



Region of Waterloo

Regional Implementation Guideline for

Cultural Heritage Landscape Conservation

**Endorsed by Regional Council
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A. INTRODUCTION

The purpose of the *Region of Waterloo Implementation Guideline for Cultural Heritage Landscape Conservation* is to provide guidance to applicants, municipal heritage advisory committees (MHACs) and municipal staff on the implementation of the *cultural heritage landscape* policies of the 2009 *Regional Official Plan* (ROP), for the identification of cultural heritage resources, the preparation and review of *development applications*, and for the undertaking of heritage review during the Environmental Assessment (EA) process.

This document outlines the existing policy context and Cultural Heritage Landscape (CHL) conservation process for the Region of Waterloo, and provides further detail for the implementation of Regional Official Plan policies 3.G.5, 3.G.6 and 3.G.7 through the following guidelines:

- Guideline for the Identification and Evaluation of CHLs
- Guideline for the Preparation of a CHL Technical Study
- Guideline for the Designating CHLs in an Official Plan
- Guideline for the Conservation of a CHL through a Cultural Heritage Impact Assessment

The Regional Official Plan relies on implementation guidelines in a number of subject areas to provide additional technical guidance in the application of certain policies. Implementation guidelines elaborate upon ROP policy, but may not be used as a means of introducing “new policy provisions that could be the basis for denying development applications or for interfering with the natural justice rights of landowners and the public” (Policy 10.B.10).

The content and scope of Regional Implementation Guidelines is determined through a full, open, and transparent consultation process with Area Municipalities, other agencies, interested organizations and citizens. As relevant policies are updated, added, or deleted, the implementation guidelines must also be revised to ensure conformity to the provisions of the Plan.

Italicized terms within this document are defined in the glossary. Terms that are within the glossary but have not been italicized should be understood using their common definition. Bolded text has been used for emphasis.

As stated in the ROP, through the planned conservation of the region’s *cultural heritage resources* including CHLs, Waterloo Region will realize the benefits of: a higher quality of life; a stronger and more defined regional identity; a wealth of social, environmental and economic opportunities; and a broader foundational understanding of the people and places of our past.

A.1 What are Cultural Heritage Landscapes?

A *Cultural Heritage Landscape* (CHL) is a location where the influence of humans on the natural landscape has resulted in a place with distinctive character and cultural importance. These historically significant landscapes are valued for the important contribution they make to our understanding of the history of a place, an event, an individual and/or a community.

CHLs are typically characterized by:

- a concentration of *cultural heritage resources*, such as buildings, structures and landforms;
- a concentration of supporting structural elements such as vegetation, fences or roads;
- a sense of visual coherence; and
- a distinctiveness which enables the area to be recognized from neighbouring areas.

There are three types of CHLs:

- Designed landscapes, which have been intentionally designed;
- Organically evolved landscapes, which have evolved through human use, and are now either relics of the past or are continuing to evolve; and
- Associative landscapes, which have powerful religious, artistic or cultural associations, some of which may have primarily natural elements and limited material cultural evidence.

A Cultural Heritage Landscape (CHL) is defined in the *Provincial Policy Statement (2005)* as a geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts.

Examples may include, but are not limited to Heritage Conservation Districts, villages, parks, gardens, battlefields, main streets and neighbourhoods, cemeteries, trailways, aboriginal trails and industrial complexes of cultural heritage value.

A.2 Rationale for CHL Conservation

Conserving a CHL means identifying, protecting, using and/or managing a CHL in such a way that the heritage value, attributes and integrity of the CHL are retained.

CHL conservation provides a means to *conserve* groupings of *cultural heritage resources* that together have greater heritage significance than their constituent elements or parts. A CHL has both property-based *cultural heritage resources* and *attributes* that may not be linked to real property (i.e. views, circulation networks, land use patterns, architectural details, natural features, vegetation). The *attributes* of a CHL help to contextualize, cluster and connect the individual *cultural heritage resources*. As a result, the conserved CHL is more valuable than the sum of its parts.

Conservation of CHLs, like other *cultural heritage resources*, provides the following benefits:

- **Sense of Place** - The region's tangible *cultural heritage resources*, combined with stories of the past, provide a physical and psychological foundation for our Regional identity. CHLs provide important information about, and opportunities for, understanding the events, processes and activities that have shaped, and are continuing to shape, our region.

- Authenticity - CHLs often support ongoing traditions and reflect particular ways of life. CHLs allow people to participate in our region's cultural heritage continuum: learning from the multilayered past; enjoying the vibrancy of the present; and creating meaningful linkages for the future.
- Quality of Life - CHLs provide economic, environmental, social and cultural benefits through aesthetic, ecological, recreational and educational opportunities. Conserving CHLs will make our region a better place to live, work, play and visit.

A.3 Impacts of Undertaking a CHL Conservation Process

Undertaking a CHL conservation process ensures that *cultural heritage resources* are proactively identified and that the necessary information is available to effectively consider cultural heritage conservation at a landscape scale during the land use and infrastructure planning process.

Priority-based Planning – The CHL conservation process is a tool to manage change. The process will be used to better inform land use and *infrastructure* planning decisions and is not meant to negatively impact permitted land uses. Conservation of *cultural heritage resources* is very often one of many planning priorities (i.e. increasing land-use density, economic development, encouraging tourism or recreation, environmental conservation, increasing transportation choice, providing affordable housing). Full consideration of all priorities, including CHL conservation, during the land use and *infrastructure* planning process will result in the best possible development or construction/rehabilitation solution that meets as many priorities as possible. Note: *Normal farming practices* are protected under the Farming and Food Protection Act and will not be impacted by CHL conservation.

Increased Transparency - The CHL conservation process requires Area Municipalities to proactively identify and document CHLs. Designating CHLs within an Official Plan or under the Ontario Heritage Act is a means to making municipal staff, developers, property owners and the public aware of the historically significant landscapes within the community that are to be *conserved*.

Informed Decision Making – Identified CHLs are supported by documentation which includes a Statement of Significance for the CHL, and inventories and maps the *cultural heritage resources* and *attributes* associated with the CHL. This research provides the foundation of information on which proposed *development*, *site alteration* and *infrastructure* projects will be reviewed.

Effective Heritage Protection - Identifying an area as a CHL does not provide automatic protection to the individual *cultural heritage resources* and *attributes* associated with the CHL. The CHL conservation process documents the *cultural heritage resources* and *attributes* that must be protected in order to *conserve* the CHL, lists appropriate conservation measures, and ensures that proposed *development*, *site alteration* and *infrastructure* projects undergo heritage review.

Individual *cultural heritage resources* and *attributes* located within a CHL continue to be protected through existing and new Ontario Heritage Act designations, conservation easements, municipal register listings, and through the implementation of recommendations made within *Cultural Heritage Impact Assessments*.

A.4 Policy Context – Provincial Legislation

The Province requires municipalities to *conserve significant* CHLs and provides a variety of legislative planning and financing tools, primarily under the Ontario Heritage Act, Provincial Policy Statement and Planning Act, to municipalities for use in the conservation of *cultural heritage resources*, including CHLs.

A.4.1 The Ontario Heritage Act

The Ontario Heritage Act (OHA) provides three key tools for CHL conservation.

1. If a CHL is contained on a single property (i.e. farmstead, park, garden, estate, cemetery), a municipality can designate the CHL as an individual property under Part IV of the OHA
2. If the CHL includes a grouping of properties, a municipality can designate the area as a Heritage Conservation District (HCD) under Part V of the OHA.

An OHA designation provides the strongest heritage protection available for conserving a CHL. It allows the municipality to deny demolition permits, to guide change through development review on and adjacent to the protected property(ies) and to control property alterations through a heritage permit system. Within the Region, there are currently eight CHLs designated as HCDs under Part V, and several other single property CHLs designated under Part IV of the OHA.

3. A municipality may list a CHL as an individual or grouping of non-designated property(ies) of heritage value or interest on their Municipal Heritage Register.

