



Figure 1: Griffin House National Historic Site - Eneals Griffin came to Upper Canada with his family, settling here in 1834. Their descendants have been members of the Ancaster community ever since (Image courtesy of the City of Hamilton).

Heritage Property Evaluation: A Guide to Identifying, Researching and Evaluating Heritage Properties in Ontario Communities

All across Ontario, communities are working together to protect and promote our cultural heritage properties.

Our cultural heritage reflects the expressions and aspirations of those who have gone before us as well as today's culturally diverse communities.

Cultural heritage can take many forms – buildings and monuments, bridges and roadways, streetscapes and landscapes, barns and industrial complexes, cemeteries, museums, archives

and folktales. They enrich us, inspire us and guide us forward to build vibrant, liveable communities for present and future generations.

The conservation of cultural heritage properties is vital to a community's overall cultural and economic development plan. An integrated approach to cultural and economic planning leads to the revitalization of main streets, neighbourhoods and individual properties, creates employment, encourages new business, brings tourist dollars and can even increase property values.

Identification and evaluation are a vital part of the conservation process. This guide is designed to help identify and evaluate the cultural heritage value or interest of properties in our communities. It outlines the *Ontario Heritage Act* requirements ([section 27](#)) for a municipal register of property of cultural heritage value or interest. It also provides guidance in evaluating properties using the criteria prescribed in [Ontario Regulation 9/06](#) of the *Ontario Heritage Act*.

What's in this guide?

1. Heritage Properties

This section describes what is meant by “heritage property” and “cultural heritage value or interest,” and outlines the framework for heritage conservation in Ontario.

2. Getting Started

This section outlines the first steps to identify potential heritage properties.

3. Municipal Register of Heritage Properties

The requirements of the *Ontario Heritage Act* and the basics for compiling a municipal register of heritage properties are outlined.

4. Research and Site Analysis

This section explains why it is important to research and conduct site analysis. It also gives an overview of the steps to be taken.

5. Evaluation

This section provides guidance on the process for describing a property; evaluating a property for its cultural heritage value or interest applying the criteria in [Ontario Regulation 9/06](#); and the appropriate documentation of all available information.

6. Researching a Property

This is a how-to guide for undertaking historical research and examining the oral, documentary and physical evidence of a property.

7. Resources and Further Information

[Section not included in this draft]

This guide is one of several published by the Ministry of Heritage, Sport, Tourism and Culture Industries as part of the Ontario Heritage Tool Kit. The Ministry has published these guidance materials as an aid to municipalities and others working with the Ontario Heritage Act. The information in this guidance is not intended to take the place of legal advice. In the event of any conflict between this guidance and any applicable legislation or regulations, including the Ontario Heritage Act and its regulations, the legislation or regulations prevails.

Heritage Properties

The *Ontario Heritage Act* provides a framework for the conservation of properties and geographic features or areas that are valued for the important contribution they make to our understanding and appreciation of the history of a place, an event or people.

These properties or areas contain cultural heritage resources which may include built heritage resources, cultural heritage landscapes, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest. These are heritage properties that are important in the life of communities, contributing to a sense of place, and helping to guide planning.



Figure 2: Typical postwar single-family dwelling (Image courtesy of the City of Ajax).



Figure 3. The Western Counties Health and Occupation Centre is a listed on the City of London's Register of Cultural Heritage Resources (Image courtesy of the City of London).

The *Ontario Planning Act* and Provincial Policy Statement support heritage conservation as part of land-use planning.

Cultural heritage resources may include:

- Residential, commercial, institutional, agricultural or industrial buildings
- Monuments, such as a cenotaph, public art or a statue
- Structures, such as a water tower, culvert, fence or bridge
- Natural features that have cultural heritage value or interest
- Cemeteries, gravestones or cemetery markers
- Landscapes, such as parks and battlefields
- Spiritual and sacred sites
- Building interiors
- Ruins

- Archaeological sites, including marine archaeology
- Areas of archaeological potential

The task for each municipality is to conserve those cultural heritage resources that have lasting cultural heritage value or interest to their community. This process begins with compiling a register of properties of cultural heritage value or interest to the community. Throughout the guide we will be using the term “heritage property” to mean:

- property that has been designated under Part IV, V or VI of the *Ontario Heritage Act*;
- property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*;
- property identified by the province and prescribed public bodies as provincial heritage property under the [Standards and Guidelines for Conservation of Provincial Heritage Properties](#) (under Part III.1 of the *Ontario Heritage Act*);
- property protected under federal heritage policy; and,
- UNESCO World Heritage Sites.

The conservation of heritage properties encompasses a range of activities directed at identification, evaluation, protection or formal recognition, promotion and celebration in a manner that ensures their cultural heritage value or interest is retained and expressed or communicated.

1.1. Conservation of Heritage Properties: From Understanding to Celebration

- Understand the cultural heritage of the community
 - **Investigate** the historical context of the property or study area
 - **Investigate** the community’s understanding of the property(ies)
 - **Establish** local historical themes
 - **Survey** properties in the community using a recording form
 - **Screen** the surveyed properties using preliminary criteria
- **Identify** screened properties that may have cultural heritage value or interest
- **Assess** the cultural heritage value of properties that are candidates for protection
 - **Research and Evaluate** properties for protection and determine best means of conservation
- **Protect** properties through inclusion on the municipal register of heritage properties, designation bylaws or heritage conservation easement agreements under the *Ontario Heritage Act* or other conservation measures
- **Manage** protected heritage properties
- **Promote and celebrate** heritage properties

For more information on protection and management of heritage properties, see other Ontario Heritage Toolkit guides: *Designating Heritage Properties*, *Heritage Conservation Districts* and *A Guide to Cultural Heritage Resources in the Land Use Planning Process*.

2. Getting Started

Each municipality can decide on the best approach for surveying and researching properties in the community. This decision is based on the available resources and expertise.

A first step can be as simple as completing a survey or recording form and photographing properties from the nearest public vantage point. Best practice includes ensuring that the essential details of street address and legal property description, type of cultural heritage resource, and general observations on the physical characteristics and context are recorded, by description and photography. If maintained as an electronic database, this information can easily be cross-referenced, updated, studied and made available for research.

Individuals with some training or expertise in recognizing and evaluating heritage properties are best suited to undertake the task of identifying potential heritage properties. An inexperienced recorder is more likely to identify the obvious “old looking” buildings or landmarks in good condition. An experienced recorder or heritage consultant will be able to see past the current appearance of a property and recognize its potential for cultural heritage value or interest.

Councils of municipalities with a municipal heritage committee could assign the task of identifying potential heritage properties to the committee and provide any municipal resources and staff support that might be needed.

The Ministry of Heritage, Sport, Tourism and Culture Industries developed screening checklists to assist municipalities, property owners, developers, consultants and others to identify known (previously recognized) and potential built heritage resources and cultural heritage landscapes: [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#).



Figure 4. Built in 1792, the Hay Bay Church near Adolphus town is the oldest United Church in existence today (MHSTCI).

SIDEBAR:

Example: Property Survey Record

This list itemizes the information that would be useful to record when undertaking a survey of properties that may be included on the municipal register of heritage properties. Other information items of local importance can be added. Recorders are encouraged to learn about the heritage of the community as a whole before undertaking a survey.

Recorder

- *Date of recording*
- *Name of recorder*
 - *Municipal Heritage Committee*
 - *Municipal Staff*
 - *Heritage Consultant*
 - *Student*
 - *Other*

- *What is your level of expertise in identifying and describing a cultural heritage property?*
 - *Beginner*
 - *Some Experience*
 - *Expert*

Property Identification

- *Street address and legal description*
- *Location/context*
- *Name of Property, if any*
- *Use (original and current)*
- *Name and address of owner*

Physical Description and Design Information

- *Property Type:*

Examples: Residential, commercial, institutional, agricultural or industrial building; monument such as a cenotaph, statue or public art; structure such as a water tower, culvert, fence or bridge; natural feature that has cultural heritage value or interest; cemetery, gravestone or cemetery marker; cultural heritage landscape; spiritual site; interior; ruins or other feature

- *Property Features*
- *Materials used*

Examples: Wood, stone, metal, plastic or other

- *Style*
- *Construction/Date*
- *Any previous work or alteration*
- *Condition – Identify any physical or other risks to the condition and/or integrity of the property and/or individual features*
- *Architect/Builder*

Historical or Associative Information

- *List sources from research or local traditions*

- *Identify any features similar to other properties*

Photographs

- *Photographs should be taken from the nearest publicly accessible viewpoint. (Do not enter a property without permission). The front or prominent feature will be used as the key image. Identify all images with north, south, east and west orientation.*

Recommendation

- *Make an initial recommendation or comment on whether or not to list the property and whether it likely has cultural heritage value or interest with specific reference to the criteria in [Ontario Regulation 9/06](#).*

2.1. Making Comparisons

Undertaking broader surveys are an opportunity for a municipality to learn a great deal about its heritage properties during the surveying phase.

The benefits of larger, more comprehensive surveys where the information is recorded in a consistent and objective way, is that patterns or themes in the cultural heritage value or interest often emerge.

For example, the survey may reveal that one architectural style is characteristic of a neighbourhood; a certain type of technology is used for several industries; there is a popular local building material; there were design changes in types of engineering works such as bridges; or some cemetery headstones have unique markings. A particular decorative motif in the gable of a house may be a clue to the work of a local artisan; a change in that motif may have some significance.

A comprehensive survey will also show differences and similarities in the features or attributes of the properties. Typical or similar examples can be compared to each other and will also highlight the uniqueness of other examples. Several properties may be associated with a particular event, but only one may stand out as a vivid expression of what that event truly meant to the community.

These survey exercises may reveal that there is a need to further research a specific type of heritage property. For example, separate surveys for barns, cultural heritage landscapes or very old and increasingly rare buildings such as those that predate Canada's confederation in 1867 will help the evaluation of these types of heritage properties.

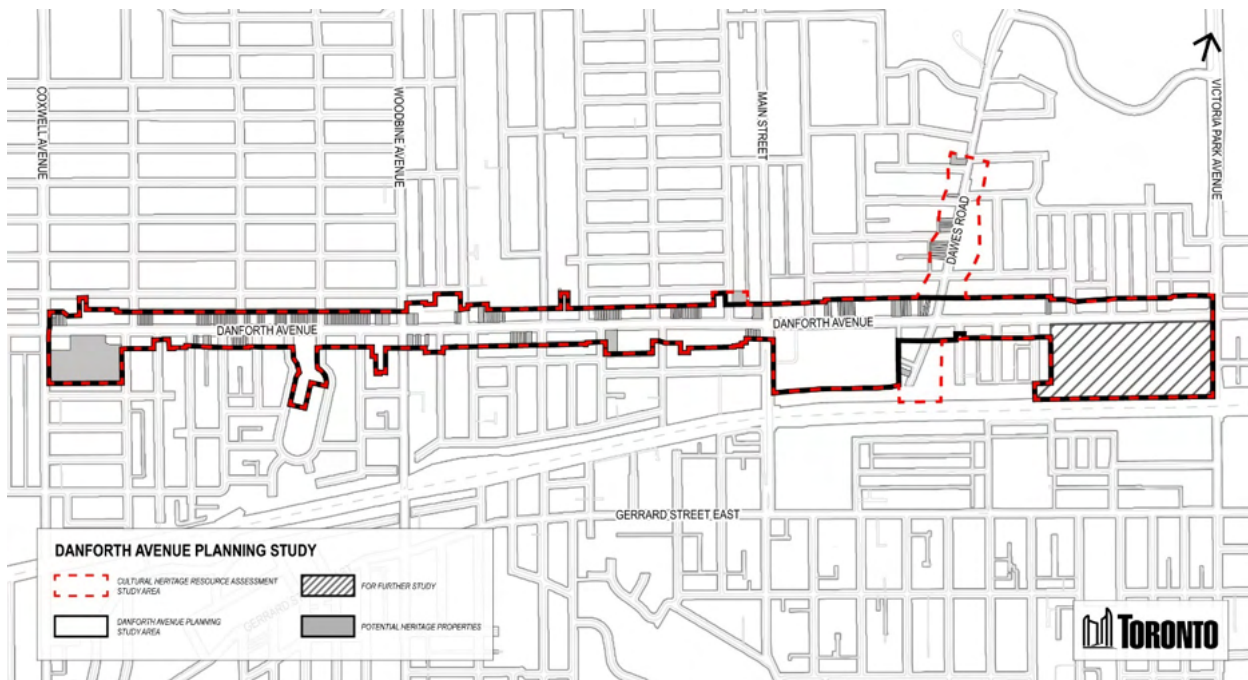


Figure 5. The Danforth Ave Planning Study included a broad heritage survey in the form of a Cultural Heritage Resource Assessment (CHRA). As a result of heritage survey work, the boundaries of the CHRA were expanded beyond the planning study area to include Dawes Road, which may have been based on an Indigenous trail and was an historically important road within the community (Image courtesy of the City of Toronto).

