

# Heritage Conservation District Study and Plan

Terms of Reference

Updated: May 2024

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## A. Overview

This Terms of Reference provides heritage professionals (both internal and external) with the requirements for undertaking a Heritage Conservation District (HCD) Study and producing an HCD Plan in the city of Ottawa. The purpose of an HCD Study is to determine if an HCD Study Area merits designation as an HCD pursuant to Part V of the *Ontario Heritage Act*. The purpose of an HCD Plan is to establish policies and guidelines for managing change within an HCD. This Terms of Reference may be updated from time to time.

As set out in Section 40 (2) of the *Ontario Heritage Act*, an HCD Study will:

- examine the character and appearance of the area that is the subject of the study, including buildings, structures and other property features of the area, to determine if the area should be preserved as a heritage conservation district.
- examine and make recommendations as to the geographic boundaries of the area to be designated.
- consider and make recommendations as to the objectives of the designation and the content of the heritage conservation district plan.
- make recommendations as to any changes that will be required to the municipality's official plan and to any municipal by-laws, including any zoning by-laws.

## B. Contents of HCD Study

The Terms of Reference are intended to be prescriptive and universally applicable; therefore, they represent the minimum standard of research, analysis, and evaluation for all HCD studies undertaken by the City of Ottawa. Any additional requirements specific to a particular HCD Study Area will be established in the associated Request for Proposal. In general, an HCD Study must contain the following:

### 1. History and Evolution of the Study Area:

- Provide a comprehensive historic overview of the study area's evolution, settlement, and development. This history should include a chronological overview of the natural, social, political, and cultural events and associations relevant to the development of the study area and should address the following specific areas:
  - i. Natural Context:
  - ii. Indigenous Context:
  - iii. Settler Context:

### 2. Built Form and Landscape Survey:

- Undertake a comprehensive, property by property survey of the study area following the format set out in Appendix X. The goal of the Built Form and Landscape Survey is to document the following:
    - i. Buildings and Structures
    - ii. Streetscapes
    - iii. Natural and Landscape Features
    - iv. Parks, Open Spaces, and Public Realm
3. Character Analysis
- Analyze the area’s architectural typologies and historical themes to categorize the study area’s individual properties, public realm features, landscape features, and streetscape features.
4. Evaluation of Significance and Determination of Cultural Heritage Value
- Provide an assessment of each individual property against the criteria for designation set out in Ontario Regulation 9/06, following the format set out in Appendix X.
    - i. Summarize the criteria met by each property in a table following the format set out in Appendix X.
    - ii. Identify if the HCD Study Area meets the minimum requirement of 25% of properties satisfying two or more designation criteria.
  - Provide a statement of cultural heritage value for the district, including the following information:
    - i. A description of the district’s location and boundaries
    - ii. A description of the district’s heritage value
    - iii. A description of the district’s periods of significance
    - iv. A description of the district’s general character
    - v. A description of the district’s general attributes
5. Delineation of Boundaries
- Refine the boundaries of the potential HCD from the study area boundary based on the evaluation of significance and the stated cultural heritage values of the potential district.
  - Recommend a boundary for a proposed HCD
6. Summary of Public Consultation and Engagement
7. Planning Policy and Regulatory Analysis
- Provide an overview of all planning policies and regulations relevant to the HCD study area and potential HCD, including the Official Plan, Secondary Plans, and Zoning By-law.
  - Identify potential for conflicts between proposed HCD Plan and existing policies or regulations.
  - Recommend potential amendments to existing policies, regulations, or approaches to policies and guidelines in proposed HCD Plan to avoid conflicts.

## **C. Contents of HCD Plan**

Where an HCD is recommended as a result of an HCD study as outlined above, or where staff are proposing an HCD for an existing HCD, an HCD Plan must be prepared according to the requirements of the Ontario Heritage Act.

An HCD Plan as set out in Section 41.1 (5) of the OHA must include:

- A statement of the objectives to be achieved in designating the area as a heritage conservation district;
- A statement explaining the cultural heritage value or interest of the heritage conservation district
- Policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district
- A description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under Section 42.

The Terms of Reference for HCD Plan content are intended to be prescriptive and universally applicable. Where an HCD study has been completed for an area, some of these requirements may already be met. Any additional requirements specific to a particular HCD Plan will be established in the associated Request for Proposal. In general, an HCD Plan must contain the following:

1. HCD Plan Boundaries
2. Objectives
3. Statement of Cultural Heritage Value for the District
4. Description of Heritage Attributes
5. Contributing and Non-Contributing Resources
6. Policies and Guidelines for Managing Change
  - General Policies
  - Demolition and Relocation
  - Conservation and Repair: Contributing Properties
  - Alterations
  - Additions
  - New Construction
  - Public and Private Landscaping
  - Public Realm
7. Implementation and Permit Process

## **E. Review and Updates**

This document will be updated periodically by staff as projects progress or there are legislative changes.