Under the OHA municipalities are required to maintain a Municipal Heritage Register that lists all designated and non-designated *cultural heritage resources* of heritage value or interest. The list is meant to provide easily accessible information about cultural heritage value for municipal staff, land-use planners, property owners, developers, the tourism industry, educators and the general public. Owners of listed properties must provide 60 days notice prior to demolition or removal of a building or structure, and the property may be subject to a Cultural Heritage Impact Assessment or Conservation Plan during the heritage review process.

A.4.2 The Planning Act and the Provincial Policy Statement

The Province has identified the conservation of *cultural heritage resources* including CHLs, as an area of Provincial Interest to be considered under the Planning Act and through the Provincial Policy Statement (2005) (PPS).

Under the guidance of the Planning Act, municipalities make local planning decisions and prepare planning documents including Official Plans. A municipal Official Plan sets out the municipality's general planning goals and policies that will guide future land use, including the conservation of *cultural heritage resources*. These planning decisions and planning documents determine the future of their community and must be consistent with the Provincial Policy Statement and applicable provincial legislation.

The PPS, policy 2.6.1 states that “*Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*” Conserved is defined as “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 (HIA)".

The initial step in conserving *cultural heritage resources* - identification, can take place under the OHA, as noted in the previous section, and/or in Official Plans or other planning documents prescribed under the Planning Act, such as Council adopted inventories, plans or studies.

Identified *cultural heritage resources* are conserved through the requirement of *Cultural Heritage Impact Assessments* and/or *Conservation Plans* to support proposed *development, site alteration* or *infrastructure* projects that have the potential to directly or indirectly impact the identified *cultural heritage resource*.

A.4.3 Provincial Resource Documents

The Ministry of Tourism, Culture and Sport (MTCS) provides additional non-legislative resources to assist communities in the conservation of *cultural heritage resources*, such as toolkits and guides. The MTCS outlines in the Ontario Heritage Toolkit, that *cultural heritage resources* should be identified, listed, researched, evaluated and protected. It is up to municipalities to use the most effective and appropriate tools available at each step of this process in order to ensure the ongoing conservation of the CHLs within their jurisdiction.

A.4.4 Environmental Assessment Act

The Environmental Assessment Act requires an environmental assessment of any major public sector undertaking that has the potential for significant environmental effects. Environmental assessments (EAs) are a key part of the *infrastructure* planning process and must be completed before decisions are made to proceed on a project. EAs determine the ecological, cultural, economic and social impact of the *infrastructure* project and are informed through the undertaking of a variety of studies including Cultural Heritage Impact Assessments.

B. REGIONAL APPROACH

As stated in the previous section, the Province of Ontario requires that *significant* CHLs be *conserved* through the land use and *infrastructure* planning process using complementary policy provisions at the Provincial, Regional and Area Municipal level. The Province has provided a variety of CHL conservation tools, but a uniform province-wide approach to CHL conservation has not been established. The Region has therefore, in discussions with the Provincial and Area Municipal staff, developed the following Regional approach to CHL conservation.

The Regional CHL conservation approach incorporates the full spectrum of provincially legislated tools for CHL conservation and allows municipalities to choose the most appropriate conservation tool for each CHL. The chosen CHL conservation tool will be a reflection of the combined level of heritage conservation and change management desired by the municipality, public and property owners.

B.1 CHL Conservation under the Ontario Heritage Act

Currently, municipalities have three tools to conserve CHLs under the Ontario Heritage Act (OHA):

- Part IV designation of an individual property;
- Part V designation of an Heritage Conservation District; and
- Listing of a CHL on the Municipal Heritage Register as an individual or grouping of non-designated property(ies) of heritage value or interest accompanied by a map or description of the CHL.

In order for a Municipal Heritage Register listing to effectively conserve a CHL, the listing process must include:

- A full evaluation and documentation of the CHL;
- An opportunity for public consultation;
- Council approval; and
- Municipal authority to conserve the CHL during the land use and *infrastructure* planning processes.

These three CHL conservation tools under the OHA will continue to be used by Area Municipalities in the Region. The complete processes used for designating or listing a CHL under the OHA are not addressed as part of this Implementation Guideline as they are a well entrenched practice. However, portions of this Implementation Guideline may prove useful in the preliminary identification, evaluation and documentation of CHLs being conserved under the OHA.

B.2 CHL Conservation under the Planning Act

Although CHL conservation tools under the OHA have been available for many years, a large number of CHLs within the region remain unidentified with no landscape level conservation measures in place.

In order to assist with the conservation of the full range of CHLs within the region, the Region has developed policies in the Regional Official Plan which enable and require municipalities to conserve CHLs under the Planning Act by designating CHLs in their Official Plans. Note: CHLs that have already been or are planned to be conserved under the OHA as outlined above may also be, but are not required to be, designated in Area Municipal Official Plans.

Conserving CHLs under the Planning Act – the CHL conservation process outlined in this Regional Implementation Guideline, should be used when:

- There are multiple CHLs that a community needs to officially identify and *conserve* within a short time frame, using limited resources;
- OHA designation cannot currently be achieved and interim conservation is required;
- OHA Part IV and/or V designations are in place to protect individual property-based *cultural heritage resources* within a CHL, but the OHA designations do not conserve the larger context of the resources (e.g. the attributes of the CHL);
- Future impacts to the CHL can be addressed through requirements for Cultural Heritage Impact Assessment, Conservation Plans, and/or through implementing planning and financial tools that support the conservation of the CHL (i.e. design guidelines, site specific zoning, financial incentives); and/or

- There are opportunities for proposed *development, site alterations and infrastructure* projects to enhance the existing character of the area and/or *conserve* the grouping of *cultural heritage resources*.

A comparison of the above mentioned CHL conservation tools can be found in Appendix F.

B.3 Regional Policy

The Regional Official Plan (ROP) contains the following policies specifically related to the conservation of CHLs.

Cultural Heritage Landscapes

- 3.G.5 The Region will prepare and update a Regional Implementation Guideline for Cultural Heritage Landscape Conservation. This guideline will outline the framework for identifying *Cultural Heritage Landscapes*, including *Cultural Heritage Landscapes* of Regional interest, and for documenting each individual landscape through a Cultural Heritage Landscape Conservation Plan (an amendment may be made to change this to CHL Technical Study) that includes:
- (a) a statement of significance;
 - (b) a listing of the *cultural heritage resources* and *attributes* being *conserved* within the *Cultural Heritage Landscape* through the use of existing planning tools, such as Heritage Act designations, listings on the Municipal Register, official plan policies, secondary plans and zoning bylaws; and
 - (c) recommendations for additional conservation measures.
- 3.G.6 Area Municipalities will designate *Cultural Heritage Landscapes* in their official plans and establish associated policies to *conserve* these areas. The purpose of this designation is to *conserve* groupings of *cultural heritage resources* that together have greater heritage significance than their constituent elements or parts.

Designating a CHL in an Area Municipal Official Plan means identifying a CHL on a list and map or schedule contained in or appended to the Official Plan.

- 3.G.7 The Region will assist Area Municipalities with the preparation of Cultural Heritage Landscape Conservation Plan (an amendment may be made to change this to CHL Technical Study) for *Cultural Heritage Landscapes* of Regional interest.
- 3.G.13 Area Municipalities will establish policies in their official plans to require the submission of a *Cultural Heritage Impact Assessment* in support of a proposed *development* that includes or is adjacent to a designated property, or includes a non-designated resource of cultural heritage value or interest listed on the Municipal Heritage Register. (An amendment may be made in order to clarify that this includes the consideration of CHIAs within or *adjacent* to a *Cultural Heritage Landscape*).

Adjacent is defined as lands that are situated in sufficiently close proximity such that *development, site alteration* or an *infrastructure* project could reasonably be expected to produce a negative impact on an identified *cultural heritage resource*.

