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Date December 18, 2023 **Report No.** 2023-627

To Chair and Members
Brantford Heritage Committee

From Patrick Vusir – Intermediate Planner, Long Range Planning
Planning and Development Services
Community Development Commission

1.0 Type of Report

Consent Item	<input type="checkbox"/>
Item For Consideration	<input checked="" type="checkbox"/>

2.0 Topic **Draft Terms of Reference for Heritage Impact Assessments and Heritage Conservation Plans**

3.0 Recommendation

- A. THAT Report 2023-627, titled “Draft Terms of Reference for Heritage Impact Assessments and Heritage Conservation Plans”, BE RECEIVED; and
- B. THAT the following comments of the Brantford Heritage Committee be provided to Staff:
 - i. _____;
 - ii. _____; and
 - iii. _____.

4.0 Background

It has been the intent of Planning and Development Services Staff to create terms of reference for Heritage Impact Assessments (HIA) and Heritage Conservation Plans (HCP). The adoption of terms of reference will provide

guidance to those preparing or reviewing HIAs and HCPs and help achieve a consistent standard of reporting on heritage matters for *Planning Act* applications and for Environmental Assessments.

Staff have considered terms of reference in use by other municipalities as well as recent legislative and procedural changes to the *Planning Act* which have impacts on the development process. New terms of reference have been drafted for both Heritage Impact Assessments (see **Appendix A**) and Heritage Conservation Plans (see **Appendix B**).

These terms of reference will be incorporated into the City's Development Manual project. All terms of reference for studies that the City could require to support a *Planning Act* application will be made available publicly on the City's website.

5.0 Financial Implications

There are no financial implications associated with this Report.

6.0 Climate and Environmental Implications

There are no climate and environmental impacts associated with this Report.

7.0 Conclusion

The City of Brantford's Planning and Development Services department is preparing a Development Manual to assist applicants. The manual will incorporate terms of reference for the various studies that applicants can be required to provide as part of a complete *Planning Act* application. The Brantford Heritage Committee is being requested to provide comments for Staff's consideration as the Heritage Impact Assessment and Heritage Conservation Plan Terms of Reference are finalized.



Prepared by: Patrick Vusir, CPT
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Planning and Development Services



Reviewed by: Alan Waterfield, MCIP, RPP
Manager of Long Range Planning
Planning and Development Services

Attachments:

Appendix A – Draft Heritage Impact Assessment Terms of Reference

Appendix B – Draft Heritage Conservation Plan Terms of Reference

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no