2.2. Know Your Community

To help guide the identification and evaluation of potential heritage properties within a community, it is recommended that the main themes and key developments, and any specific events, activities, people and circumstances that have shaped the community be identified. This is the important community context that should ensure that those properties with characteristics that hold cultural heritage value or interest to the community will be captured and considered for protection under the *Ontario Heritage Act*. Much of this background information can be learned from oral and published histories, as well as libraries, museums, archives, historical associations, and from residents. Whoever undertakes the identification of potential heritage properties should be familiar with the heritage of the community, including minority and Indigenous communities, as this will give them local knowledge and perspective when identifying properties for including on the municipal register of heritage properties and when proceeding with designation. Formally compiling this information and keeping it as a reference resource will help with ongoing identification of potential heritage property.

For example, knowing the boundaries of Indigenous campsites, trade routes, settlements or the first town plan or survey can help identify where the oldest cultural heritage resources may be found. Knowing the patterns of settlement, transportation routes and other local

developments may indicate likely locations of former industrial sites, battlefields or landmarks where ruins or structures associated with that activity or event may exist. Areas that were annexed as the town grew may also have value or interest to their original municipality before annexation, such as a bordering hamlet or township.

The more that is known about the overall history and development of a community, the easier it will be to make sense of the property research puzzle. Secondary sources such as community, family, institutional and business histories can outline the community context and help answer some initial questions such as:

- When and why was the community established?
- What Indigenous communities have a claim, presence, interest or history in the area?
- Where is the property located relative to local development? Is it in the historic core or an area of later growth? Is it near an early waterway, road, crossroads or railway line?
- Do any people, events, places, commercial activities or other factors contribute to the cultural heritage of the community?
- What communities have been left out of official histories?
- Were there any floods, fires, tornadoes or other disasters that may have altered the property?
- When were the local mills, brickworks, iron foundries or other manufacturers of products relevant to the property established?
- When did the railway arrive to bring imported products?
- Are there any traditions associated with a former occupant, builder, event, design, type of engineering or use of the property?



Figure 6. Mossington Bridge, Georgina (Image courtesy of the Town of Georgina).

2.3. The Process of Compiling a Register

The process of compiling a municipal register of heritage properties may include:

- listing all properties that are protected by the municipality and the Minister of Heritage, Sport, Tourism and Culture Industries;
- adding a property that is not designated but considered by the municipal council to be of cultural heritage value or interest; and
- adding properties that are subject to a heritage conservation easement and/or recognized by provincial or federal jurisdictions.

Councils of municipalities without a municipal heritage committee may ask municipal staff to seek the assistance of a local heritage or community organization. Another option is to engage a heritage consultant with expertise in heritage properties. The Ministry of Heritage, Sport, Tourism and Culture Industries can be contacted for guidance on how to develop the municipal register of heritage properties.

In most Ontario municipalities, it is impractical to survey every (heritage and non-heritage) property and undertake sufficient research and analysis to confidently eliminate those with no cultural heritage value or interest. Some preliminary rationale or criterion for adding a property is needed to make compiling the municipal register of heritage properties an efficient task that is achievable within a reasonable time frame.

[Ontario Regulation 9/06](#) must be applied to properties being considered for designation under section 29 of the *Ontario Heritage Act*. Screening properties for potential protection in accordance with the criteria in the regulation is a higher test than required for adding non-designated properties on the register. The evaluation approach and categories of Design/Physical Value, Historical/Associative Value, and Contextual Value set out in the regulation are, however, useful to consider when developing a preliminary rationale or criteria for including properties. This also will provide continuity in the evaluation of properties on the register that may later be considered for designation under [section 29](#).

2.4. Selecting Properties for Further Research

Recognizing patterns, themes, similarities and differences is an important part of studying and understanding a community's heritage. It also makes easier to identify property that truly reflects what holds cultural heritage value or interest in the community. It can help with choosing properties that warrant further research and heritage conservation.

For example, a community may have been founded when a prospector discovered a valuable mineral. The earliest industrial structures, dwellings and institutions date to the opening of the mine and the first years of the mine's operation. The mine may now be closed and a secondary economy may have taken its place. The heritage properties associated with the mining heritage of the community are found, through the survey of community properties, to be disappearing. The properties associated with mining will have a higher priority for further research and possibly protection under the *Ontario Heritage Act*.



Figure 7. Townsite Shaft 1 Headframe in Cobalt (MHSTCI).

Another example could be in a community where a fire destroyed structures built on the main street. Any structures or remnants that survived the fire, or have evidence of the fire, are likely rare. These are important to understanding the character of this early, pre-fire period of the community history. Their loss now would have consequences to the study of the community's heritage. These properties should be given priority in undertaking further research and conservation.

Municipalities may find it useful to develop a system for prioritizing properties to be included on the municipal register of heritage properties (rather than ratings for protection). This can help with setting priorities for further research, full evaluation against the criteria in [Ontario Regulation 9/06](#) or with determining an order to bring properties that merit designation forward to council for long-term protection under the *Ontario Heritage Act*.



Figure 8. Toronto Fire 1904 (Image courtesy of Archives of Ontario).

2.5. A Work-in-Progress

The identification of potential heritage properties within a municipality is a work-in-progress that is revised and updated as needed and as local resources become available. The municipal register of heritage properties is never a finite document; it should continue to grow, change and be updated as the community understands more about its cultural heritage value or interest. No final decisions about the cultural heritage value or interest of a property on the municipal register of heritage properties should be made without undertaking further historical research and site analysis of that specific property. Any further historical research and site analysis should be situated within a current understanding of the community's heritage, informed by local knowledge and Elders, where appropriate.



Figure 9. Walkerville Post Office - Built in 1914 by the Federal department of public works to serve the former town of Walkerville (Image courtesy of the City of Windsor).

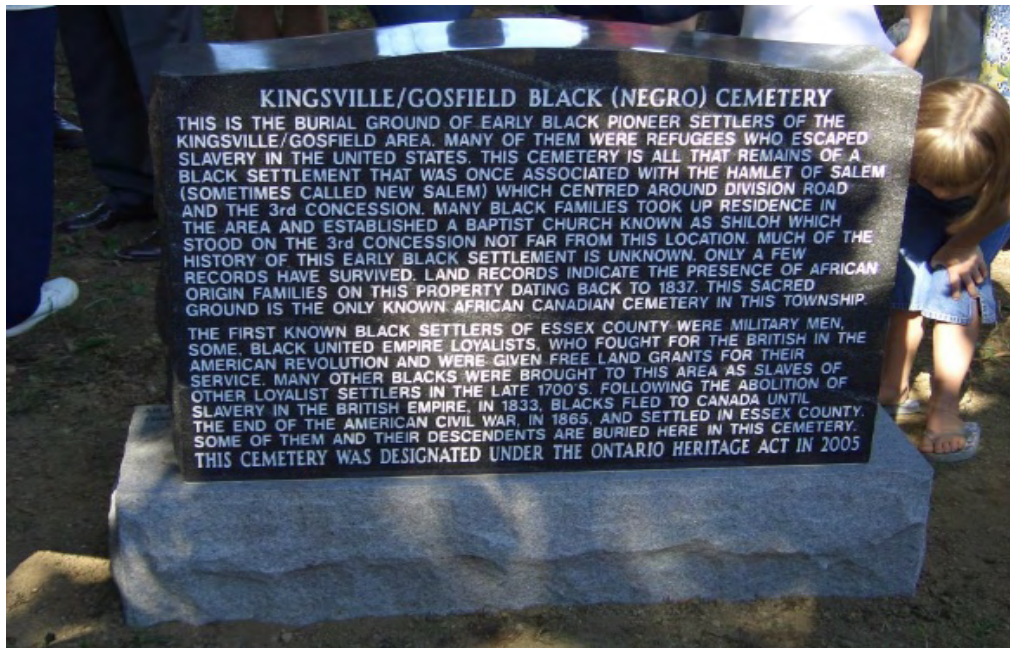


Figure 10. Gosfield Black (Negro) Cemetery, Kingsville (Image courtesy of Kingsville Municipal Heritage Advisory Committee).

SIDEBAR:**Basics of a Municipal Register of Heritage Properties**

1. The *Ontario Heritage Act* (OHA) requires that the register list all properties that are protected by the municipality (under [section 29](#)) or by the Minister of Heritage, Sport, Tourism and Culture Industries (under [section 34.5](#)) ([OHA, ss.27\(2\)](#)). For these properties there must be:
 - a legal description of the property;
 - the name and address of the owner; and
 - a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property.
2. The *Ontario Heritage Act* allows a municipality to include on the municipal register property that is not designated but considered by the municipal council to be of cultural heritage value or interest. There must be a sufficient description to readily ascertain the property ([OHA, ss.27\(3\)](#)).
3. A municipality may consider including properties on the municipal register of heritage properties that are subject to a heritage conservation easement and/or recognized by provincial or federal jurisdictions.
4. If a municipal heritage committee has been appointed by council, the municipal heritage committee shall be consulted by council before including a property that has not been designated in the municipal register of heritage properties or removing that property from the register ([OHA, ss.27\(4\)](#)).
5. The rationale or selection criteria used to survey the community and compile the municipal register of heritage properties should be clearly stated.
6. The recorder(s) undertaking the survey of properties should have knowledge of the heritage of the community and some training in identifying and evaluating potential heritage properties.
7. Information about all properties should be recorded in a consistent and objective way.
8. Not all heritage properties are old. Many recent structures hold cultural heritage value or interest in their design, craftsmanship, function, ownership or for other reasons.
9. Using physical condition as a determining factor in whether or not to add a property to the municipal register of heritage properties is not advised. A property may be in an altered or deteriorated condition, but this may not be affecting its cultural heritage value or interest.
10. A commitment to maintaining and revising the municipal register of heritage properties through historical research and analysis of the included properties will give the register more credibility in local heritage conservation and planning.
11. The register should be readily available to municipal staff and officials, property owners and the public.

12. The municipal register of heritage properties can be a valuable tool for land-use planners, educators, tourism, and economic developers. For example, it can be used to plan Doors Open events, educational programs, celebrate historic events and anniversaries, promote a community and encourage innovative development.



Figure 11. The Minto Bridge spanning the Rideau Canal (Image courtesy of the City of Ottawa).