A CHL evaluated and identified as a *cultural heritage resource* of Regional interest is also subject to ROP policies 3.G.2, 3.G.14, 3.G.15, 3.G.17, 3.G.18, 3.G.19 and 3.G.20.

B.4 Area Municipal Policy

General policies for the *conservation* of CHLs must be included in an Area Municipal Official Plan (OP) in order for the plan to be consistent with the ROP and the PPS.

The Region recommends that the general CHL conservation policies include, but not be limited to, a commitment by the Area Municipality to:

1. Identify and document individual CHLs through a Cultural Heritage Landscape Technical Study as outlined in ROP 3.G.5;
2. Designate individual CHLs in the Area Municipal Official Plan;
3. Review *development, site alteration* and *infrastructure* projects within or *adjacent* to designated Cultural Heritage Landscapes to ensure that the *cultural heritage resources* and *attributes* of the CHL will be *conserved*. A *Cultural Heritage Impact Assessment* may be required to assist the municipality in making this determination.

Associated CHL conservation policies may include a commitment by the municipality to:

- list and/or designate under the Ontario Heritage Act individual *cultural heritage resources* and *attributes* inventoried within a CHL;
- consider the impact of lot creation and/or reconstruction within the CHL;
- further investigate CHLs to identify additional and/or evolving *cultural heritage resources* and *attributes*; and
- promote the awareness, appreciation and enjoyment of CHLs.

B.5 Expectations and Outcomes of ROP Policies and Implementation Guideline

Implementation of the ROP CHL conservation policies using this Implementation Guideline will result in:

1. Comprehensive Region-wide identification and evaluation of CHLs;
2. Documentation of individual CHLs in CHL Technical Studies, to include but not be limited to:
 - an official name;
 - a statement of significance; and
 - an inventory and map of *cultural heritage resources* and *attributes*, with references to existing and recommended conservation measures;
3. Individually designated CHLs in Area Municipal Official Plans; and
4. Municipal authority to require a *Cultural Heritage Impact Assessment* to support proposed *development, site alteration* and *infrastructure* projects within or adjacent to an identified CHL.

C. CONSERVATION PROCESS

The following process for conserving CHLs under the Planning Act has been developed to ensure that CHLs are recognized early in the land use and infrastructure planning process, and that comprehensive information on the *cultural heritage resources* and *attributes* of the CHL are available when making planning decisions.

The CHL conservation process includes:

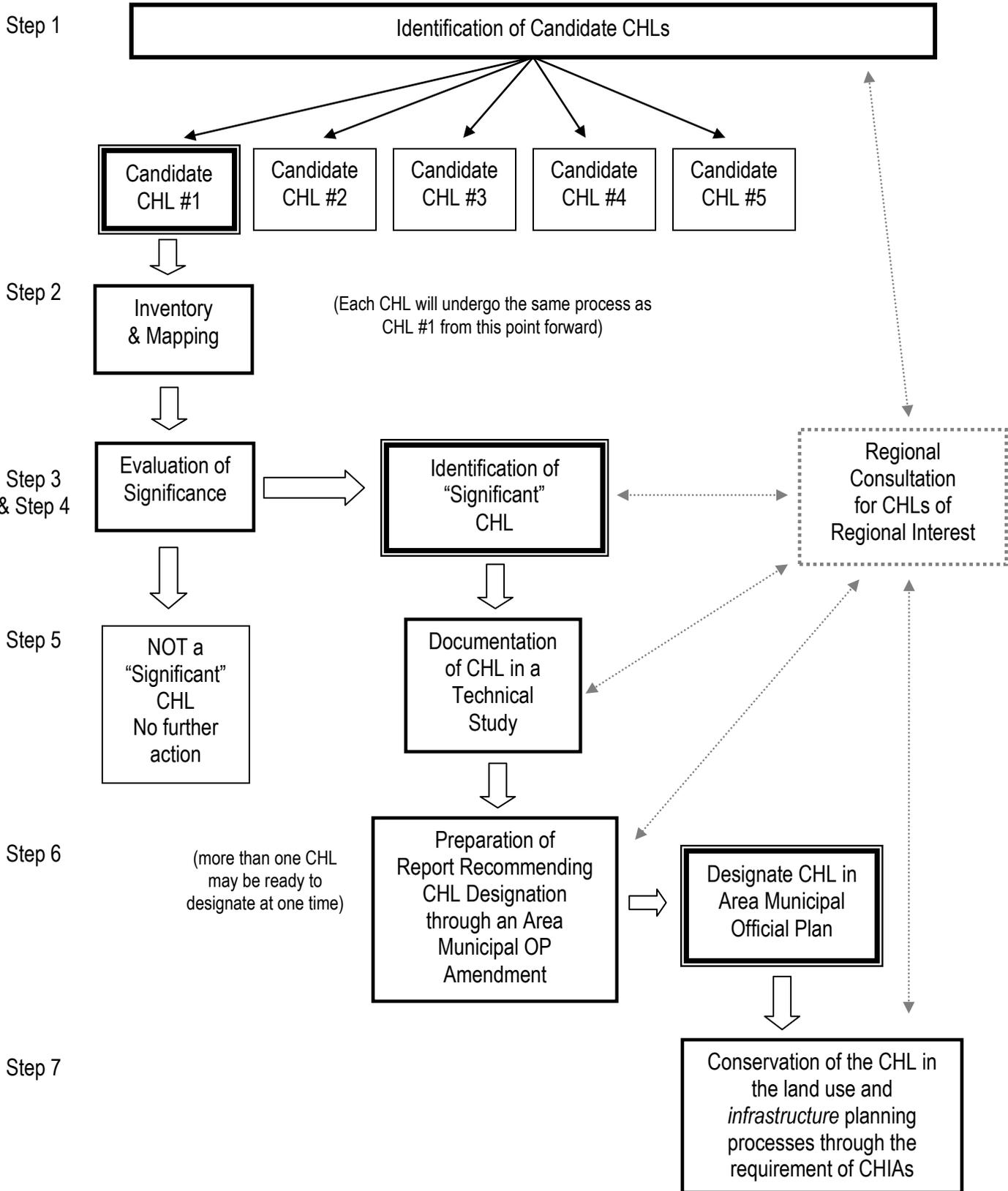
- identifying and documenting individual CHLs in a Technical Study that evaluates, inventories and maps the *cultural heritage resources* and *attributes* associated with the CHL and documents current and proposed conservation measures for the CHL;
- designating of CHLs in Area Municipal Official Plans, excluding CHLs currently conserved under the Ontario Heritage Act; and
- reviewing *proposed development*, *site alteration* and *infrastructure* projects within or *adjacent* to designated CHLs to determine whether the *cultural heritage resources* and *attributes* associated with the CHL will be *conserved*.

Area Municipalities will incorporate general policies for the conservation of CHLs in their Official Plans to allow for the designating of any individual CHLs using the process outlined below. Information on general policies for CHL conservation at the Area Municipal level can be found in section B.4.

The CHL conservation process has seven key steps to be undertaken through the implementation of the guidelines in this document. The following chart outlines the connection of each key step to the associated guideline. A process chart is included on the following page.

Key Steps	Associated Guidelines
1 Identify Candidate CHLs	Guideline for the Identification and Evaluation of CHLs
2 Inventory and Map individual Candidate CHLs	
3 Evaluate the Candidate CHL's Significance	
4 Determine Regional interest in the Candidate CHL	
5 Document the Candidate CHL in a Technical Study	Guideline for the Preparation of a CHL Technical Study
6 Designate the CHL in the Official Plan using the Official Plan Amendment process under the Planning Act	Guideline for Designating CHLs in an Official Plan
7 <i>Conserve</i> the CHL through the land use and <i>infrastructure</i> planning processes	Guideline for the Conservation of a CHL through a Cultural Heritage Impact Assessment

CHL Conservation Process Chart



D. GUIDELINES

I. Guideline for the Identification and Evaluation of CHLs

Regional Official Plan

- 3.G.5 The Region will prepare and update a *Regional Implementation Guideline for Cultural Heritage Landscape Conservation*. This guideline will outline the framework for identifying Cultural Heritage Landscapes, including Cultural Heritage Landscapes of Regional interest, and for documenting each individual landscape through a Cultural Heritage Landscape Conservation Plan (an amendment may be made to change this to CHL Technical Study) that includes:
- a) a statement of significance;
 - b) a listing of the cultural heritage resources and attributes being conserved within the Cultural Heritage Landscape through the use of existing planning tools, such as Heritage Act designations, listings on the Municipal Register, official plan policies, secondary plans and zoning bylaws; and
 - c) recommendations for additional conservation measures.

