

City of Windsor Built Heritage Impact Study/ Heritage Impact Assessment Guidelines

This Guideline details components of a Built Heritage Impact Study/Heritage Impact Assessment that is required to the satisfaction of the City of Windsor.

The Built Heritage Impact Study or Heritage Impact Assessment is a study used to identify and evaluate the impacts of proposed development on the cultural heritage resources, and to determine the appropriate conservation strategy for it. The HIA shall be based on accepted conservation principles and guidelines, including the following:

- The Parks Canada [Standards and Guidelines for the Conservation of Historic Places in Canada](#);
- Ontario Ministry of Tourism, Culture & Sport's [Eight Guiding Principles in the Conservation of Historic Properties](#);
- Ontario Ministry of Tourism, Culture & Sport's [Ontario Heritage Tool Kit](#), in particular,
- Ontario's *Heritage* [Conservation Principles for Landuse Planning](#); and
- [Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation](#).

Details of Contents

Identify the Cultural Heritage Resource

Site Documentation and Analysis/Site Information

- Document the context in which the site is located (may include Aerial Photo, Location Map and context with the area), including adjacent properties and land uses
- Describe the site and all structures on property and its heritage status under the *Ontario Heritage Act* and identification of any heritage easements or restrictions
- Document the existing condition or concerns surrounding the property, including quality photo documentation

Research on Design/Physical and Historical/Associative and Contextual Values

- Describe all heritage resources and values within the subject property (include exterior and interior, landscaping etc.)
- Include a chronological history of the property from land and development history, building history (document any additions or alterations etc. to property), with confirmation to construction dates
- Include ownership and user history
- Research material should include relevant historical maps, drawings, photographs, land records, assessment rolls, city directories, news articles etc.
- Provide summary on significance and heritage attributes for each structure existing on the property

Proposed Site Changes/Development and Impact to the Cultural Heritage Resource

- Describe site changes to heritage resource
- Describe positive and adverse impacts of site changes to the heritage resource and surrounding lands. Refer to adverse impacts identified in the *Ontario Heritage Toolkit* which may include but not limited to:
 - Removal/destruction of heritage features and loss to cultural heritage values
 - Changes to the historic fabric and impact on the appearance

- Shadowing impact that may alter the appearance of the heritage attribute
- Isolation of heritage attribute from its surrounding environment, context or a significant relationship
- Obstruction of significant views or vistas within, from, or of built and natural features
- Change in use and impact on heritage resource
- Land disturbance and impact on soils, drainage patterns affecting built heritage or archaeological resources
- Provide full set drawing
- Provide visual depiction of subject proposal and streetscapes with neighbouring properties (eg. composite photograph of the subject property streetscape with and without the proposed development)
- Assess and describe the structural concern of the impact of proposed changes to the heritage resource

Options for Mitigation and Alternatives

- Consider and describe alternative conservation/mitigation and development options that reduce and avoid negative impacts to the heritage resource
- Assess and clarify the benefits and negatives of each options proposed and conservation principles used

Recommended Conservation Strategy

- Rationale and Justification for chosen option, specifying how the option ensures protection and enhancement of the heritage resource
- Conservation Scope of Work
- Implementation and Monitoring Plan when development is undertaken
- Provide References/Samples/Precedents to Conservation work

Other Requirements

- Provide bibliographical sourcing of all research material
- HIA is to be prepared by a qualified cultural heritage conservation professional who is a member of the [Canadian Association of Heritage Professionals](#).
- City Staff will determine completeness or acceptance of the HIA
- For review of the HIA, City staff may require to conduct site visit(s) on the property
- City Staff reserves the ability to require an alternative option for mitigation for consideration

Contact Kristina Tang, Heritage Planner at ktang@citywindsor.ca for additional information or clarification.

Other Recommended Resources:

- National Park Service, U.S. Department of the Interior's [Preservation Briefs](#).
- National Park Service, U.S. Department of the Interior's [Preservation Tech Notes](#).
- Region of Waterloo's [Practical Conservation Guides for Heritage Properties](#)