3. Municipal Register of Heritage Properties

Identifying properties of cultural heritage value or interest is an essential part of a municipality's role in heritage conservation. Including a property of cultural heritage value or interest on the municipal register of heritage properties is one step a municipality can take in the conservation process. This can help with identification and evaluation of a property that may warrant some form of heritage conservation, recognition and/or long-term protection such as designation.

3.1 What is the Municipal Register of Heritage Properties?

[Section 27](#) of the *Ontario Heritage Act* requires the clerk of every municipality to keep a municipal register of heritage properties that includes all properties in the municipality that are

designated under Part IV of the *Ontario Heritage Act* by the municipality or by the Minister of Heritage, Sport, Tourism and Culture Industries. The clerk of a municipality shall issue extracts from the register to any person on payment of the fee set by the municipality by by-law. Some municipalities have made their registers publicly accessible.

For properties designated under Part IV, the municipal register must include:

- (a) a legal description of the property;
- (b) the name and address of the owner; and
- (c) a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property. ([OHA, ss.27\(2\)](#))

The *Ontario Heritage Act* ([subsection 27\(3\)](#)) also allows a municipality to include properties of cultural heritage value or interest that have not been designated in its register but that the council of the municipality believes to be of cultural heritage value or interest.

The municipal register of heritage properties is a planning document that can be consulted by municipal decision makers when development proposals or permits are being considered. Mapping properties on the municipal register of heritage properties using Geographic Information Systems (GIS) or other cultural mapping can be a useful component of the broader data collection and management framework of the municipality. Property owners and the public should be aware of the existence of the municipal register of heritage properties, mapping and other heritage property management tools.

3.2 Why should a municipality include properties that have not been designated in its municipal register?

Including non-designated properties in the municipal register is a means to identify properties that have cultural heritage value or interest to the community. The municipal register is an important tool in planning for the conservation of heritage properties and provides interim protection from demolition.

3.2.1 A Comprehensive Register of Heritage Properties:

- Recognizes properties of cultural heritage value or interest in the community
- Demonstrates a municipal council's commitments to conserve cultural heritage resources
- Enhances knowledge and an understanding of the community's cultural heritage

- Provides a database of properties of cultural heritage value or interest for land-use planners, property owners, developers, the tourism industry, educators and the general public
- Should be consulted by municipal decision makers when reviewing development proposals or permit applications
- Provides interim protection from demolition (see below)

3.3 How does inclusion in the municipal register provide interim protection from demolition?

An approved building permit from the municipality is required prior to demolition of a building. The *Ontario Building Code Act* provides mandatory timeframes for the review of building permit applications. These include, for example, 10 days for a house and 20 days for a large building.

These building permit review times may not provide enough time for a municipality and its municipal heritage committee to assess the cultural heritage value or interest of properties where demolition is proposed.

To address this issue, the *Ontario Heritage Act* provides interim protection for non-designated properties that are included in the municipal register (see [subsection 27\(9\)-\(11\)](#)). Owners of a property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless they give the council of the municipality at least 60 days notice in writing of their intention to do so. This allows time for the municipality to decide whether to begin the designation process.

3.4 What is the process to include properties in the municipal register of heritage properties?

When a municipal council decides to include a property that has not been previously designated in the municipal register of heritage properties, council shall, within 30 days after including the property in the register, provide the owner of the property with notice that the property has been included in the register.¹ ([OHA, ss.27\(5-6\)](#))

The notice must include the following:

- a statement explaining why the council of the municipality believes the property to be of cultural heritage value or interest.
- a description of the property that is sufficient to readily ascertain the property.
- a statement that if the owner of the property objects to the property being included in the register, the owner may object to the property's inclusion by serving on the clerk of

¹ This new provision came into effect on July 1, 2021.

the municipality a notice of objection setting out the reasons for the objection and all the relevant facts.

- an explanation of the restriction concerning the demolition or removal, or the permitting of the demolition or removal, of a building or structure on the property as set out in subsection (9).

Although detailed research and evaluation of the property is not required, the municipality should consider the Criteria for Determining Cultural Heritage Value or Interest in [Ontario Regulation 9/06](#) under the *Ontario Heritage Act* when deciding which properties to include in the municipal register of heritage properties. These considerations can also help the municipality prepare the statement explaining why council believes the property is of cultural heritage value or interest.

In a municipality with a municipal heritage committee, council must consult with its municipal heritage committee before a property that has not been designated under Part IV is added or removed from the municipal register of heritage properties. ([OHA, ss.27\(4\)](#))

Discussion with the broader community may also be helpful. For example, a municipality could hold a public forum to help decide which properties of cultural heritage value or interest should be included in its municipal register of heritage properties.

Requests to include a property in the municipal register of heritage properties may come from anyone, including property owners, a municipal heritage committee, municipal staff, local historical societies or residents' associations.

The owner of a property who objects to a property being included in the municipal register of heritage properties under subsection (3) shall serve on the clerk of the municipality a notice of objection setting out the reasons for the objection and all relevant facts ([OHA, ss. 27\(7\)](#)).



Figure 12. Coboconk Lime kilns - Limestone became an important part of the local economy as it was often refined and sold for range of use in construction, industry and agriculture (Image Courtesy of the City of Kawartha Lakes).

3.5 What happens if there is a notice of objection?

If a notice of objection has been served by the property owner, council shall:

- a. consider the notice and make a decision as to whether the property should continue to be included in the register or whether it should be removed; and
- b. provide notice of the council's decision to the property owner, in such form as the council considers proper, within 90 days after the decision. ([OHA, ss.27\(8\)](#))

Questions council may ask about the inclusion of a property on the municipal register of heritage properties may include:

- Has any new or relevant information come to light about the potential cultural heritage value or interest of the property since the property was included in the municipal register of heritage properties?
- Are there concerns, inaccuracies or discrepancies, or some other issue with information about the property or other documentation related to the inclusion in the municipal register of heritage properties?

3.6 What about existing heritage inventories?

In addition to the required municipal register of heritage properties, many municipalities have existing inventories or lists of properties of potential cultural heritage value or interest. These could be a separate list that is continuously added to, or ones generated through previous studies or research undertaken by municipal heritage committees, consultants or heritage organizations.

If your municipality has an existing inventory of properties of cultural heritage value or interest, and these properties have not been designated, you may wish to consider the following questions when determining whether to include all or part of the inventory in the municipal register of heritage properties:

- Was the inventory previously adopted by the municipal heritage committee and/or municipal council?
- Is the inventory recognized in planning policy, such as the municipal Official Plan?
- Was the public consulted as part of the development of the inventory?
- Does the list consider the full range of properties that may have cultural heritage value or interest? For example, does the inventory include cultural heritage landscapes?

There are examples of municipal councils who have elected to “roll” all or part of an existing inventory into the municipal register of heritage properties, while others have undertaken a new process to identify properties. This would be an appropriate time to consider whether older inventories were compiled using criteria that are consistent with current heritage conservation best practice. Unless a council adopts an inventory of properties that have not been designated and adds it to the municipal register of heritage properties, the properties on the inventory will not be subject to the restriction on demolition provided in the [OHA s. 27\(3\)](#).



Figure 13. The City of Hamilton's Built Heritage Inventory Process (Image courtesy of the City of Hamilton).

3.7 Can provincially or federally owned/recognized heritage properties be included in the municipal register of heritage properties?

A municipal council may also choose to include other properties that have not or cannot be designated under Part IV, for example: properties subject to heritage conservation easements under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province and prescribed public bodies as provincial heritage property under the [Standards and Guidelines for Conservation of Provincial Heritage Properties](#); properties protected under federal legislation and/or recognized by federal jurisdiction, such as properties commemorated by the Historic Sites and Monuments Board of Canada, and UNESCO World Heritage Sites.

The *Ontario Heritage Act* allows a municipality to include provincially-owned heritage properties in the municipal register of heritage properties. Provincially-owned heritage properties are exempt from the provisions of Part IV of the *Ontario Heritage Act*, including the requirement to provide notice of intention to demolish or remove a building or structure on the property. Provincially-owned heritage properties are not subject to designation by municipalities. Provincially-owned heritage properties are protected under the [Standards and Guidelines for Conservation of Provincial Heritage Properties](#), prepared pursuant to Part III.1 of the *Ontario Heritage Act*. The Standards and Guidelines set out the criteria and the process for the identification of provincial properties that have cultural heritage value or interest, and set standards for the protection, maintenance, use and disposal of these properties. The Standards and Guidelines apply to property that is owned or controlled by the provincial government. All provincial ministries and prescribed public bodies listed in [Ontario Regulation 157/10](#) must comply with the Standards and Guidelines.

Including a provincially owned heritage property (i.e. a provincial heritage property) in the municipal register of heritage properties indicates to the Province, as the property owner/manager, that the property has cultural heritage value or interest to the local community. The Standards and Guidelines require that decisions regarding provincial heritage properties be made in an open, accountable way, taking into account the views of interested persons and communities.



Figure 14. The Rideau Canal Corridor is a UNESCO World Heritage Site and federally owned cultural heritage landscape (Photo Copyright 2006 Ontario Tourism).



Figure 15. Inge-Va is a provincially owned property (Image courtesy of Ontario Heritage Trust).

4. The Importance of Research and Site Analysis

Understanding the cultural heritage value of a property supports all parties with appropriate information to make decisions about the future of a property. Thorough research is essential in ensuring sufficient information for the evaluation of a property's cultural heritage value or interest. The results of the research and a description of how it was undertaken will form part of the final written account, such as a Cultural Heritage Evaluation Report (CHER), or designation report.

The historical research and site analysis needed for including a property on a municipal register of heritage properties is often preliminary in its scope. Properties being proposed for designation under the *Ontario Heritage Act* require more in-depth study by a qualified person or municipal heritage committee. This involves:

- Understanding and knowledge of the overall context of a community’s heritage and how the property being evaluated fits within this context;
- Researching the history and cultural associations of the property being evaluated; and
- Examining the property for any physical evidence of its features or attributes, past use or cultural associations. The physical context and site are also important to examine. For example, other buildings, structures or infrastructure nearby may be associated with this particular property.

This background information is best compiled through extensive historical research and site analysis. Neither is useful without the other. For example, the historical research might suggest that a house was built at a certain date. The architectural style, construction techniques and building materials may confirm or deny this as the date of construction.

Research is the process of consulting records and other documents to learn about the history of a property and associations it may have.



Figure 16. The property at 743 Colborne Street was recommended for designation based upon its association with a former Chief of a First Nation. This property was identified as part of the City of Brantford’s Heritage Register Project, which included Indigenous engagement (Image courtesy of the City of Brantford).

Research is necessary for compiling the specific history and development of a property and to identify any association it has to the broader context of community heritage. This involves the use of land records, maps, photographs, publications, archival materials, local knowledge, oral history and other documentation.

Research should reveal significant people or events associated with a property, technologies, dates of construction, original and later uses, philosophy, factors such as natural disasters or fires and other details about the property. This information is useful in the identification and evaluation of the cultural heritage value or interest of the property. It also provides clues for examining and interpreting the physical evidence.

4.1 Documenting the Research for Evaluation

A comprehensive research methodology involves a review of documentary, physical and oral evidence. Research materials should:

- merge and summarize the oral, documentary and physical evidence to provide a comprehensive history of the property (through written narrative, sketches, drawings, photographs, charts, etc.), and explain:
 - the principal physical features associated with the property’s history;
 - its cultural associations/meanings;
 - changes and the reasons for change over time, including the relationships between the past and present features of the property; and,
 - the overall historic context.
- be collated in a logical manner so that the data readily identifies key information, such as archaeological potential, community and/or Indigenous input; and
- assist with an accurate and full application of the criteria of [Ontario Regulation 9/06](#), i.e., substantiate whether the property is of significance to the community or the province.

The results of the research as well as a description of how it was undertaken will form part of the final written account.