Application

In accordance with policy 3.G.5 of the *Regional Official Plan*, this guideline will apply when Area Municipal staff and Municipal Heritage Committees are identifying and evaluating the significance of the Candidate CHLs. A CHL that is determined to be a cultural heritage resource of Regional interest is also subject to policies 3.G.2, 3.G.14 and 3.G.15.

Purpose

The purpose of this guideline is to ensure an efficient, consistent, comprehensive and defensible process is used to identify CHLs worthy of conservation within the Region.

Guideline for the Identification and Evaluation of CHLs

A **Cultural Heritage Landscape** is a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts (Provincial Policy Statement, 2005).

Significant CHLs are to be *conserved* as required by the PPS section 2.6.1. All CHLs that are evaluated as *significant* using the process below, which is based on Ontario Heritage Act Regulation 9/06, shall be *conserved*.

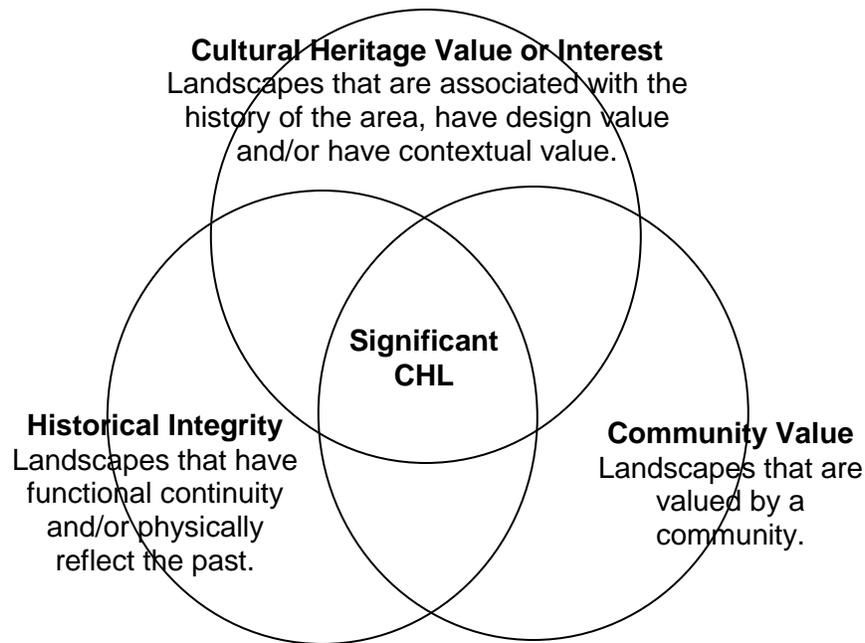
Conservation means the identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact

assessment (PPS 2005).

Candidate CHLs that are evaluated and found to be *significant* will be referred to throughout the remainder of the conservation process as CHLs; those evaluated and found to not be *significant* will not be taken any further through the process and should no longer be referred to as CHLs.

1. Area Municipal staff and Municipal Heritage Committees (MHC) will **develop a list of Candidate CHLs** for their municipality.
 - 1.1 The list of Candidate CHLs will include, but not be limited to:
 - a) areas that correspond to the **historic themes and associations** important to the development of the municipality;
 - b) areas that contain a **grouping of cultural heritage resources** identified through a visual survey; and
 - c) landscapes **valued by a community** suggested by the public through consultations or in written documents such as local histories, planning documents, listings of important landscapes, etc.
 - 1.2 Undertaking public consultation is strongly encouraged during the development of the list of Candidate CHLs.
 - 1.3 Upon request, the Region will assist with the preliminary identification of Candidate CHLs.
 - 1.4 Area Municipalities and the Region will work together to develop shared or complementary conservation processes for **cross jurisdictional CHLs** such as those related to rivers, valleylands or agricultural practices.
 - 1.5 Municipalities may use the additional information and resources for identifying Candidate CHLs included in Appendix A.
- 2 The Region will review the list of Candidate CHLs and indicate if any of the Candidate CHLs are of **Regional interest**, and/or provide a list of CHLs of Regional interest to the Area Municipality to be considered for conservation
 - 2.1 Identification of CHLs of Regional interest will take place in accordance with the *Regional Implementation Guideline for Conserving Regionally Significant Heritage Resources* based on the Criteria for Regionally Significant Heritage Resources (RSHR) adopted by Regional Council in 2002 (P-02-083) (see appendix E).
3. An **inventory of cultural heritage resources and attributes** will be developed for each Candidate CHL.
 - 3.1 The inventory of *cultural heritage resources and attributes* will include but not be limited to:
 - Built features (buildings, structures, monuments, installations or remains associated with architectural, social, political, economic or military history),
 - Ecological features (ecosystems within the landscape),
 - Vegetation (natural or introduced),

- Landforms (natural or human made),
 - Water features (natural or designed),
 - Archaeological resources,
 - Evidence of traditional practices,
 - Views and visual relationships,
 - Spatial organization and landmarks,
 - Land-use patterns,
 - Circulation networks,
 - Boundary/linear features,
 - Public access, and
 - Open space.
- 3.2 The inventory may include detailed information on each individual *cultural heritage resource* and *attribute* i.e. architectural or engineering details, historical associations, etc.,
- 3.3 The inventory of *cultural heritage resources* and *attributes* will be used during the evaluation of significance for the Candidate CHL.
- 3.4 For CHLs found to be *significant*, the inventory of *cultural heritage resources* and *attributes* will be documented in the CHL Technical Study.
4. Each Candidate CHL will be geographically defined through **detailed mapping** of the *cultural heritage resources* and *attributes* listed in the inventory.
- 4.1 The detailed mapping of the *cultural heritage resources* and *attributes* (as listed above) will be used during the evaluation of significance for the Candidate CHL.
- 4.2 Mapped **boundaries and/or buffer zone(s)** should be included if they aid in the conservation of the CHL. Demarcating a firm boundary for an evolved landscape that continues to evolve is not required.
- 4.2.1 Defining the boundaries of a CHL can involve a range of considerations including, but not limited to the use of: roadways; rights-of-way; river corridors; fences; edges of tree lines and hedge rows; property lines; landforms; and lakeshores (MOTCS InfoSheet #2).
- 4.2 For CHLs found to be *significant*, the detailed mapping of the *cultural heritage resources* and *attributes* identified in the inventory will be documented in the CHL Technical Study.
5. The **significance** of each Candidate CHL will be evaluated based on a three pronged approach, related to the PPS definition of a CHL, to include the: cultural heritage value or interest; historical integrity; and community value of the landscape.



