

DRAFT Terms of Reference:

Individual Cultural Heritage Evaluation Report

A stand-alone Cultural Heritage Evaluation Report will be prepared by a qualified heritage consultant as required by the recommendations of the Cultural Heritage Assessment Report.

The Cultural Heritage Evaluation Report will include:

- an executive summary, describing a summary of the outcome of the heritage evaluation;
- an introduction providing context for the report and providing a brief overview of how and why the research was undertaken;
- a general description of the history of the immediate context, considering the unique setting of the property, which may consist of a village, neighborhood, commercial district, and/or street the property is located within;
- a land use history of the property parcel describing key transfers of land and milestones, informed by Land Registry records to the Crown and additional archival research into prominent owners or tenants, including but not limited to the use of tax assessments or City Directories, if identified;
- a description of the heritage character of the immediate landscape context, including significant views and/or vistas;
- a description of the exterior of a built heritage resource visible from the public right-of-way for a building, and if an engineering work, a description of its structural design and materials;
- representative photographs of the exterior of a building or structure, character-defining architectural details taken during a site visit from the public right-of-way, or, of a structure, representative photographs of the elevations and structural details of a bridge or engineering work;
- a comparative analysis, using buildings of a similar age, style, typology, context and/or history, informed by a search of the City of London Heritage Register;
- a qualified statement about integrity, including observations from the public right-of-way, description of limitations, and recommendations for future work by a qualified heritage engineer, building scientist, or architect;
- a cultural heritage resource evaluation under O. Reg. 9/06, guided by the Ontario Heritage Toolkit (2006) and the Ministry of Tourism, Culture and Sport's Standards and Guidelines for the Conservation of Provincial Heritage Properties (2014);
- a statement of cultural heritage value or interest;
- a description of the heritage attributes;
- historical mapping, photographs of the building if available;
- a location plan;
- a description of consultation undertaken;
- recommendations for future work; and
- sources cited.

Group Cultural Heritage Evaluation Report

A group Cultural Heritage Evaluation Report will be prepared by a qualified heritage consultant as required by the recommendations of the Cultural Heritage Assessment Report for contiguous properties which share a geography, style, age, use and typology.

A Grouped Cultural Heritage Evaluation Report will include:

- an executive summary, describing a summary of the outcome of the heritage evaluation(s);
- an introduction providing context for the report and providing a brief overview of how and why the research was undertaken;
- a shared general description of the history of the of the immediate context, considering the unique setting of the property, which may consist of the village, neighborhood, commercial district, and/or street the property is located within;
- a shared description of the heritage character of the immediate landscape context, including significant views and/or vistas;
- a land use history of the property parcel describing key transfers of land and milestones, informed by Land Registry records to the Crown and additional archival research into prominent owners or tenants, including but not limited to the use of tax assessments or City Directories, if identified;
- a description of the exterior of each built heritage resource visible from the public right-of-way for a building, and if an engineering work, a description of its structural design and materials;
- representative photographs of the exterior of each built heritage resource, including architectural details, taken during a site visit from the public right-of-way, or, of a structure, representative photographs of the elevations and structural details of a bridge or engineering work;
- a comparative analysis for each built heritage resource, using buildings or structures of a similar age, style, typology, context and/or history, informed by a search of the City of London Heritage Register;
- a qualified statement about integrity for each built heritage resource, including observations from the public right-of-way, description of limitations, and recommendations for future work by a qualified heritage engineer, building scientist, or architect;
- a cultural heritage resource evaluation under O. Reg. 9/06 for each property, guided by the Ontario Heritage Toolkit (2006) and the Ministry of Tourism, Culture and Sport's Standards and Guidelines for the Conservation of Provincial Heritage Properties (2014);
- a statement of cultural heritage value or interest for each property that meets O. Reg. 9/06;
- a description of the heritage attributes for each property that meets O. Reg. 9/06;
- historical mapping, photographs of the building if available;
- a location plan;
- a description of consultation undertaken; and
- recommendations for future work; and
- sources cited.