For further information on how to conduct research, refer to Section 6: Researching a Property.

5. Evaluation

Non-designated properties included on the municipal register of heritage properties and newly identified properties may be candidates for designation under section 29 of the *Ontario Heritage Act*. Heritage designation is a protection mechanism with long-term implications for the alteration and demolition of a heritage property.

Properties being considered for individual designation must undergo a more rigorous evaluation than is required for including non-designated properties on the municipal register of heritage properties. The evaluation criteria set out in [Ontario Regulation 9/06](#) form a test against which properties must be assessed.

To ensure a thorough, objective and consistent evaluation across the province, and to assist municipalities with the process, [Ontario Regulation 9/06](#) prescribes the criteria for determining property of cultural heritage value or interest in a municipality. The regulation requires that, to be designated, a property must meet “one or more” of the criteria grouped into the categories of Design/Physical Value, Historical/ Associative Value and Contextual Value. A property’s cultural heritage value or interest is expressed through specific heritage attributes that are identified through the evaluation process.

This does not mean that the property is only evaluated within “one” category or must meet a criterion in each category in order to allow for protection. When more categories are applied, more is learned about the property and its relative cultural heritage value or interest. The resulting evaluation will provide thorough evidence to support decisions about heritage conservation measures. Council must be satisfied that the property meets at least one of the criteria set out in [Ontario Regulation 9/06](#) before it can be designated under section 29. Meeting one criterion is the minimum threshold, but raising that threshold is not appropriate, e.g., by requiring that a property meet two or more criteria or by adding other “local” criteria.

5.1 Conducting the Evaluation and Determination of Cultural Heritage Value or Interest

The relevant information documented through the research should be evaluated against each of the criteria as described in [Ontario Regulation 9/06](#) to determine the property’s cultural heritage value or interest.

The evaluation should determine:

- the rationale to support a property’s cultural heritage value or interest against the regulatory criteria that will be included in a report or designation report for the property; and
- which heritage attributes reflect the property’s cultural heritage value or interest.

Through the evaluation of the property, it should be possible to:

- Recognize a property that warrants long-term protection under section 29, and give reasons;

- Recognize a property for which levels of heritage conservation, other than section 29, are more appropriate;
- Determine that a property has no cultural heritage value or interest to the jurisdiction;
- Formulate the statement explaining the cultural heritage value or interest of the property, including how to identify which criteria are met and explain how the criteria are met, as required for a section 29 designation bylaw; and,
- Identify clearly the physical features or heritage attributes that contribute to, or support, the cultural heritage value or interest, as required in a section 29 designation bylaw.

It is advisable that an approach or model to evaluating potential heritage properties be adopted as a standard municipal procedure or policy. The adoption of a policy or standard practice enables council, municipal heritage committees, municipal staff including planning and building officials, land use planners, heritage organizations, property owners and the public to apply the process in a consistent and defensible manner. This can also help municipal council apply the principle of openness and transparency about the evaluation of potential heritage properties.

5.2 Identifying the Heritage Attributes or Physical Features

The heritage attributes of the property, its buildings and/or structures are evaluated based on their contribution to support the property's cultural heritage value or interest. These can include the physical materials, forms, location and spatial configurations that together characterize the cultural heritage value or interest, and should be retained to conserve that cultural heritage value or interest.

Their merit will be assessed on the basis of whether the physical features or elements:

- are key for the conservation of the cultural heritage value or interest;
- the relationship between the attributes and cultural heritage value or interest has been clearly demonstrated; and
- currently exist.

For further information on heritage attributes refer to Section 4.2 (Statement of Cultural Heritage Value) of the *Designating Heritage Properties Guide*.

5.3 Assessing Integrity

A heritage property does not need to be in original condition. Few survive without alterations on the long journey between their date of origin and today. Integrity is a question of whether

the surviving physical features (heritage attributes) continue to represent or support the cultural heritage value or interest of the property.

For example, a building that is identified as being important because it is the work of a local architect, but has been irreversibly altered without consideration for design, may not be worthy of long-term protection for its physical quality. The surviving features no longer represent the design; the integrity has been lost. If this same building had a prominent owner, or if a celebrated event took place there, it may hold cultural heritage value or interest for these reasons, but not for its association with the architect.

Cultural heritage value or interest may be intertwined with location or an association with another structure or environment. If these have been removed, the integrity of the property may be seriously diminished. Similarly, removal of historically significant materials, or extensive reworking of the original craftsmanship, would warrant an assessment of the integrity.

There can be value or interest found in the evolution of a heritage property. Much can be learned about social, economic, technological and other trends over time. The challenge is being able to differentiate between alterations that are part of an historic evolution, and those that are expedient and offer no informational value.

An example would be a sawmill originally powered by a waterwheel. Many mills were converted to steam turbine technology, and later to diesel or electrical power. Being able to document or present the evolution in power generation, as evidenced in this mill, has cultural heritage value or interest.



Figure 17. As can be seen in these photos depicting the restoration of 339 Queen Street East in Toronto, material changes to a property do not necessarily result in a loss of integrity. In this case, the building was restored by reinstating the features that contribute to its cultural heritage value (Image courtesy of the City of Toronto).

5.4 Physical Condition

Physical condition is another consideration. Some heritage properties are found in a deteriorated state but may still maintain all or part of their cultural heritage value or interest. The ability of the structure to exist for the long term, and determining at what point repair and

reconstruction erode the integrity of the heritage attributes, must be weighed against the cultural heritage value or interest held by the property.

Case Study:

The Case of St. Raphael's Roman Catholic Church

St. Raphael's Roman Catholic Church in South Glengarry County was built in 1818 under the supervision of Alexander Macdonell, the vicar general who was appointed in 1826 as the first Roman Catholic Bishop of Upper Canada. This large stone church served a congregation of Scottish Highlanders who had settled in the easternmost county of Upper Canada in 1786. St. Raphael's is recognized as the founding church for the English-speaking Catholics of Ontario. A fire in 1970 destroyed the roof, 1830s-era tower and the interior decorations. However, the outer walls were spared and thus the building's plan, impressive scale and fine masonry work remain.

Despite its fire-damaged condition, the property was designated under the Ontario Heritage Act and in the 1990s was declared a National Historic Site. Its condition did not take away its cultural heritage value and interest. The ruins silhouetted against the rural landscape "powerfully engages the minds of all who see it, evoking those early days in the history of the Church and preserving the memory of those intrepid settlers."

(Source: Friends of St. Raphael's Ruins)



Figure 18. St. Raphael's Roman Catholic Church (Image courtesy of the Ontario Heritage Trust).

5.5 Who does the Evaluation?

Under the *Ontario Heritage Act*, a municipal heritage committee can be appointed to advise council on matters relating to the Act and other heritage conservation matters. This can include identifying potential heritage properties, compiling the municipal register of heritage properties and using criteria for evaluating the cultural heritage value or interest of those properties. By using a committee, the objectivity of the evaluation is maintained.

For municipalities without a municipal heritage committee, others such as heritage planning staff, municipal staff, community or heritage organizations, an external heritage consultant, or other qualified person who understands the purpose of evaluating the cultural heritage value or interest of a property, could undertake the evaluation.

Regardless of academic or professional background, the person conducting the evaluation should have:

- understanding of *Ontario Heritage Act* framework;
- knowledge of the cultural heritage of the community;

- expertise, qualifications and/or experience in the identification, evaluation and documentation of cultural heritage resources, relevant to the type of resource being considered; and,
- recent experience in the identification, evaluation and conservation of cultural heritage resources (e.g., within the last three to five years).

When a municipality needs to engage the services of a heritage consultant, it is advisable to ensure that any contract includes requirements for recognized heritage qualifications. When a municipality engages the services of volunteers, municipal staff with heritage qualifications will be a valuable resource to guide the work.

An individual may be considered a qualified person by an Indigenous community if they are:

- they are an individual who is recognized within the relevant Indigenous community, such as an Elder or respected community researcher, or;
- someone who has been appointed by Chief and Council for the purpose of contributing to a cultural heritage study or evaluation.

Experience in all three cultural heritage resources – built heritage resources, cultural heritage landscapes and archaeological sites – is not essential. Rather, the experience should fit the type of resources that is being evaluated.

Identifying and evaluating heritage properties may require a variety of expertise that usually exceeds what any one person may have. Individuals with specialized knowledge and experience may be needed for many aspects of the work or for specific activities.

Ultimately, a municipal designation bylaw and its statement of cultural heritage value or interest is subject to appeal at the Ontario Land Tribunal, whose decisions regarding appeals of designation bylaws are final. Council has the final decision on whether to proceed with protection under the *Ontario Heritage Act*.

5.6 [Ontario Regulation 9/06](#) under the Ontario Heritage Act

5.6.1 Criteria for Determining Cultural Heritage Value or Interest

Criteria

1. The property has design value or physical value because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,

- ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.
1. The property has historical value or associative value because it,
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
 2. The property has contextual value because it,
 - i. is important in defining, maintaining or supporting the character of an area,
 - ii. is physically, functionally, visually or historically linked to its surroundings, or
 - iii. is a landmark.

5.7 Explanation of [Ontario Regulation 9/06](#)

The following provides guidance on how to apply the criteria.

5.7.1 Category 1: Design value or physical value

Note: Criteria 1.i to 1.iii address the material elements or features of a property, including their arrangement, composition or configuration, and any substantial components (i.e., aspects that can be seen or touched).

Criterion 1.i The property is a rare, unique, representative or early example of a style, type, expression, material or construction method

To satisfy this criterion the property should:

1. illustrate or exemplify:
 - a style (shared characteristics that make up a recognizable look or appearance of a building or constructed landscape – typical of a particular group, time or place);
 - a type (a particular kind or group usually with a common function, activity or use, e.g., schools, hospitals, courthouses, parks, etc. and may include subtypes);
 - an expression (to display, show, embody or be the physical symbol of a way of life, belief, tradition, etc.);
 - a material;
 - construction method; and
2. be:

- rare (because there were few in number originally, or there are few in number today due to subsequent loss);
- unique (the only one of its kind or a prototype);
- representative (serving as a portrayal or symbol); and/or
- early example (in the context of time and place).

Criterion 1.ii The property displays a high degree of craftsmanship or artistic merit

The property satisfies this criterion if it currently demonstrates or presents craftsmanship or artistic merit in a greater than normal quality or at an intensity well above an industry standard.

Criterion 1.ii considers the quality of execution in the assembly of materials, construction methods, spatial arrangements, etc.

SIDEBAR:

Craftsmanship: the quality of execution or technical skill on a product.

Artistic merit: quality of a product relating to the creative process and its value as a work of art; showing imaginative skill in arrangement or execution. In some cases, artistic merit may be recognized today but in other cases it may only be recognized at the time of its creation.

Criterion 1.iii The property demonstrates a high degree of technical or scientific achievement

The property satisfies this criterion if it currently displays or presents technical or scientific achievement in a greater than normal quality or at an intensity well above an industry standard.

Criterion 1.iii considers the characteristics and evolution of construction techniques and the use of materials within the local historic context. A property may represent a technical or scientific innovation or a change in techniques or materials as it relates to:

- technical expertise in its construction methods;
- scientific achievement in the use or adaptation of materials, forms, spatial arrangements; and/or
- breakthroughs in design or construction techniques.

5.7.2 Category 2: Historical value or associative value

Note: Criteria 2.i to 2.iii address aspects of the property that are often intangible and require research and interpretation.

Criterion 2.i The property has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community

To satisfy this criterion the property should meet two tests:

1. the association is direct – whether the property exemplifies or has strong evidence of its connection to a theme, event, belief, person, activity, organization or institution. For example, the property may be the product of, or was influenced, or was the site of – an event, theme, belief, activity, organization.
2. it is significant to the community – because a theme, event, belief, person, activity, organization or institution has made a strong, noticeable or influential contribution to the evolution or pattern of settlement and development in the community.