- 5.1 Criteria for determining **cultural heritage value or interest** of a CHL is based on the criteria used to evaluate the cultural heritage value or interest of other forms of *cultural heritage resources* provided by the Province of Ontario in Regulation 09/06. Municipalities will evaluate the cultural heritage value or interest of each Candidate CHL, using the chart in appendix B, and will summarize their findings in a CHL **Statement of Cultural Heritage Value or Interest**.
- 5.2 **Historical integrity** is a measure of: how well the existing landscape physically reflects the landscape of the past; and the functional continuity of the landscape over time. In order to measure integrity, the historic context of the landscape in terms of use, relationships, views, circulation networks, boundaries, etc. must be understood. Municipalities will evaluate the historic integrity of each Candidate CHL, using the chart in appendix C to gather information, and will summarize their findings in a CHL **Statement of Historical Integrity**.
- 5.3. The PPS states that a CHL must be **valued by a community**. Community value can be evaluated by determining the presence of indicators of community value. Municipalities will evaluate the community value of each Candidate CHL, using the chart in appendix D to gather information and will summarize their findings in a CHL **Statement of Community Value**.
- 5.4 An overall **Statement of Significance** which combines the cultural heritage value or interest, historical integrity and community value of the Candidate CHL will be developed.
6. For evolved landscapes, the inventory, mapping and measures of significance must illustrate and evaluate the evolution of the landscape over time.

7. A Candidate CHL that has been evaluated and found to have cultural heritage value or interest, historical integrity and community value is *significant*.
8. Each *significant* CHL will be documented in a CHL Technical Study and recommended for being designated in the Area Municipal Official Plan. Candidate CHLs that are evaluated and found not to be *significant* will not be taken any further through the process and should no longer be referred to as CHLs.

II. Guideline for the Preparation of a CHL Technical Study

Regional Official Plan

- 3.G.5 The Region will prepare and update a *Regional Implementation Guideline for Cultural Heritage Landscape Conservation*. This guideline will outline the framework for identifying Cultural Heritage Landscapes, including Cultural Heritage Landscapes of Regional interest, and for documenting each individual landscape through a Cultural Heritage Landscape Conservation Plan (an amendment will be made to change this to CHL Technical Study) that includes:
- a) a statement of significance;
 - b) a listing of the cultural heritage resources and attributes being conserved within the Cultural Heritage Landscape through the use of existing planning tools, such as Heritage Act designations, listings on the Municipal Register, official plan policies, secondary plans and zoning bylaws; and
 - c) recommendations for additional conservation measures.
- 3.G.7 The Region will assist Area Municipalities with the preparation of Cultural Heritage Landscape Conservation Plans (an amendment will be made to change this to CHL Technical Studies) for Cultural Heritage Landscapes of Regional Interest.

Application

In accordance with policies 3.G.5 and 3.G.7 of the **Regional Official Plan**, this guideline will apply when a **Cultural Heritage Landscape Technical Study** is being developed for a Candidate CHL being recommended for conservation.

Purpose

The purpose of this guideline is to ensure appropriate and consistent methods and report formats are applied in the preparation of CHL Technical Studies.

Compliance with these guidelines will:

- Enable the documentation of the CHL's *cultural heritage resources and attributes*, with references to existing and recommended conservation measures;

- Provide the base research needed by consultants to undertake an effective Cultural Heritage Impact Assessment (CHIA); and
- Help to minimize the time required to prepare a CHL Technical Study.

Guideline for the Preparation of a CHL Technical Study

The CHL Technical Study is an important resource document developed and maintained by the municipality, in consultation with Municipal Heritage Committees and/or community stakeholders. A CHL Technical Study is prepared for each CHL found to be *significant* and worthy of conservation.

The CHL Technical Study builds on the information gathered during the CHL identification and evaluation process. The document includes all of the information gathered during the identification and evaluation of the Candidate CHL as well as information on the current and future heritage conservation measures associated with the CHL.

1. The **CHL Technical Study** will include, but is not limited to:

Existing Information from the Identification and Evaluation of the Candidate CHL

- the **Statement of Significance** (a summary of the CHL's Cultural Heritage Value or Interest, Historical Integrity and Community Value) (see section 2 below);
- an **inventory and map** of the *cultural heritage resources* and *attributes* of the landscape (see section 3 below);

Additional Information

- an analytical listing of **current and recommended conservation measures** for the *cultural heritage resources* and *attributes* of the CHL (see section 4 below);

Additional Recommended Information (Optional)

- a **shared vision** for the CHL (see section 5 below); and
- a **management strategy** for the CHL (see section 6 below).

- 1.1 The Region will assist Area Municipalities in the preparation of CHL Technical Studies for **CHLs of Regional interest**.
- 1.2 The Technical Study will be **made available to consultants** preparing CHIAs for proposed *development*, *site alteration* and *infrastructure* projects within and *adjacent* to the CHL.
- 1.3 CHL Technical Studies are **evolving documents** which will require updating as land use and policy changes are made.
2. The **Statement of Significance** is a brief summary of the cultural heritage value or interest, historical integrity and community value of the CHL as developed during the evaluation of significance of the Candidate CHL. The Statement of Significance is an important tool as it provides justification for conserving the CHL.
3. The comprehensive **Inventory and Map** of *cultural heritage resources* and *attributes* includes, but is not limited to: buildings and structures; architectural details; landmarks; views; natural features; vegetation; archaeological resources; land-use

patterns; circulation networks; boundary/linear features; public access; and/or open space as developed for the Candidate CHL.

4. The **Analytical Listing of Conservation Measures** for the *cultural heritage resources* and *attributes* of the CHL includes, but is not limited to:
 - a **comprehensive listing** of existing conservation measures;
 - a **thorough evaluation** of the ability of the existing conservation measures to *conserve* the inventoried heritage features and their context; and
 - **recommendations** for additional conservation measures where needed.
- 4.1 CHL **conservation measures** may include, but are not limited to the following planning and financial tools:
 - Protection of individual properties under the Ontario Heritage Act through designation or conservation easements;
 - Protection of a specific areas within the CHL as Heritage Conservation Districts (HCD) under the Ontario Heritage Act and through related HCD policies, guidelines, studies and plans;
 - Listing of individual or groupings of non-designated property(ies) on the Municipal Heritage Register;
 - Official Plan policies (i.e. settlement boundaries, land designations);
 - Secondary or Community Plans;
 - Community Improvement Plans;
 - Area design guidelines;
 - Corridor management plans or scenic corridor designations;
 - Park management plans;
 - Height, massing and setback restrictions that maintain the character of an area, implemented through zoning and/or site plan control;
 - Demolition control;
 - Subdivision development agreements;
 - Stewardship activities;
 - Financial incentives for OHA designated properties or within Community Improvement Plan areas
 - Public education and heritage resource interpretation, etc.
- 4.2 The analytical listing of conservation measures process will assist in highlighting **vulnerable cultural heritage resources and attributes** and will result in **recommendations for improved conservation measures**.
5. A **Shared Vision** for the CHL may be created by community stakeholders based on the collective understanding of the significance of the CHL; its cultural heritage value or interest, historical integrity and community value.
6. A **Management Strategy** may be developed that records what role the community will play in maintaining and enhancing the significance of the CHL. The Management Strategy could include:
 - a list of actions and a schedule for their implementation; and
 - a plan to monitor the impact of CHL conservation
7. A CHL Technical Study that includes all of the following may be referred to as a **CHL Conservation Plan** (based on Ministry of Culture, Tourism and Sport – Info Sheet #5):

- Identification of the conservation principles appropriate for the type of *cultural heritage resource* being *conserved*;
 - Analysis of the *cultural heritage resource*, including documentation of the resource, descriptions of cultural heritage value or interest, assessment of the resource conditions and deficiencies, discussion of historical, current and proposed use;
 - Recommendations for conservation measures and interventions, short or long term maintenance programs, implementation, and the qualifications for anyone responsible for the conservation work;
 - Schedule for conservation work, inspection, maintenance, costing , and phases of the rehabilitation or restoration work; and
 - Monitoring of the cultural heritage resource and the development of a long term reporting structure.
8. A scoped **Conservation Plan** may be required by the approval authority for a proposed *development, site alteration or infrastructure* project in order to conserve a specific *cultural heritage resource* or *attribute* that is within a larger CHL and is impacted by the proposed *development, site alteration or infrastructure* project (see Guideline IV).
9. When a CHL is **identified during the land use or infrastructure planning process**, rather than proactively identified using the process outlined in this Implementation Guideline, the information usually contained in the CHL Technical Study must be gathered and included in the inventory phase of a required Cultural Heritage Impact Assessment (see Guideline IV) undertaken by the proponent of the project.

