

# Terms of Reference: Cultural Heritage Condition Assessment Report (CHCAR)

## Purpose:

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The purpose of a Cultural Heritage Condition Assessment Report (CHCAR) is to provide a description of the existing condition of a cultural heritage resource. The information provided as part of a CHCAR will inform the planning process and options for the potential conservation of cultural heritage resources.

## Prepared By:

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A CHCAR must be completed by an architect or engineer with demonstrated experience in heritage conservation who is a professional member in good standing of the Canadian Association of Heritage Professionals (CAHP). The report may be advised by other professionals related to the scope of the report, such as conservators, contractors, home inspectors, bridge technicians and skilled trades.

## When Required:

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A CHCAR *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 *Provincial Policy Statement (PPS)*;
- Any cultural heritage resource being considered for relocation, removal, or demolition.
- Any property within an identified Cultural Heritage Landscape;

*\*Note that the requirement for a CHCAR may be scoped or waived by staff, where appropriate.*

## Required Content:

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The required contents of a CHCAR are as follows:

### Table of Contents

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

### Executive Summary

- The purpose of the executive summary is to highlight the main aspects of the report, including:
  - A brief description of the subject property and cultural heritage resources;
  - A summary of the condition of resources subject to the assessment;
  - A summary of remedial work, prospective costs and timelines;



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- A summary of recommendations, including (but not limited to) whether or not a Conservation Plan is required.

## Introduction

- A brief introduction identifying the author(s) and their qualifications;
- A description of the subject property including relevant maps;
- A description of the current heritage status of the cultural heritage resource;
- A brief summary of the proposed development and related Planning applications.

## Methodology and Approach

- Identification of the testing methods used (i.e. visual only, invasive testing, etc.).

## Condition Assessment

- Detailed description of the buildings and structures subject to assessment;
- Detailed description of the existing conditions of both the overall cultural heritage resource(s) as well as any specific features (i.e. finishes, materials, etc.) providing professional quality record photographs of the cultural heritage resource in its present state;
- Provide an analysis of the condition of cultural heritage resources including rationale as to the cause of any deficiencies;
- The report may review the following issues:
  - Masonry & stone;
  - Pests & insects;
  - Wood & carpentry;
  - Hazardous materials (lead, asbestos);
  - Structural engineering;
  - Plumbing & Electrical; and
  - Mold, Fungal Growth, Humidity & Air.

## Remedial Action

- Description of remedial work to be undertaken (including any stabilization measures), if necessary, and the associated costs and timelines; and,
- Description of proposed implementation and monitoring measures.

## Conclusions & Recommendations

- The CHCAR should include statements regarding the level of deterioration of the cultural heritage resource as a whole, as well as any localized issues and a summary of remedial actions
- Depending on the severity of the condition, provide a recommendation for a Conservation Plan (i.e. Mothball Plan).



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## Appendices

- Maps, Location Plans;
- Terms of Reference;
- Photographs detailing the existing conditions (if not included in the body of the report); and
- Related reports from any professionals or sub-consultants.

*\*Note that the contents of a Cultural Heritage Condition Assessment Report do not necessarily have to be completed in the order provided, but must include the necessary components.*

## Submission Requirements and Format:

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A CHCAR 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 City staff.

## Additional Resources:

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The CHCAR may make reference to the following resources, as appropriate:

- Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (2010)
- Ontario Ministry of Citizenship and Multiculturalism's *Eight Guiding Principles in the Conservation of Historic Properties* (1997)
- Ontario Ministry of Citizenship and Multiculturalism's *Heritage Conservation Principle's for Land Use Planning* (2007)
- *Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation* (1988)



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