A property may satisfy this criterion if little else survives to illustrate a particular aspect of the community's history, e.g., the property is the last of its kind or provides rare early evidence.

A property may not meet criterion 2.i, if its association is either incidental (minor, secondary) or cannot be substantiated.

For further information on Historic Context refer to Section 6: Researching a Property.

Criterion 2.ii The property yields, or has the potential to yield, information that contributes to an understanding of a community or culture

Criterion 2.ii considers whether a property has, or can have, the ability to provide evidence of one or more notable or influential aspects of a community's history or the history of a culture. The culture may not be currently associated with the property.

To meet this criterion, the evidence should, e.g., offer new knowledge or a greater understanding of particular aspects of the community's history or the history of the culture, or contribute to a comparative analysis of similar properties, etc. The evidence may be demonstrated through the property, or the combination of the property and associated documentary material or artifacts, or oral evidence.

Criterion 2.ii is often associated with the assessment of the cultural heritage value of archaeological sites.

Criterion 2.iii The property demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

To satisfy this criterion the property should:

- display or present the work or ideas of an architect, artist, builder, designer or theorist; and
- be significant to the community – because of an architect, artist, builder, designer or theorist has made a strong, noticeable or influential contribution. The contribution may have been recognized in its day or through subsequent interpretation.

The evidence of the work or ideas needs to be explicitly identified, thoroughly supported in research, and be essential to understanding or interpreting the importance that the architect, artist, builder, designer or theorist has in the community's history. Incidental association does not satisfy this criterion.

Criterion 2.iii differs from 1.ii in that it is related to a property's association with an individual's portfolio of work, and is distinct from its craftsmanship/ artistic merit alone.

5.7.3 Category 3: Contextual value

Note: for Criteria 3.i to 3.iii to determine if the property has contextual value, it is necessary to look at it in a broader setting, understand its relationship to the setting and its meaning to a community.

Criterion 3.i The property is important in defining, maintaining or supporting the character of an area

To meet this criterion the property needs to be in an area that has a definable character and it is desirable to maintain the character. The character of a place need not be attractive or picturesque for it to be meaningful. For example, places with an industrial character can be of cultural heritage value.

The research needs to consider how much or to what degree, the property contributes to determining, establishing, or affirming the character. For example, the research should consider what would happen to the character of the area if the property was considerably altered or lost.

SIDEBAR:

Character: the combination of physical elements that together provide a place with a distinctive sense of identity. It may include geomorphology, natural features, pattern of roads, open spaces, buildings and structures, but it may also include the activities or beliefs that support the perceptions associated with the character.

Area: refers to a street, neighbourhood, park, landscape, community, district, region, etc.

Criterion 3.ii The property is physically, functionally, visually or historically linked to its surroundings

To satisfy this criterion a property needs to have a relationship to its broader context that is important to understand the meaning of the property and/or its context. The relationship may be:

- Physical – i.e., when there is a material connection between the property and its surroundings; or
- Functional – i.e., necessary to fulfill a particular purpose; or
- Visual – i.e., when there is a visual connection between it and at least one feature in the context. It is not visually linked merely because adjacent properties can be seen from it; or
- Historical -i.e., when there is a connection to the historic context.

Criterion 3.iii The property is a landmark

This criterion considers whether the property is, or includes a landmark that is, meaningful to a community.

The key physical characteristic of a landmark is its prominence within its context, e.g., a well-known marker in the community. Landmarks are usually memorable and easily discernible. They often serve as orientation guides and/or local/regional tourist attractions.

SIDEBAR:

Landmark: a recognizable natural or human-made feature used for a point of reference that helps orienting in a familiar or unfamiliar environment; it may mark an event or development; it may be conspicuous.

5.8 Written Account of the Research and Evaluation

The research and evaluation for each property should be documented in a report. The report should contain sufficient information to understand the property and provide a record of the evaluation process and articulate the results of the evaluation.

The documentation will be organized to provide an understanding of the property and will include:

- a summary of the research and the manner in which it was undertaken;
- an analysis of the research against the criteria to determine whether the property has cultural heritage value or interest and its conclusions;

- a chronological record of any changes over time to the use, design or integrity of the property;
- maps, illustrations, photographs and drawings, as required, to illustrate the research and evaluation; and
- a draft Statement of Cultural Heritage Value when it is found that a property has cultural heritage value or interest (or a rationale if a property is found not to have cultural heritage value or interest or does not have physical attributes to support the cultural heritage value or interest).

For further information on preparing a Statement of Cultural Heritage Value refer to Section 4.2 of the *Designating Heritage Properties Guide*.

5.8.1 Example of a Written Account of the Research and Evaluation : Cultural Heritage Evaluation Report (CHER) Outline

Executive Summary (1-2 page maximum)

This section is the summary of the evaluation. It describes the arguments for or against the identification of a property as a heritage property and recommendations for its protection.

1. Introduction

This section sets out the context for the report and provides a brief overview of how and why the research was undertaken and who was engaged and/or consulted in the process.

2. Description of the Property

This section provides an overview of the location of the property and a description of its type (e.g., a farm, a mine site, a transportation route, park, etc.) along with a description of the primary features, buildings and/or structures on the property. The description also includes any current heritage recognitions (e.g., included on the municipal register of heritage properties, national historical site, etc.) and whether the property is considered a single property, district or part thereof, or a landscape.

3. Research

This section describes what type of research was undertaken for the property and why. It records the findings of the research in a logical and chronological order and uses maps, photographs, illustrations, etc. to augment the information. It evaluates the property's integrity and cross-references the results of the community input, comparative studies, and any archaeological reports or the need to identify any archaeological potential. This section

identifies in detail the findings and summarizes those findings in reference to the value and attributes identified for the property and the themes and sub-themes as they relate to the municipality's historic context.

4. Community Engagement

This section outlines what, when and how community input was undertaken as part of the research methodology for the property. It also outlines the process used to determine the outcomes of the community input exercise(s) and describes the results.

5. Evaluation

This section describes how the criteria in [Ontario Regulation 9/06](#) were applied to determine the property's cultural heritage value or interest, if any. It presents a rationale supporting why each criterion was met or not met, and describes the attributes that support or contribute to the property's cultural heritage value or interest, if any.

6. Conclusions

The conclusion summarizes whether the information and evaluation against the criteria was sufficient to determine cultural heritage value or interest for the property.

7. Draft Statement of Cultural Heritage Value

This section, when required, provides a brief description of the property and a written summary of the cultural heritage value of the property and identifies its level of significance. It describes the heritage attributes that support the cultural heritage value and that need to be conserved in order to protect the significance of the heritage property.

Appendices

Appendix A: References/ Bibliography

Provide a list of all sources used (whether referenced or not) in the process of researching.

Appendix B: Supplementary Documentation

Include documentation that may have not been depicted as part of the report but may be of assistance in understanding the property.

Appendix C: Project Personnel

List the personnel involved in preparing the report, indicating their qualifications and their role in preparing the report.

6. Researching a Property

Researching a heritage property for its cultural heritage value or interest means:

- reviewing primary and secondary documentary sources (both current and archival written accounts, maps, drawings, plans and images);
- examining physical evidence (site visits, photos and observations);
- engaging groups and individuals who have a past and/or present association with the property;
- merging documentary information with physical and oral evidence; and
- making conclusions about the property's cultural heritage value or interest based on its history and evolution.

PLACEHOLDER: MHSTCI would like to include an image of a public park and/or landscapes, either designated or included on the municipal register. Please send suggested images to joseph.harvey@ontario.ca

6.1 Oral Evidence

The Oral History Association defines oral history as a “method of gathering, preserving and interpreting the voices and memories of people, communities, and participants in past events.”

Oral evidence is usually obtained through community input. Oral histories associated with the property's past and/or present can:

- reveal new sources of information;
- provide information which may have not been previously recorded, but is relevant to understanding the cultural heritage value or interest of the property; and
- provide greater context for understanding of documentary evidence.

The role of oral evidence and testimony is of utmost importance in building our understanding of the past, particularly in the identification and evaluation of heritage resources from communities that rely on oral history as a form of storytelling, learning and commemorating. Oral histories let communities teach about their own cultures in their own words. Today,

academics, researchers and museum curators use such sources to highlight diverse and marginalized perspectives.

PLACEHOLDER: MHSTCI would like to include images of heritage properties associated with Indigenous communities. Please send suggested images to joseph.harvey@ontario.ca

6.2 Documentary Evidence

Documentary evidence, needed to substantiate the history and cultural associations of the property, is found at local, provincial and/or national archives, libraries, museums and historical societies. Analysis of documentary evidence should provide the historic context of the property and involve consulting:

- archival records;
- results of screening for archaeological potential based on MHSTCI's [Criteria for Evaluating Archaeological Potential](#)
- archaeological reports, which will be reviewed for evidence related to the property's overall evaluation; and
- comparative studies or analyses, which explain the importance of the property within a municipal context by comparing it to similar properties locally. Effective comparative studies are based on:
 - sound methodology and processes for identifying properties and property characteristic of comparative value; and/or
 - properties that may or may not be already included on the municipal register or other provincial and/or federal registers.

6.2.1 Primary Research Sources

Archival records are an important source of historical information about the property, including its date/nature of construction, its original and subsequent uses, its role in community development and/or its association with significant people or events, such as natural disasters or fires.

Libraries, archives and heritage organizations acquire, preserve, and provide access to archival materials that document the historic presence of Black, Indigenous and immigrant communities that can transform understanding of properties and neighbourhoods. See the Resources and Further Information section for some of these organizations.

Examples of archival records include:

Source	Type of Information	Location
Land registry documents (e.g., pre-patent documents, property abstracts, building permits, deeds, etc.)	Reveal common or known name of the property, its boundaries, date of original construction and, if applicable, subsequent additions/alterations. May contain the names of architect, designer and/or contractor. See below for more detailed information.	Municipality Ontario Land Registry Online Provincial Archives National Archives
Tax Assessment Rolls	Can help trace history of ownership/occupancy, building/land improvements and alterations. May contain the names of architect, designer and/or contractor. See below for more detailed information.	Local Archives/library Municipality
Survey Plans	Illustrate the precise area associated with land title. May reveal changes to property boundaries and/or ownership over time. See below for more detailed information.	Provincial Archives Local Archives
Fire Insurance Maps (Schematic diagrams used by insurance providers)	Reveal construction materials and their relation to other aspects of the property. May also be useful for determining dates of construction, additions and alterations, and for an overview of streetscapes at a particular time. Insurance maps of urban areas are	Provincial Archives Local Archives Local Museums

	measured outlines of structures coded for type of construction, building materials, use and fire risk.	
Town plans and historical atlases	Reveal construction date, history of ownership, and/or changes to the property boundaries over time, etc. May provide insight to the history of the surrounding landscape. Illustrated atlases may plot buildings on a map and have artistic depictions of structures and landscapes. Historic maps can also be useful.	Online
Architectural plans/drawings	Show original plans and, if applicable, changes to the building/property over time.	Local library/archives Provincial Archives Personal Collections Corporate or Institutional Collections
Photographs (Aerial and personal photographs, postcards, etc.)	May reveal changes in the landscape or context (e.g., comparison of early and more recent aerial photos).	Local, Provincial and National Archives Personal collections Corporate or Institutional collections
Other archival sources (e.g., directories, newspapers, census business, and personal records)	May reveal information about the history of ownership, associations with significant people or events, and/or importance to the community. For example,	Local library/archives Provincial or National Archives Personal, Corporate or Institutional collections

	<ul style="list-style-type: none"> • personal and agricultural census records exist online for most jurisdictions each decade from 1842 to 1921. Some identify individuals and family groups, location, dwelling, industries, production rates, and other information. • Directories are published lists of individuals and businesses organized by location. 	Heritage organizations collections
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6.2.1.1 Archival Records

Land Records

Determining dates of construction and use of a heritage property starts with tracing the legal ownership of the real property or land. In Ontario, it is the parcel of land that is bought and sold, not the individual improvements on it (except for condominiums). Few land records accurately record what buildings or features exist on the property over time.