III. Guideline for the Designating CHLs in an Official Plan

Regional Official Plan

3.G.6 Area Municipalities will designate *Cultural Heritage Landscapes* in their official plans and establish associated policies to *conserve* these areas. The purpose of this designation is to *conserve* groupings of *cultural heritage resources* that together have greater heritage significance than their constituent elements or parts.

Designation of a CHL in an Area Municipal Official Plan means to identify each individual CHL on a list and map or schedule contained in or appended to the Area Municipal Official Plan.

Application

In accordance with policy 3.G.6 of the **Regional Official Plan**, this guideline will apply when Area Municipalities designate a CHL in their Official Plan.

Purpose

The purpose of this guideline is to ensure appropriate and consistent methods and approaches are applied when designating CHLs in Area Municipal Official Plans.

Designating a CHL within an Official Plan:

- enables a community to proactively identify a valued *cultural heritage resource*;
- provides an opportunity for public consultation and Council approval;
- results in an accessible public record of identified CHLs; and
- allows municipalities to require Cultural Heritage Impact Assessments (CHIAs) to ensure that proposed *development, site alteration and infrastructure* projects *conserve the cultural heritage resources and attributes* of the CHL.

Guideline for the Designating CHLs in an Official Plan

1. Area Municipal Official Plans will include general policies for the conservation of *significant* CHLs.
 - 1.1 These policies will include a commitment by the municipality to: identify and document individual CHLs through a **Cultural Heritage Landscape Technical Study**; designate individual CHLs in the Area Municipal Official Plan; and review *development, site alteration and infrastructure* projects within or *adjacent* to designated CHLs to ensure that the *cultural heritage resources and attributes* of the CHL will be *conserved*.
2. **Area Municipal Official Plans** will designate CHLs.
 - 2.1 The Official Plan will identify the designated CHL using **an official name, a statement of significance and a general location map** of the CHL using a simple location marker such as an unbounded shape or asterisk, and will reference to the detailed documentation within the CHL Technical Study.
 - 2.2 Additional CHL conservation policies and/or a detailed map may be included.
3. A **report that recommends designating** a CHL through an amendment to the Official Plan will be prepared to include:
 - Official CHL Name
 - Reason for Designating - Statement of Significance
 - Impacts of Designating, including but not limited to the potential requirement of a Cultural Heritage Impact Assessment for proposed *development, site alteration and infrastructure* projects within and *adjacent* to the CHL.
 - 3.1 The CHL Technical Study shall be provided to support the recommendation.
4. **Standard procedures for Official Plan Amendments** under the Planning Act will be followed with respect to giving notice, providing information and public consultation.
5. Area Municipalities may have **additional processes and methods** for identifying and conserving CHLs so long as they result in:
 - Comprehensive identification and evaluation of CHLs;
 - Documentation of each CHL, that includes but is not limited to: an official name; a statement of significance; and an inventory and map of *cultural*

heritage resources and attributes, with references to existing and recommended conservation measures; and

- Municipal authority to require a Cultural Heritage Impact Assessment to support proposed *development, site alteration and infrastructure* projects within and *adjacent* to identified CHLs.

IV. Guideline for the Conservation of a Cultural Heritage Landscape through a Cultural Heritage Impact Assessment

Regional Official Plan

3.G.6 Area Municipalities will designate *Cultural Heritage Landscapes* in their official plans and establish associated policies to *conserve* these areas. The purpose of this designation is to *conserve* groupings of *cultural heritage resources* that together have greater heritage significance than their constituent elements or parts.

Conserve: 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.

3.G.13 Area Municipalities will establish policies in their official plans to require the submission of a *Cultural Heritage Impact Assessment* in support of a proposed *development* that includes or is adjacent to a designated property, or includes a non-designated resource of cultural heritage value or interest listed on the Municipal Heritage Register (an amendment may be made in order to clarify that this includes the consideration of CHIAs within or *adjacent* to a *Cultural Heritage Landscape*).

Adjacent will be defined as lands that are situated in sufficiently close proximity such that development, *site alteration* or an *infrastructure* project could reasonably be expected to

Application

In accordance with policies 3.G.6 and 3.G.13 of the Regional Official Plan, this guideline will apply when *development, site alteration* or an *infrastructure* project is proposed within or *adjacent* to a designated CHL.

Purpose

The purpose of this guideline is to ensure that *Cultural Heritage Impact Assessments* (CHIA) are required when appropriate and completed effectively, in order to facilitate the conservation of the *cultural heritage resources and attributes* associated with a CHL during the land use and *infrastructure* planning process.

The majority of CHLs are expected to be identified in areas where heritage review is already required due to the presence of individual *cultural heritage resources*. The number of CHIAs required is not expected to significantly increase. Where CHLs are identified, additional

landscape scale assessment will be required. This guideline outlines how heritage review at a landscape scale will be incorporated into the existing heritage review process.

Guideline for the Conservation of a CHL through a Cultural Heritage Impact Assessment

1. Proposed *development, site alteration* and *infrastructure* projects are **reviewed by area municipal staff** to determine whether *cultural heritage resources* will be *conserved*. To assist in the determination a **Cultural Heritage Impact Assessment (CHIA)** may be required
 - 1.1 Once a CHL has been designated in an Area Municipal Official Plan, proposed *development, site alteration* and *infrastructure* projects within and *adjacent* to the designated CHL will be reviewed to determine whether the *cultural heritage resources* and *attributes* of the CHL as documented in the CHL Technical Study will be *conserved*.
 - 1.2 Heritage review at a landscape scale should be required if the proposed *development, site alteration* or *infrastructure* project may result in any of the following list of **potential negative impacts** to the CHL (source: Ministry of Culture, Tourism and Sport - InfoSheet #5):
 - **Destruction** of any, or part of any, *cultural heritage resource* or *attribute* of the CHL
 - **Alteration** that is not sympathetic to, or is incompatible with, the historic fabric and appearance of the CHL
 - Creation of **shadows** that alter the appearance of *cultural heritage resource* or *attributes*, or change the viability of associated vegetation
 - **Isolation** of a *cultural heritage resource* or *attribute* from its surrounding environments, context or significant relationship
 - **Direct or indirect obstruction** of a significant view or vista within, from or of built and natural features
 - **Change in land use** where the change in land use negates the property's cultural heritage value or interest
 - **Land disturbance** such as change in grade that alter soils, and drainage patterns that adversely affect a *cultural heritage resource* or *attribute*
 - Increase in **other disturbances** such as noise and/or traffic in or near the CHL that impacts the property's cultural heritage value or interest
2. In addition to the standard CHIA requirements, a CHIA undertaken for a property within or *adjacent* to a CHL will contain the following (based on the Ministry of Culture, Tourism and Sports - Info Sheet #5):
 - **Historical research, site analysis and evaluation of the associated CHL.** For designated CHLs, this work will have been completed by the Area Municipality and will be documented in the CHL Technical Study. If a CHL has been **identified during the land use or infrastructure planning process**, this information must be gathered and included in the inventory phase of the required CHIA (see Guideline II);

