting staff to inspect the property.

Register:

is the register established by the municipal clerk under Section 27 of the *Ontario Heritage Act*.