

Terms of Reference: Documentation Report and Salvage Plan for Cultural Heritage Resources

Purpose:

The purpose of a Documentation Report and Salvage Plan is to supplement the historic record and provide documentation of the features of a property which are of Cultural Heritage Value or Interest for future generations. A Documentation Report *may* also include an analysis of whether or not features or materials are good candidates for salvage and re-use. A Salvage Plan identifies salvageable material, proposed means of extraction, inventorying and storage; it may also make recommendations on the proposed re-use of salvaged material.

Prepared By:

A Documentation Report and Salvage Plan must be prepared by a qualified heritage consultant, architect, or planner who has demonstrated experience in cultural heritage conservation. Professionals are encouraged to be full members in good standing of the Canadian Association of Heritage Professionals (CAHP).

A Documentation Report and Salvage Plan may also require input from other heritage professionals such as: structural engineers, architects, conservators and contractors.

When Required:

A Documentation Report and Salvage Plan *may* be required where development is proposed on the following:

- Any property which is:
 - listed or designated on the municipal heritage register, pursuant to the *Ontario Heritage Act*; *or*
 - considered a Protected Heritage Property as defined by the *Provincial Policy Statement (PPS)*;
- Any property within an identified Cultural Heritage Landscape

A Documentation Report and Salvage Plan *will* be required where demolition or removal of cultural heritage resources is proposed. It could be required as part of a Planning Application or Heritage Conservation Plan, or as a condition of a Heritage Permit Application.

**Note that the requirement for a Documentation Report and Salvage Plan can be scoped or waived by staff, where appropriate.*



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Required Content:

The required content of a Documentation Report and Salvage Plan is as follows:

Table of Contents

- Provide headings and page numbers for each section of the report, including Appendices.

Introduction

- Description of the subject property including relevant maps, where necessary;
- A description of the current heritage status; and
- A brief summary of the proposed development and related Planning applications and/or a Heritage Permit Application, and any other Cultural Heritage Report (i.e. Heritage Impact Assessment or comparable reports).

Description of Subject Property and Cultural Heritage Resources

- Written description of the subject property, including size, use, presence of any natural or topographic features, etc.; and
- Detailed description of identified cultural heritage resources and Statement of Cultural Heritage Value or Interest and associated heritage attributes.

Documentation

- Photographic documentation of the current state of the property is required consistent with the following:
 - Photographs of the existing setting of a cultural heritage resource, including landscaped open space, topography, landscape features, etc.
 - Exterior Documentation:
 - Photographs of *perspectives* of the cultural heritage resource (taken at a 45 degree angle of two facades of the building to document its three-dimensional form);
 - Photographs of *elevations* are taken of each elevation head-on;
 - Examples are provided below:

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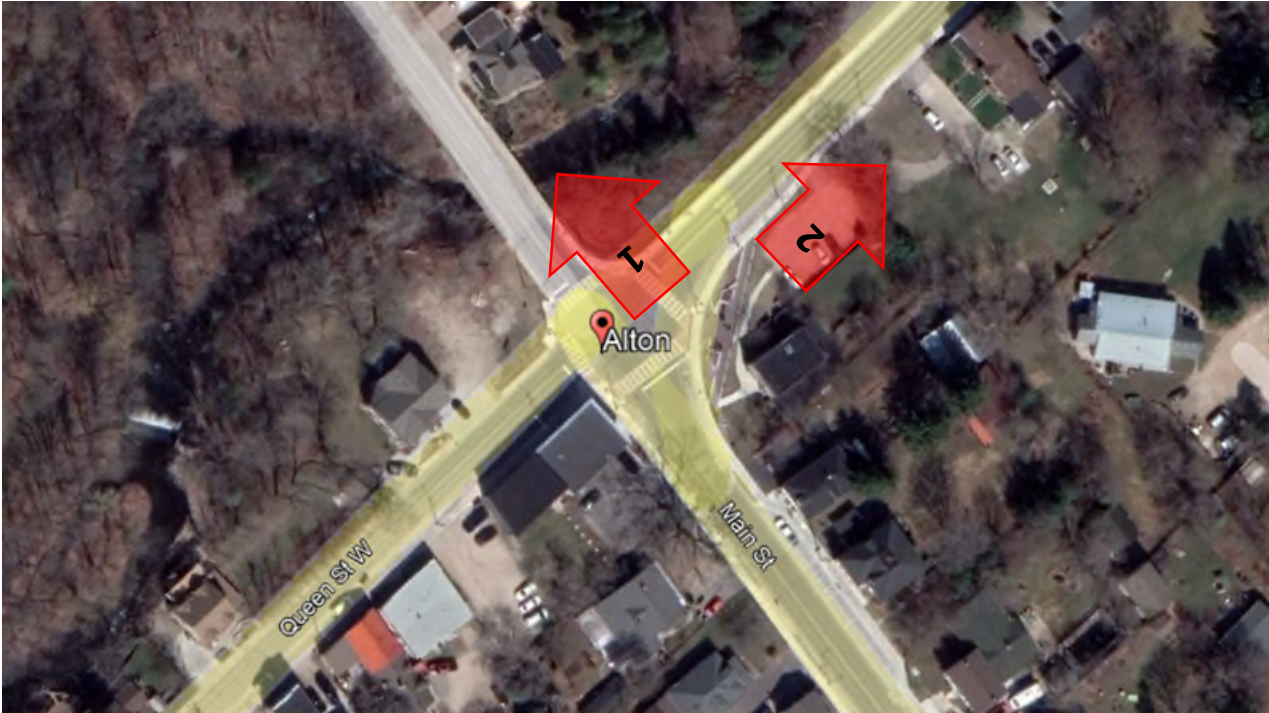