- A **description of the subject property(ies) in relation to the associated CHL**, including but not limited to:
 - Property owner contact information;
 - A location map;
 - A site plan of existing conditions, to include buildings, structures, roadways, driveways, drainage features, trees and tree canopy, fencing, and topographical features;
 - A written and visual inventory (photographs) of all elements of the property(ies) that contribute to the cultural heritage value of the associated CHL, to include: overall site views, views to adjacent properties and views of the site from within the CHL; and internal photographs and floor plans for onsite *cultural heritage resources*;
 - **Identification of the significance and *cultural heritage resources* and *attributes* of the associated CHL.** Include a recommendation as to whether any *cultural heritage resources* on the subject property are worthy of heritage designation in accordance with Regulation 9/06, Ontario Heritage Act;
 - A **description of the proposed *development, site alteration* or *infrastructure project***, including a site plan and elevations of the proposed development;
 - An **assessment of the impacts** of the proposed *development, site alteration* or *infrastructure* project on the associated CHL including to but not limited to the potential negative impacts listed in 1.2 above;
 - **Consideration of alternatives, mitigation and conservation measures** that may reduce the adverse effects of the proposed *development, site alteration* or *infrastructure* project on the associated CHL, including but not limited to:
 - Alternative development approaches;
 - Isolating development and site alteration from the significant built and natural heritage features and vistas;
 - Design guidelines that harmonize mass, setback, setting and materials;
 - Limiting height and density;
 - Allowing only compatible infill and additions; and
 - Reversible alterations
 - A **schedule and reporting structure** for implementing the recommended conservation or mitigative or avoidance measures and for monitoring the CHL as the proposed *development, site alteration* or *infrastructure* project progresses; and
 - A **summary statement and conservation recommendations.**
3. CHIAs may be **scoped or waived** based on the potential negative impacts of the proposed work.
4. An approval authority may also require a **Conservation Plan** for a proposed *development, site alteration* or *infrastructure* project in order to conserve a *cultural heritage resource* or *attribute* that contributes to the significance of the associated CHL and is impacted by the proposed *development, site alteration* or *infrastructure* project.

5. Proposed *development, site alteration* and *infrastructure* projects that have the potential to impact a **heritage resource of Regional interest** will require a CHIA that will be provided to the Region for comment as part of the heritage review process.
6. Where it is determined that a CHIA that includes heritage review at a landscape scale is required, the CHIA will be prepared by a **qualified professional** with expertise in *cultural heritage landscapes*.
7. Development proponents and municipal staff are **encouraged to consult** with Area Municipal planning staff and cultural heritage professionals early in the planning process. Early consultation will provide access to any available background information, ensure that *cultural heritage resources* are appropriately identified, and enable opportunities for project design to maximize enhancement of and minimize negative impacts to the CHL.

E. GLOSSARY OF DEFINITIONS

Adjacent – means lands that are situated in sufficiently close proximity such that *development, site alteration* or an *infrastructure* project could reasonably be expected to produce a negative impact on an identified *cultural heritage resource* (revised ROP – Contiguous).

Attribute - A quality or characteristic inherent in or ascribed to a cultural heritage landscape. These include, but are not limited to: architectural details; land-use patterns; circulation networks; relationships between built and natural heritage resources; public access; and/or open space.

Heritage attributes - Means the principal features, characteristics, context and appearance that contribute to the cultural heritage significance of a protected heritage property (PPS).

Built heritage resources – one or more *significant* buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to the community. These resources may be identified through designation or *heritage conservation* easement under the Ontario Heritage Act, or listed by local, regional, provincial or federal jurisdictions (PPS/ROP).

Conserve/conserved (for the purposes of ROP Chapter 3) – 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 (PPS/ROP).

Cultural Heritage Impact Assessment – a study to determine if *cultural heritage resources* will be negatively impacted by a proposed *development, site alteration* or *infrastructure* project. It can also demonstrate how the *cultural heritage resource* will be *conserved* in the context of redevelopment, *site alteration* or *infrastructure* improvement. Mitigative or avoidance measures or alternative *development* approaches may also be recommended (revised ROP).

Cultural heritage landscape – a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a *significant* type of heritage form, distinctive from that of its constituent elements or parts (PPS/ROP).

Cultural heritage resources – the physical remains and the intangible cultural traditions of past human activities. These include, but are not limited to:

- buildings (residential, commercial, institutional, industrial and agricultural);
- cultural heritage landscapes (designed, organic/evolved);
- structures (water tower; bridge, fence and dam);
- monuments (cenotaph, statue and cairn);
- archaeological resources;
- cemeteries;
- scenic roads;

- vistas/viewsheds;
- culturally *significant* natural features (tree and landform);
- movable objects (archival records and artifacts); and
- cultural traditions (language, stories, music, dance, food, celebrations, art and crafts) (ROP).

Development – the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act (ROP).

Development application – an application for approval under the Planning Act. Development applications may include applications for approval of the following: Plans of Subdivision; Plans of Condominium; Consent; Part Lot Control Exemption By-laws; Official Plan Amendments; and Zone Change Applications. Development applications do not include *site plans* (ROP).

Environmental Assessment – a process for the authorization of an undertaking under legislation such as the Environmental Assessment Act, and the Ontario Energy Board Act (ROP).

Infrastructure - physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: *municipal drinking-water supply systems, municipal wastewater systems, septage treatment systems, storm water management systems, waste management systems, electric power generation and transmission, communications/telecommunications, transit systems and corridors, the Regional Road system, Provincial Highways, railways, oil and gas pipelines and associated facilities* (ROP).

Normal farm practices – a practice, as defined in the Farming and Food Production Protection Act, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, and regulations made under that Act (ROP).

Protected heritage property - means real property designated under Parts IV, V or VI of the Ontario Heritage Act; heritage conservation easement property under Parts II or IV of the Ontario Heritage Act; and property that is the subject of a covenant or agreement between the owner of a property and a conservation body or level of government, registered on title and executed with the primary purpose of preserving, conserving and maintaining a cultural heritage feature or resource, or preventing its destruction, demolition or loss (PPS).

Significant – means (g) in regard to cultural heritage and archaeology, resources that are valued for the important contribution they make to our understanding of the history of a place, an event, or a people. Criteria for determining significance for the resources identified in sections (c)-(g) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used (PPS/ROP).

Site alteration – activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site (PPS/ROP).

Site plan – a plan prepared under Section 41 of the Planning Act which details building location and design as well as other site specific considerations such as walkways, landscaping, lighting and storage areas (PPS/ROP).

F. REFERENCE LIST

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Appendix A – Resource to Assist with CHL Identification

1) Defining Community

CHLs by definition are “valued by a community”. A good first step in CHL identification is to broadly define the community(ies) that are part of your municipality e.g. those who reside in or regularly visit an area; historians or heritage advocates; tourists; artists; researchers; cultural groups; etc.

2) Develop a list of historic themes and associations important to the development of your municipality and list the corresponding landscapes within your municipality.

The historical context of your municipality provides a solid foundation for identifying significant cultural heritage resources including Candidate CHLs. **Cultural Heritage Landscapes in Waterloo Region (2004)** lists Regional Themes and Associations based on the ‘Topical Organization of Ontario’s History’ developed by the Ontario Ministry of Natural Resources in 1972. **The Grand Strategy (1994)** collaborative management plan for the Grand River, a nationally designated Canadian Heritage River, contains information on watershed-wide cultural heritage resources and river-based cultural landscapes.

Similar listings may already exist or could be developed for your Area Municipality. The consultant’s report above contains a short history of each municipality that could be used as a starting point. The list of historic themes and associations will aid in both the identification and evaluation of Candidate CHLs.

3) Undertake a visual survey of your municipality and list areas that contain grouping of cultural heritage resources.

In addition to visually surveying the landscape, you can consult land records, maps, photographs, works of art, tourism information and undertake site visits to aide in the identification of areas within the municipality that may have the physical qualities of a Candidate CHL. Landscapes may be agricultural areas, historic settlements, industrial sites, institutional districts, natural areas, residential neighbourhoods, etc.

4) Ask the public to make suggestions of landscapes or “outdoor places” that they value. Be sure to consult the public in a way that would seek input from the variety of communities present in the municipality. In addition, consult the listings of important landscapes that have been developed for various reasons in the past.

Sample Questions to Ask Your Community

Which landscapes or outdoor places in your community...

- ... help to tell the history of your community?
- ... are notable due to their design or physical form?
- ... create a sense of place?
- ... are continuing to shape the character and identity of your community?