Historically, once an area was surveyed by the Crown (province) into a grid of concessions and lots, ranges, or plans, it was opened for settlement. The survey created the legal description. This is not the same as the street address. This legal description, for example, Lot 12, Concession 6, Oro Township, or Lot 6, north side, Blake Street, Plan 6, is key to finding the relevant land records.

Pre-Patent Land Records

An application by an individual for a grant or purchase of Crown land was called a petition. It contained an explanation of why the petitioner might be entitled to receive a land grant (free or paying fees only); or is a request to buy or lease Crown land.

If the Crown approved the petition, the surveyor general assigned a lot and issued a Ticket of Location stating required settlement duties, such as clearing part of the lot and erecting a shanty. Government land agents might later inspect the lot to verify the satisfactory completion

of these duties. (Township Papers Collection) Once all requirements were met, a first deed was issued.

The final step in transferring ownership from the Crown involved having the lot surveyed and paying a fee for the Crown patent. The patent was only mandatory when the lot was to be sold to a non-family member. Generations of one family could live on the lot before the patent was issued. This needs to be considered when studying early structures and compiling a complete history of the lot. The patent date is rarely the date of arrival of the owner or the date of construction of the first features on the property. Many of these events predate the patent.

The Ontario Archives Land Record Index is organized alphabetically by surname of the locatee (person issued the lot) and by township/town/city. Each entry is coded and notes the archival reference to the original record ("RG Series, Vol., Pg"). *The extract provided above* is by locatee: The first entry in the above sample indicates that James Drinkwater was a resident of Chinguacousy township when he received the east half of Lot 20, Concession 4, West Hurontario Street ("E1/2 20 4WHST") by an Order-in-Council (Date ID "8") issued November 24, 1824. This was a free grant (Transaction type "FG") for which he paid full fees (Type FG."FF"). He was "located" (Date ID "1" issued a Ticket of Location) on December 8, 1824.

It is also possible that the person issued the patent is not the original occupant of the lot. The patentee may have been a non-resident owner who leased the lot to a tenant. The first occupant may have abandoned the lot before receiving the patent and the lot was re-issued by the Crown. The first occupant may have negotiated the "sale" of the lot on the condition that the next "owner" could apply for the patent using the occupant's name. (This was a common, but illegal, practice.)

When disputes arose over who was entitled to apply for the patent, the matter was referred to the Heir and Devisee Commission. The heir or family descendant, devisee (recipient through a will), or person "sold" the lot by the first occupant, could present evidence of their patent claim to this court of review.

The early system of granting Crown land in Ontario involved several steps and was frequently adjusted. Before making any conclusions about the early history of a property, several records should be checked. Hopefully, the findings will collaborate and give some insight into the origin of the earliest physical evidence on the property.

Several collections relating to pre-patent transactions are indexed as the Ontario Archives Land Record Index (1780s to about 1918). The Upper Canada Land Petitions, Heir and Devisee Commission records (1804-1895), and Township Papers are available at the Ontario Archives in

Toronto and the National Archives of Canada in Ottawa. Some public libraries, regional archives, and genealogical resource centres may have copies.

Ontario Land Registry

It is only when the patent is issued that a file for the lot is opened in the Ontario Land Registry. There are two systems of filing all subsequent legal documents relating to the lot: the land registry system and the land titles system.

In the land registry system, the lot file is known as the conveyances abstract or Abstract of Title. It starts with the patent and assigns a number to each legally registered transaction (called instruments) for the lot, listing them in chronological order to today. These include mortgages, deeds (sometimes called Bargain and Sales, B&S), grants, leases, discharges, deposits, liens, bylaws, wills, court orders, surveys, site plans and other documents regarding the property. The Abstract is the index to these registered instruments.

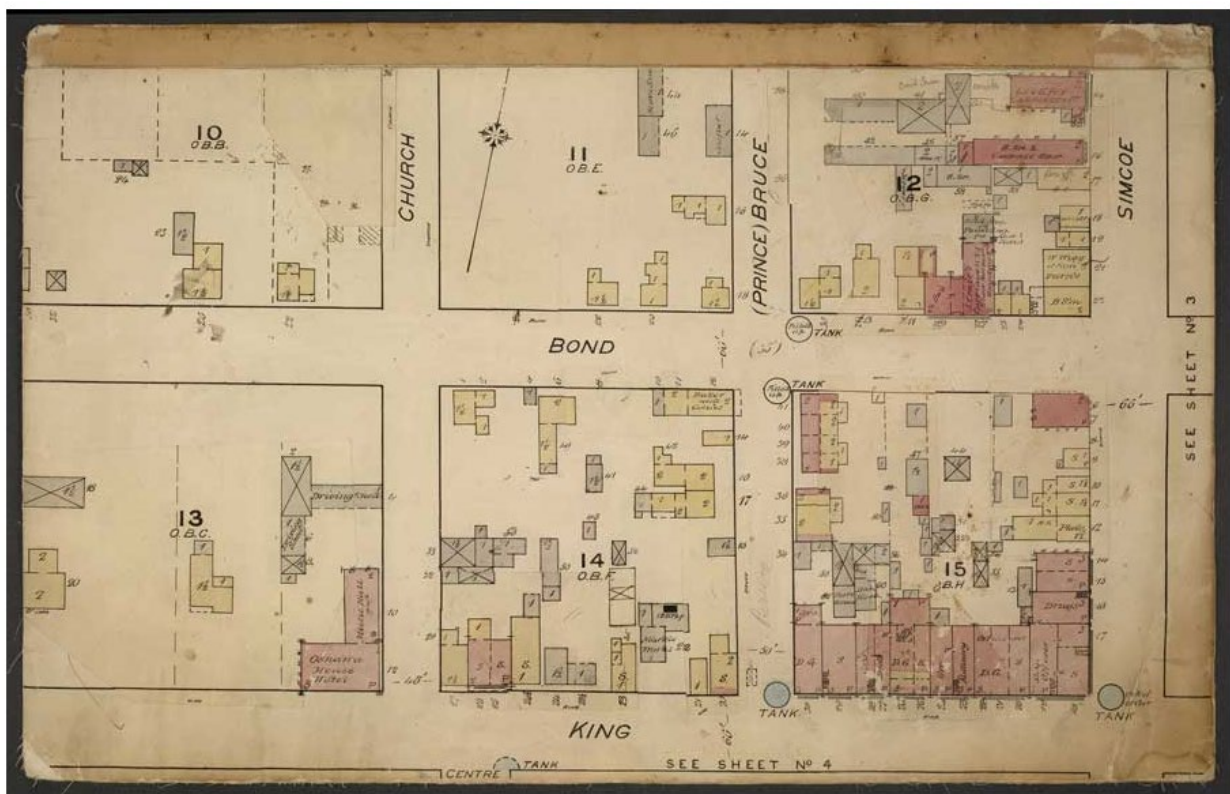


Figure 21. Fire insurance plans are a useful source of information (Image courtesy of the Archives of Ontario).

The land titles system was primarily used in northern Ontario. The legal ownership of the lot is certified and entered into land titles. When the lot is sold again, it is not necessary to verify any transactions earlier than the date it was entered into land titles. Lots in the land registry system

have been slowly converted to land titles. A system based on land titles is now used by the Ontario Land Registry. Each parcel of land is assigned a Property Identification Number (PIN). The PIN number is used to access the recent (40-year average) history of a parcel of land.

For historical research, it is usually necessary to go beyond the 40-year history.

The current legal description (or PIN) of the parcel of land being researched is the key to accessing the Abstract and instruments that relate to the parcel and eventually to the larger lot of which the parcel may only be a part. The history or “root” of the parcel is traced from today, back through all the subdivisions, to the original size of the whole lot at the date of the patent. It is critical to trace only the chronology of the specific parcel of interest by tracking the survey boundaries or assigned description of that parcel. It may be necessary to look at a second or third Abstract, as the parcel is reconstituted to its original lot and concession or plan description.

Reading the Abstract and the instruments can reveal information about a property. Clues such as the occupation of the owner, for example an innkeeper or miller, may identify the use of the property. When a parcel too small for farming is severed from a larger lot, it may mean the construction of possibly a second dwelling, inn, church, school or cemetery. When industries are sold, the physical assets may be described. Right of way agreements suggest the need to access a new or existing structure, water source, road or railway line. Family relationships, court settlements, mechanic’s liens describing unpaid work done and other clues contained in the instruments establish a framework of names, dates and uses that are relevant to the property and needed to search other documentary sources.

Ontario Land Registry services are now all online and registry records are available at onland.ca. Abstracts and instruments before 1958 are also available on microfilm at the Archives of Ontario.

Property Tax Assessment Rolls

Property tax assessment rolls have been compiled annually since the early 19th century. The rolls that survive are usually found in municipal offices, regional archives, museums and in provincial and national archives. Each identifies the name of the occupant (tenant or owner), the legal description, some personal and statistical information and a breakdown of real and personal property assessed values. Real property includes the land, buildings and fixed assets. Personal property includes taxable income and movable assets such as carriages and livestock. An increase in the assessed value is a good indicator of some improvement on the property being completed, such as building construction. A few municipalities have dates of construction recorded on the tax roll.

The tax rolls should be reviewed for each year but particularly for the years that correspond to significant names or dates obtained through the Ontario Land Registry. The information in each tax roll needs to be compared within the single year and from one year to the next. There are several possible comparisons:

- Compare the real property value with nearby properties of equal size, as examples:
 - A lot is assessed at \$50 and most lots in the vicinity are assessed at \$200 each, it may be that the lot is vacant; or,
 - A lot is assessed at \$200 and comparable lots are valued at \$400, the lot may have a frame house while the others are brick and therefore of a higher assessed value; or,
 - A lot may be assessed at \$3,000, in which case it may be a substantial estate, or it has other assets such as a commercial or industrial operation.
- This answer may be obvious from the occupation of the resident (and other research findings).
- Note the changes in the assessed value of the real property from one year to the next. For example, in 1875 and 1876 the value is \$50, but in 1877, it rises to \$400. A building may have been completed enough by 1877 to account for the higher assessed value. This may coincide with a change in ownership or mortgaging registered at the Ontario Land Registry.

There are some factors to consider when using tax assessment rolls. Few assessors made annual inspections of each lot so any change in value may be one to several years behind the actual date of the improvement. A slight increase in the assessed value may be indicative of a major renovation to an existing structure, not new construction.

Fluctuation in value can be the result of a widespread economic situation, such as a recession that devalues the real estate market. There is also the possibility that the structure burned, was not reassessed during reconstruction and returned at the same assessed value as before the fire. Investigating other research sources should explain these apparent puzzles and inconsistencies.

6.2.1.2 Other Research Sources

- Business records, private manuscript materials (for example, diaries, letters, scrapbooks) and municipal records may provide relevant information.
- Other materials held by the National Archives of Canada, Ontario Archives, local archives and libraries, museums, and historical, architectural and genealogical research societies and groups.

