



Hamilton

## DEVELOPMENT APPLICATION GUIDELINES

# Cultural Heritage Impact Assessment

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### **PURPOSE:**

This document explains the guidelines for the completion of a Cultural Heritage Impact Assessment (CHIA), which may be required for the submission of an application under the *Planning Act*. The requirement of a CHIA may also be triggered by a process under the *Ontario Heritage Act*, including a Heritage Permit Application or a requirement of giving Notice of Intention to Designate a property listed on the Municipal Heritage Register. All Cultural Heritage Impact Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A CHIA is a report that documents a clear and traceable evaluation of the effects of a proposed new development or redevelopment on cultural heritage resources and/or their setting (built heritage resources and cultural heritage landscapes). A CHIA assists staff in the evaluation of development and heritage permit applications, including the determination of compliance with cultural heritage policies. If there are demonstrated adverse effects, the CHIA must describe how the adverse effects can be minimized, mitigated or avoided. The primary goal of a CHIA is to ensure that the cultural heritage value of on-site or adjacent heritage resources are conserved.

Cultural Heritage Impact Assessments (CHIAs) are required for the following scenarios:

- Properties designated under or adjacent to those designated under the *Ontario Heritage Act*;
- Properties included on or adjacent to those listed on the Municipal Heritage Register;
- If a proposal affects a known archaeological site or area of high archaeological potential;
- Areas for which a cultural heritage conservation plan statement exists; or,
- Properties included in cultural heritage landscapes listed on the Municipal Heritage Register.

### **PREPARED BY:**

All CHIAs and related plans or studies must be prepared by a qualified professional with demonstrated experience in the heritage field, typically demonstrated by membership and good standing in the Canadian Association of Heritage Professionals (CAHP) and/or the Ontario Professional Planners Institute (OPPI). The qualified professional

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should not be the project architect or any other professional with a stake in the proposed development.

### CONTENTS:

The content of a CHIA may be scoped at the discretion of Cultural Heritage Planning staff. Applicants should speak with staff first before engaging a consultant or beginning the CHIA process. The CHIA should contain the following sections as described in more detail within the City's approved Cultural Heritage Impact Assessment Guidelines:

1. Introduction to the Development/Project.

#### PART A: Cultural Heritage Evaluation

2. Background Research and Analysis.
3. Cultural Heritage Evaluation.
4. Statement of Significance.

#### PART B: Assessment of Impacts

5. Description of Proposed Development or Site Alteration.
6. Impact of Proposed Development or Site Alteration.
7. Alternatives or Mitigation Measures.
8. Conservation Strategy.
9. Conclusions and Recommendations.
10. Qualifications of the Author.
11. Cited Materials.

### OTHER INFORMATION:

Cultural Heritage Impact Assessment Guidelines:

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/cultural-heritage-impact>

Cultural Heritage Impact Assessment Checklist:

**LINK TO BE PROVIDED**

The Canadian Association of Heritage Professionals member listing:

<http://www.caphc.ca>

### REVIEWED BY:

The Hamilton Municipal Heritage Committee (Development Applications under the *Planning Act*)

Heritage Permit Review Subcommittee (Heritage Permit Applications under the *Ontario Heritage Act*)

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**REVIEWED AND APPROVED BY:**

Cultural Heritage Planning, Planning and Economic Development Department

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