Potential Source Documents

- local histories
- planning documents
- listings of important landscapes

Appendix B – Criteria for Heritage Value or Interest

The following chart can be used as a framework to record information about the cultural heritage value or interest of a landscape. These criteria are based on the criteria provided by the Ministry of Tourism and Culture in Regulation 9/06 under the Ontario Heritage Act. The cultural heritage value and interest of the individual cultural heritage resources within the landscape will add to the overall value and interest of the landscape as a whole.

Cultural Heritage Value or Interest Criteria		√	Description
The landscape has design value or physical value because it,	is rare, unique, representative or an early example of a landscape (style, trend, movement, school of theory, type, expression, material use or construction method, settlement pattern, time period or lifeway)		
	displays a high degree of design or aesthetic appeal		
	demonstrates a high degree of technical or scientific achievement		
The landscape has historical value or associative value because it,	has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community		
	yields, or has the potential to yield, information that contributes to an understanding of a community or culture		
	demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community		
The landscape has contextual value because it,	is important in defining, maintaining or supporting the character of an area		
	is physically, functionally, visually or historically linked to its surroundings		
	is a landmark		

Appendix C – Indicators of Historical Integrity

The following chart can be used as a framework to record information that would indicate that a landscape has historical integrity. These examples are not exclusive and may not be appropriate for all CHLs.

Historical Integrity Criteria	√	Description
<p>Land use The landscape has had continuity in use and/or a compatible use (agricultural, commercial, residential or institutional).</p>		
<p>Ownership There has been a continuity of ownership or occupation of the site, dating to a historic period.</p>		
<p>Built Elements The buildings and other built elements (fences, walls, paths, bridges, corrals, pens, garden features, lighting, sidewalks, fountains, piers, etc.) have survived in their historic form and in relatively sound condition.</p>		
<p>Vegetative Elements Plantings (hedgerows, windrows, gardens, shade trees, etc.) are still evident and their traditional relationship to buildings, lanes, roadways, walks and fields are still discernible.</p>		
<p>Cultural Relationships The relationships between historic buildings and other built and designed elements (yards, fields, paths, parks, gardens, etc.) are intact.</p>		
<p>Natural Features Prominent natural features (cliff, stream, vegetation, etc.) remain intact.</p>		
<p>Natural Relationships The historical relationships to prominent natural features still exist both for the site as a whole and within the site.</p>		
<p>Views The existing views of and within the site can be closely compared to the same view in the past (certain views may have been captured in historic photos).</p>		
<p>Ruins Ruins and overgrown elements still convey a clear 'message' about the site's history.</p>		
<p>Designed Landscapes Changes to a designed landscape can be corrected so that the property retains integrity versus being irrevocable.</p>		

Appendix D – Indicators of Community Value

The following chart can be used as a starting point to record information that may indicate that a landscape is valued by a community. A community can be broadly defined to include any grouping of people, such as: those who regularly visit or reside in an area; historians or heritage advocates; tourists; artists; researchers; cultural groups; etc. The listed indicators of Community Value below are examples and may not be appropriate for all CHLs.

Indicators that a CHL is valued by a community	√	Description
Community Identity The landscape contributes to the community's identity and is used to tell the story of the community		
Landmark The area is widely recognized as a landmark		
Pride and Stewardship The community demonstrates a high degree of pride and stewardship in the area (heritage designations, plaques, voluntary upkeep)		
Commemoration The area or elements within the area are named to celebrate or commemorate someone or something		
Public Space The area is a site of frequent or longstanding public gatherings or events		
Cultural Traditions People use the area to express their cultural traditions		
Quality of Life Aspects of the landscape are valued for their impact on day to day living		
Local History The place is written about in local histories or spoken about through local stories or lore		
Visual Depiction The location is widely photographed or depicted in works of art (visual, literary, etc.)		
Genius Loci People refer to the area as having a distinctive atmosphere or pervading 'sense of place'		
Community Image The area is identified with the community image (e.g. appearing in promotions or marketing material)		
Tourism The area is promoted as a tourist destination		
Planning The area has been identified through another planning process as being unique		

Appendix E – Criteria for Regional Significance

CRITERIA FOR IDENTIFYING A REGIONALLY SIGNIFICANT HERITAGE RESOURCE	
	<p>The Region will identify <i>cultural heritage resources</i> of Regional interest.</p> <p>To be identified as being of Regional interest a cultural heritage resource must meet four (4) or more of the following criteria:</p>
Recognized/ Protected	1. It is, or it contains element(s) that are, recognized on a municipal, regional, provincial or national heritage list;
Old/Rare	2. It dates from a prehistoric or early historical period in the development of the region, province or nation;
Outstanding Design	3. It is, or contains element(s) that are, a representative example of the work of an outstanding regional, national or international architect, engineer, builder, designer, landscape architect, interior designer or sculptor;
Associated with a Key Person	4. It is associated with a person(s) who is recognized as having made a significant contribution to the social, cultural, political, economic, technological or physical development or as having materially influenced the course of regional, provincial, national or international events;
Associated with a Key Event	5. It is directly associated with an historic event which is recognized as having regional, provincial, national or international importance;
Illustrates Community's Development	6. It is a significant example and illustration of the region's prehistoric or historic social, cultural, political, economic or technological development;
Provides Context	7. It contributes to the effectiveness of the urban and rural composition, streetscape, viewshed, or landscape of which it may form a part;
Economic Resource	8. It has the potential for contributing to commercial tourist or other development that is based on heritage and/or culture;
Regional Character	9. It is, or contains elements that are, a good example of vernacular architecture or part of a group of similar bridges/ structures/ landscapes which contribute to the particular "look" of the area or region;
Part of a Collection	10. It is part of a group of historically associated structures which may be totally within the region or which may be part of a larger area within the context of the Grand River (a nationally designated Heritage River).

Appendix F – CHL Conservation Tools Comparison

	Official Plan	Listing	Designation	OHA Part V Designation
Identifies the area as a <i>cultural heritage resource</i>	Yes, in Official Plan	Yes, on the MHR	Yes, on title and on the MHR	Yes, on title (post-2005) and on the MHR
Requires the documentation of the landscape	Yes, through a CHL Technical Study, to include: (a) a statement of significance; (b) a listing (and map) of the <i>cultural heritage resources</i> and <i>attributes</i> being conserved within the <i>Cultural Heritage Landscape</i> through the use of existing planning tools; and (c) recommendations for additional conservation measures.	Yes, evaluation form and Statement of Significance including location	Yes, evaluation form, Statement of Significance and Designating By-law, including location	Yes, through an HCD Study and then an HCD Conservation Plan, to include: a) objectives to be achieved through the designation; b) a statement of significance for the district; c) an inventory of heritage <i>attributes</i> ; d) policies for enhancing the district; e) guidelines which describe the type of work or development that council would find acceptable; and f) a description of external alterations that would not require a heritage permit.
Plan takes precedence in the event of a conflict with existing municipal zoning and other bylaws that were in place prior to the designation.	No	No	No	Yes
Enables the municipality to require a Cultural Heritage Impact Assessment (CHIA) on proposed <i>development</i> and <i>site alteration</i> within or <i>adjacent</i> to the CHL	Yes	Within – Yes Adjacent – No	Yes	Yes

	Designating in an Official Plan	OHA Municipal Register Listing	OHA Part IV Designation	OHA Part V Designation
Allows the municipality to make financial grants or incentives available to heritage property owners.	Only for OHA protected properties or if the CHL is part of an approved Community Improvement Plan.	No	Yes	Yes
Provides the municipality with the power to decide whether alterations, new construction or demolition can take place within the CHL.	No	Alterations and new construction – yes if associated with a development application Demolition – yes through delay of demolition and opportunity to designate under the OHA	Yes	Yes.
Allows the municipality to develop and enforce heritage property standards.	No	No	Yes	Yes
Designation process is appealable to the Ontario Municipal Board	Yes	No	No – But can be objected to, and referred to the Conservation Review Board for a non-binding recommendation	Yes