6.2.2 Secondary Sources

Secondary sources supplement primary source materials and serve to enhance understanding of the property's history, including its community context. They may reveal significant patterns, events, and persons associated with the property and/or its surrounding area. Property specific information may include additional knowledge regarding land occupancy, ownership and use of the site. Information about the larger context may include settlement patterns and important historic events in evolution of the landscape. Secondary sources include:

- published local histories (e.g., Tweedsmuir History, guidebooks etc.);
- municipal bylaws and records; and/or
- previously published reports, such as cultural heritage evaluation reports (CHER), archaeological assessment and conditions reports, comparative studies, etc.

The municipal resources – e.g., a municipal heritage committee or a municipal planner – can often supply a wealth of secondary research materials. A wide-ranging use of secondary research materials also provides an opportunity to elevate the voices of communities whose cultural heritage value has not always been recognized. Embracing this opportunity will require direct and continued community engagement that ensures the active participation of recognized community leaders.

6.3 Site Analysis and Physical Evidence

6.3.1 Site Visit

The property itself is a primary source of information. A site visit to the property provides the most accurate information about its present state and may serve as a starting point for archival research. Valuable site visit records can be written and/or visual.

Written records can include information on:

- current location and setting, design, materials, workmanship as well as on character and associations;
- interior and exterior features that are either distinctive and/or diminished (i.e., an estimate of intrusions or missing elements on the basis of what remains);
- obvious signs of previous activities (e.g., alterations in foundations, wells); and,
- physical context (relations with nearby buildings, structures or associated infrastructure).

Visual records (sketches, measured drawings, photographs) can capture:

- relationship of features to one another, to the property and to the larger context; and,

- views and vistas, which are particularly important if the property is a known or potential cultural heritage landscape.

A site visit is a useful way to understand the condition and context of the property. Many municipalities have codes of conduct for site visits or site review. It involves an examination of the grounds, buildings and structures (inside and out) to:

- provide current and accurate information about the property;
- record the distinctive features including, but not limited to: obvious alterations, evidence of previous buildings or activities such as foundations or wells, and paths, vegetation, fences or other features; and,
- photograph vistas and views, especially if the property is a known or potential cultural heritage landscape.

Photographs should document the relationship of features of a property to one another, to the property and to the larger context. Photographs provide documentation of location, design, setting, materials, workmanship, character and associations between present and past. The photographs may also reveal intrusions and/or missing features.

More than a single visit may be necessary, depending on the complexity of the property, documentary research, community input, or additional information acquired through research. Municipal policies and guidelines for site visits should be followed and use caution to respect rights to privacy and applicable laws.

Ideally, a property being evaluated should be examined at least twice. A preliminary site visit will give some context and raise questions to be addressed by the historical research.

The historical research findings may reveal use of the property, key dates or associations not previously known. A second site visit is an opportunity to look for physical evidence of these findings. Explanations or inconsistencies may be revealed in the existing features, missing elements or some hint or remnant that can now be examined in more detail. These will assist with further analysis and interpretation.

Recording the property using photographs, measurements and notes will help when applying evaluation criteria and compiling a description of heritage attributes. The evolution of architectural style, construction techniques, materials, technology, associated landscapes and other factors are important information when analyzing a heritage property.

Through historical research, a profile of the ownership, use, history, development and associations of a property should begin to emerge. For some properties, it is the association

with certain people, events or aspects of the community that have value or interest, and there may not be physical features (heritage attributes) to support that cultural heritage value or interest. For other properties, the physical features may not be immediately evident, or they have been obscured and therefore there is a need to examine, interpret, and evaluate the physical evidence. When trying to identify and interpret any physical evidence presented by the property, knowledge of the following topics is useful:

- architectural styles
- construction technology
- building materials and hardware
- building types including residential, commercial, institutional, agricultural and industrial
- interiors
- infrastructure such as bridges, canals, roads, fences, culverts, municipal and other engineering works
- landscaping and gardens
- cemeteries and monuments
- spiritual places

Having a sense of what to look for will help develop observation skills and answer some important questions such as:

- What is the architectural style? When was it popular in your community? Are there additions or upgrades that can be dated based on style?
- What elements or features are typical of the architectural style or building type?
- What level or type of technology seems to be original? For example, are there remnants of earlier methods of accomplishing some mechanical task?
- What building materials are used in the basic construction and any additions? Is it log, frame, concrete, steel, glass or some unique material?
- Are there any processes and materials in nature that influenced the historical development or use? For example, a human response to geomorphology, geology, hydrology, ecology, climate or native vegetation.
- Are there any historical activities that influenced development or modification? For example, activities in the landscape that have formed, modified, shaped, or organized the landscape as a result of human interaction.
- Are there any historical systems for human movement? For example, paths, roads, streams, canals, highways, railways and waterways.
- Are there any historical manifestations of collective cultural identity? For example, features that indicate practices that have influenced the development of a landscape in terms of

land use, patterns of land division, building forms, stylistic preferences, and the use of materials.

- Are there any historical, human-created shapes of the ground plane? For example, a three-dimensional configuration of the landscape surface characterized by features, orientation, and elevation such as earthworks, drainage ditches, knolls, and terraces or cultural or traditional adaptations of land use in response to natural topography.
- What are the decorative features such as coloured and patterned brick, terracotta tiles, ornamental stone, wood trim, brackets or carvings? Do they appear to be unique or help define the character of a property or a community (Some of these innovations and trends can be dated.)
- Are similar examples of the style, form, type, decoration or engineering works found elsewhere in the community?
- What is the original shape of the window opening and type of sash?

6.3.2 Context and Environment

A heritage property may have a single feature, or it may be in some context or environment that has associative value or interest. These could be, for example, a unique landscape feature, garden, pathways or outbuildings. An industrial site may have evidence of the flow of the production process. The neighbourhood may have workers' cottages. A former tollbooth or dock may be near a bridge. There may be ruins on the property that represent an earlier or associated use. These elements are also important to examine for clues to the property. There is often evidence of these "lost" landscape features or remnants such as fences, hedgerows, gardens, specimen and commemorative trees, unusual plantings, gazebos, ponds, water features or walkways. These may have made a significant difference to how all components of the property related to each other or to the street.

Consideration should always be given to adjacent properties. This is especially important in an urban or traditional town setting where properties abut. The front, side and rear yard setbacks may have been prescribed by early zoning regulations within a planned community, or perhaps evolved over time without any plan.

The views to and from a property can also be significant. Views can be considered from an historic perspective, how did views develop or was there a conscious effort to create and/or protect views), and the relevance of views to and from the site today.

6.3.3 Historic Context

In order to determine the historic context of the property the research should provide:

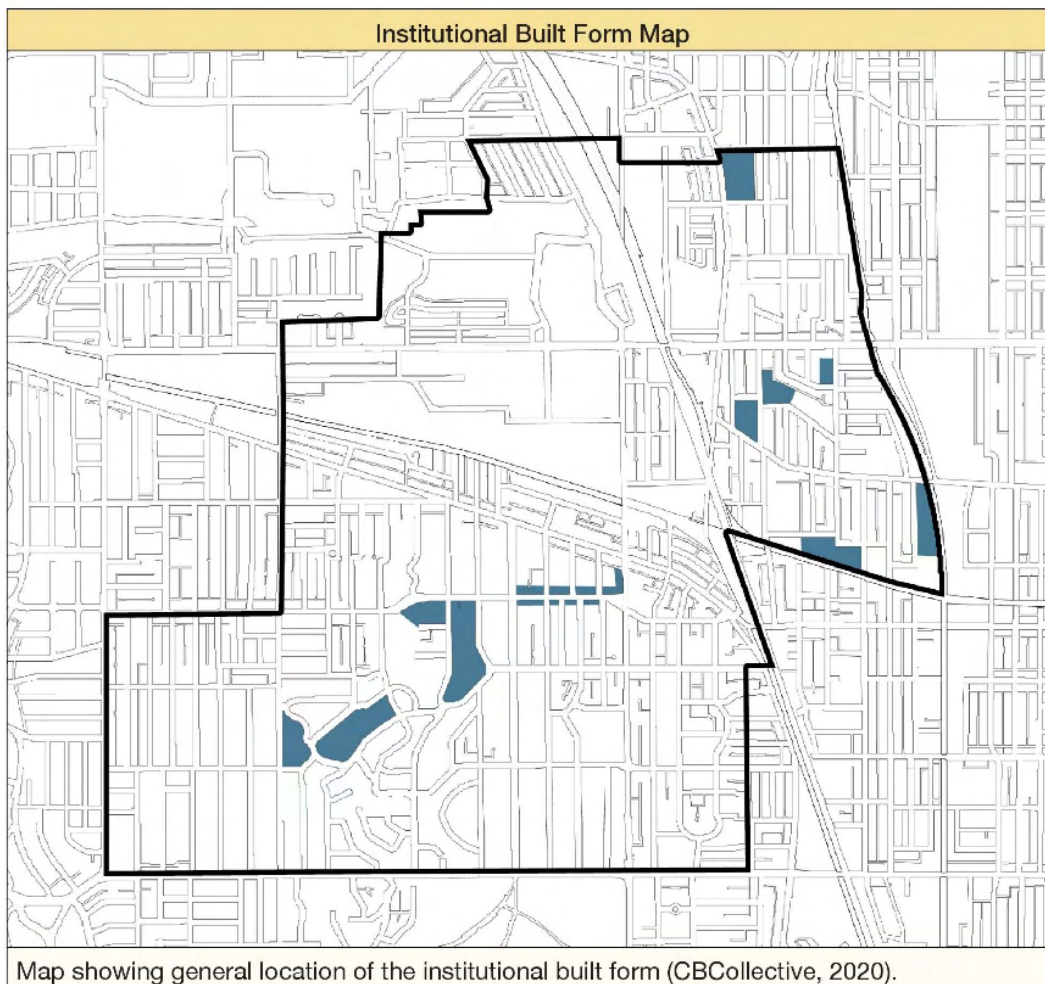
- an understanding and knowledge of the history of the province, the local community, province and the cultural associations; and,
- evidence of historic patterns or trends that explain meaning and significance of a specific occurrence, property, or a site.

Thematic framework documents assist with determining the property's historic context. A thematic framework is a way to organize or define history to identify and place sites, persons and events in context. A theme is considered significant if it can be demonstrated, through scholarly research, to be important to the community's or Ontario's history. Using the thematic frameworks for heritage evaluations (or assessments) is a well-established practice. Themes are selected to ensure a comprehensive representation of the history and heritage of the area to be evaluated. Using a thematic framework differs from traditional approaches to history as it allows a focus on key historical and cultural processes, rather than topics or a chronological treatment. It aims to identify the key human activities that have shaped our environment. Themes are not arranged in a hierarchy or chronological order. They are designed to be applied and interlinked regardless of place or period. They can be used flexibly for different periods, places and regions. This approach suggests a lively and dynamic history, giving a sense of ongoing activities over time rather than a static and vanished past.

4.4 INSTITUTIONAL BUILT FORM

The institutional built form describes places in the study area that were purpose-built for the benefit of a community, by both governments and private groups. Forms include:

- A. Schools
- B. Libraries
- C. Places of Worship
- D. Lodges & Halls
- E. Fire Stations, Police Stations & Offices
- F. Public Works



Figures 23,24,25. The West Toronto Junction Historic Context Statement was initiated by the City of Toronto in order to pilot a contextual approach to heritage evaluation. Historic context statements explain the contemporary form and character of an area through the identification and analysis of significant periods and themes and allow the City to consider the significance of a property or area in relation to these themes (Images courtesy of the City of Toronto).