Above, left: Example of a perspective photograph

Above, right: Example of an elevation photograph

- Perspective and elevation photographs of all elevations are required in order to ensure that all elevations, features, and components of the building are documented, including those features which may be contemporary;
 - Exterior must include photographs where the resource takes up approximately 75% of the frame, as well as photographs at a distance, and close-up;
 - Distance photographs should demonstrate the context and setting;
 - Close-up photographs of the exterior should document important features of the resource with a scale tool (such as a meter stick or standard measuring tape). This includes documenting the size/scale of features such as window sills, bricks, foundations, etc. Close-up detail photographs of all features are not required, only those which can be accessed safely and demonstrate the dimensions of the building and the quality/make of materials.
- Photographic Map:
 - The report must include a geo-referenced map, noting the location of:
 - Photographs taken at the exterior of any structures, and within the property to demonstrate the context;
 - Photographs taken at the interior of the building, providing directional arrows or notations in order to understand the location at which photographs were taken at all levels of the building. An example is provided below:

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Above: Example of a photo map providing references to where photos (as identified below) were taken.

Below: Example of notations for figures.



Figure 1



Figure 2

Figures 1 & 2: (left) View of Main Street looking north from the intersection of Queen Street West and Main Street; (right) View of Queen Street West looking east from intersection of Queen Street West and Main Street. Source: [insert author, date]

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- Interior Documentation (if required):
 - The documentation of the interior of a structure *may* be a required component of the report in instances where there is substantial and authentic heritage fabric on the interior of the building. This fabric may be in poor or deteriorating condition, but will nonetheless be important in supplementing the historic record;
 - Interior photographic documentation must include photographs of all floors, rooms, hallways, and features;
 - Interior photographic documentation should include detailed photographs of any distinguishing features of the building, such as baseboards, trim, windows, structural components, materials and building techniques.
- Architectural Drawings:
 - Measured drawings of elevations of a cultural heritage resource and floor plans may be required. These measured drawings and floor plans may be completed by an architectural firm, planning firm, or comparable service provider;
 - Staff may also require the detailed measurement of any features of a resource that is important to the cultural heritage value or interest of the property, such as a feature that is rare or unique;
 - Measured drawings of features that are not of cultural heritage value or interest are not required. Staff will provide direction as to which features require measured drawings and/or floor plans.
- Digital Documentation:
 - Digital documentation may be performed through digital scanning of a cultural heritage resource or features thereof. Examples include 3D scanning tools (iGuide) and LiDAR.

Salvage Plan

- Depending on the circumstances, a Salvage Plan may be required. The purpose of salvaging items may differ, as follows:
 - To salvage items of high cultural heritage value for a specific purpose so that they may be conserved over the long-term as part of a commemorative feature. These items could be salvaged for a museum, incorporated into a commemorative display on or off-site, or otherwise.
 - To salvage items for the potential re-use on other projects, including other heritage buildings or new builds within the community or (i.e. windows, doors, trim, cladding materials etc.)
 - To salvage items which are not necessarily of cultural heritage value or interest, but could be salvaged for other purposes as opposed to being deposited as landfill.
- Items which may be identified as good candidates for salvage must be reviewed not only in terms of their cultural heritage value, but also their integrity and condition;

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- The means of extraction should be reviewed for items of high cultural heritage value in addition to the process of inventorying and those responsible for this task;
- The storage of inventoried items and their monitoring should be outlined as part of the Salvage Plan;
- Recommendations for re-use of materials may be provided, including the proposed method of integration;
- Note that the Town of Caledon does not assume responsibility regarding items which may be salvaged.

Summary and Conclusions

- Summary of documentation completed for the purpose of the Report;
- Summary of Salvage Plan;
- Summary of recommendations for supplementation of the historic record (i.e. where copies of the Documentation Report and Salvage Plan should be made available).

Appendices

- Supporting documents or reports must be included as part of the Appendices;
- This may include:
 - Architectural Drawings
 - Photographs and Photo maps

Photographs

- Photographs shall be provided throughout the report in order to detail existing conditions and existing heritage attributes. Photographs shall also be provided to the Town of Caledon digitally in the form of a USB (or digital submission) to supplement the historic record.

Submission Requirements and Format:

The Documentation Report and Salvage Plan must be submitted in digital format (PDF) including all appendices. The document must be AODA compliant.

Paper copies may also be required at the discretion of Town staff.

Note that the Town of Caledon may authorize copies of the document to be held by relevant community groups, including (but not limited to) archives, libraries, and historical societies. These documents may be redacted by Town staff in order to protect personal information.