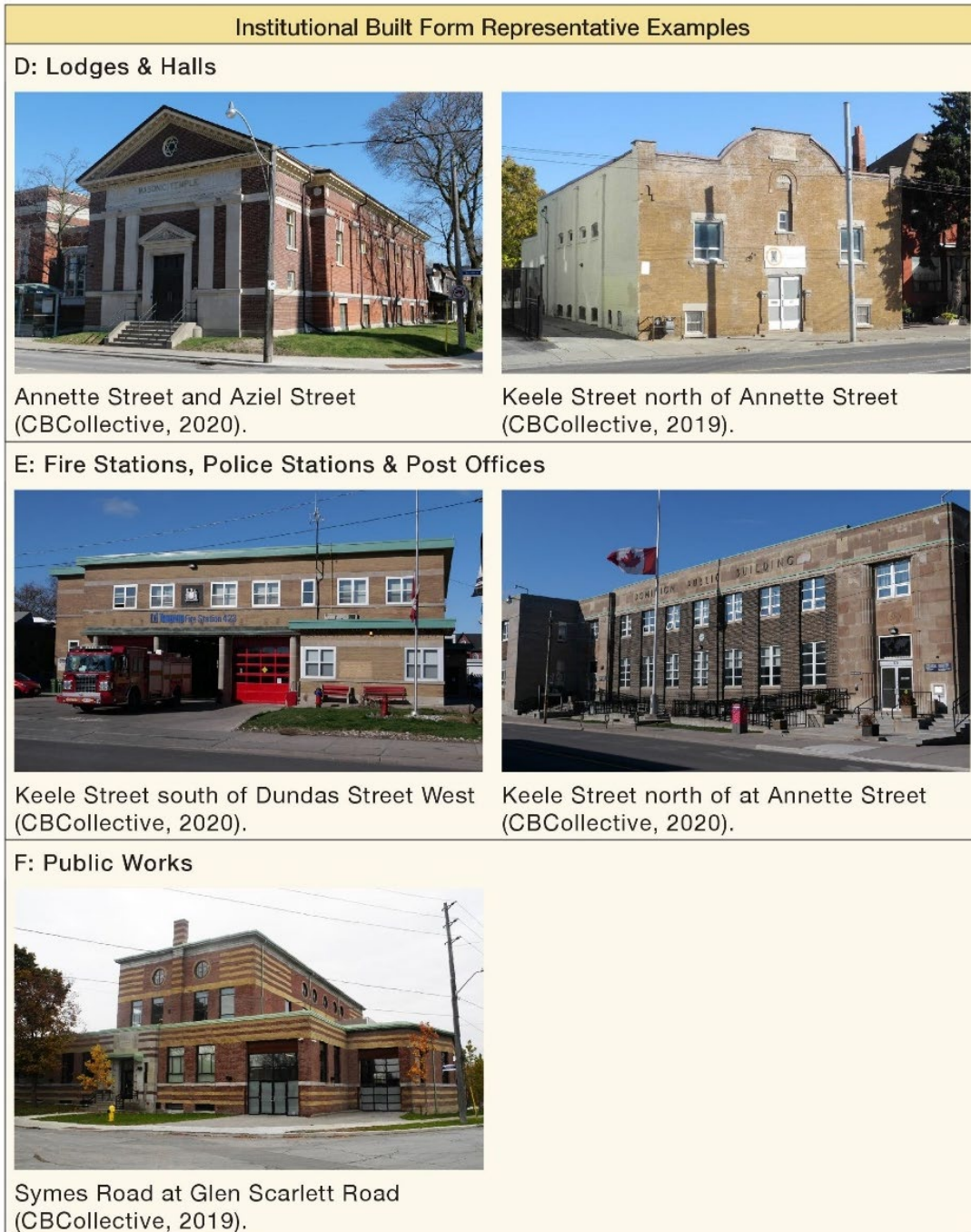


Figure 24. Institutional built form representative examples



Figure 25. Detail of 1869 military reconnaissance plan with the area encompassing the West Toronto Junction Historic Context Statement highlighted in blue

6.3.4 Benchmark Dates

There are benchmark dates for the popularity of an architectural style, new developments in construction techniques, building materials, philosophies toward a particular practice and other innovations. This is true overall for Ontario but also applies to when each community was willing and able to incorporate these developments and innovations locally. It is this variation in local experience that is the key factor in identifying which properties have cultural heritage value or interest to each community.

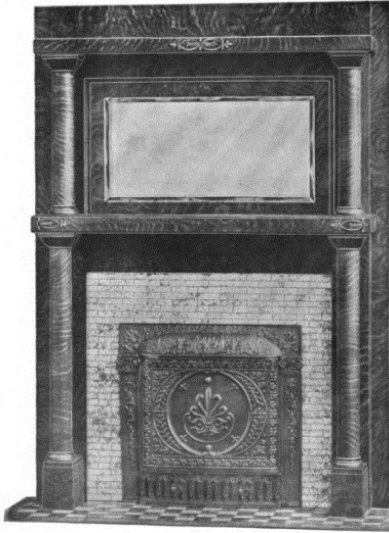


Figure 26. Illustrated example of a fireplace mantel (1904 Universal Design Book).

6.3.5 Building Materials

The closer the initial development of a property is to the date of the founding of a community, the more likely the building materials were locally available. The most common early structures used logs cut from the lot, notched together and raised to the height that could be reached by non-mechanical means. Timber framing, where the logs were squared with an axe or pit sawn, was the next level of sophistication. It required someone capable of joining the structural frame together using, for example, mortise and tenon construction. Communities with an abundance of natural building stone could have early stone structures.

The early 19th century development of steam power reliable enough to drive sawmill machinery resulted in the production of standard dimension lumber. The use of logs and timbers for construction could be replaced with lumber. The availability of lumber and the development of cut or “square” nails that were less expensive than blacksmith made nails signalled an end to the complex joinery of mortise and tenon construction. Dimensioned lumber could be quickly nailed together to create a building frame.

The 19th century also witnessed the decline in hand craftsmanship and the rise in manufactured products produced locally or stocked by local suppliers. Examples are the planing mills producing mouldings and trim; lath mills that meant the narrow strips of wood needed for plastered walls no longer needed to be hand split; window sash and door factories; and foundries casting iron support columns, decorative ironworks and hardware. Knowing the dates these mills or manufacturers were established or their products available locally can help to date a structure.

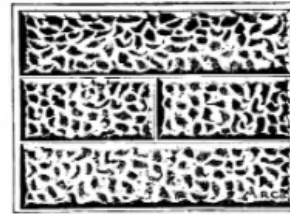
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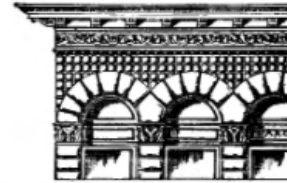
WILL BE DRY

It makes a most desirable fire-proof finish—can be very easily applied—and gives a specially handsome effect at a moderate cost.



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Figure 27. Advertisement, 1899 (Image Canadian Architect and Builder Volume 12, Issue 6, 1899).

Brick making is an old technology but brick construction was not universal in Ontario. Enough bricks needed for the fireplace hearth and chimney or a brick structure could be made in a temporary kiln on the site. Communities on waterways may have acquired the bricks used by ships as ballast weight and removed to reload the hull with cargo. Once a machine to commercially produce bricks was patented, and the expansion of the railway network allowed their transport, more communities had the option of brick construction. Opening local brickworks would, over time, change the look of a community. Locally available clay and sand may have produced a regional brick colour and texture. A local mason may have favoured a combination of brick colours and laid them in a particular bond and decorative pattern.

The 20th century brought innovations such as structural steel, reinforced concrete, elevators, plastics, composite materials and artificial stone.

These resulted in increased height, scale, interior spaciousness and embellishment to structures. Structural steel and reinforced concrete also allowed load bearing to be allocated to selected points. Now window openings could be large, delicate and thinly separated as they were no longer integral to the structural strength of the wall. A new approach to design developed in the architectural community.

Glassmaking made advances from hand blown with obvious imperfections, to glass rolled in sheets. The size of the glass for window panes increased, while the number of panes used in each window sash, decreased. A window with two sashes of 12 panes each (12 x 12), became a 6 x 6, then a 2 x 2, 1 x 1, until large sheets of glass were capable of becoming a wall structure. The exception to this chronology are the 20th century Period Revival styles that used multipaned sash to introduce a sense of antiquity.

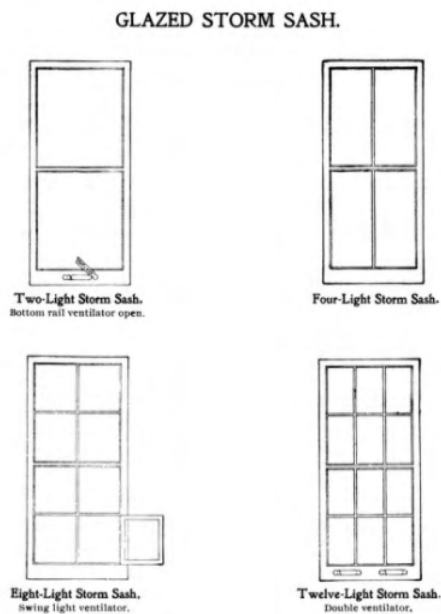


Figure 28. Examples of Glazed Storm Sash (Image: Universal Design Book).

Some architectural styles favoured certain shapes of window openings such as flat, pointed or round-headed. Gothic Revival re-introduced the use of stained glass.

As urban areas became densely populated, etched and art glass was used to let in light and maintain privacy. Glass was used as door panels, transoms over doors and dividers in an attempt to lighten otherwise dimly lit interiors.

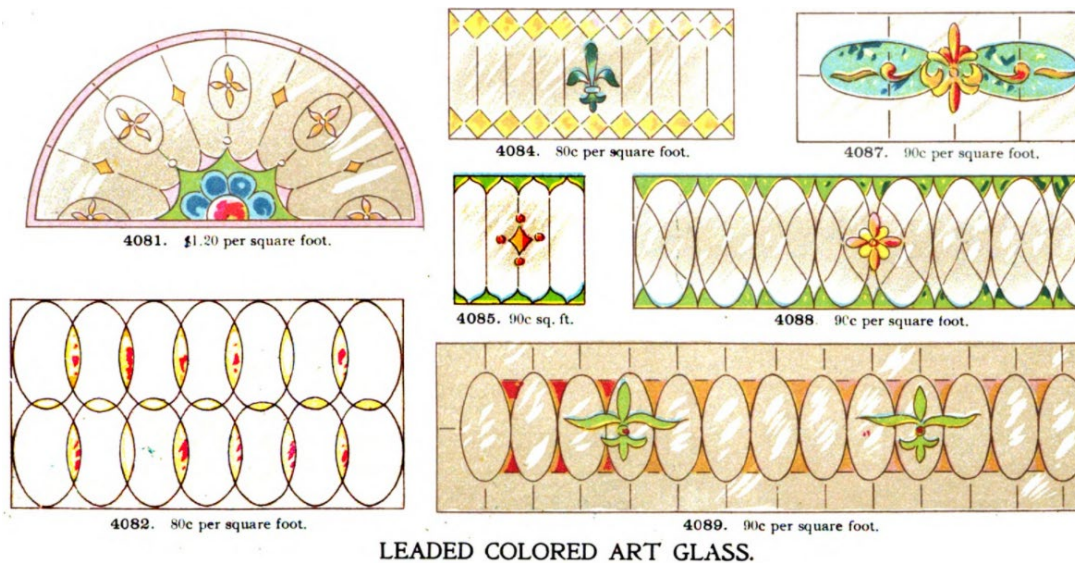


Figure 29. Examples of Leaded Colored Art Glass (Image: Universal Design Book).

6.3.6 Architectural Style

In Ontario, the architectural styles of settler society in the 18th and early 19th century are Georgian, Neoclassical and Regency.

The Gothic Revival style and its increasing level of complexity and decoration dominated the 19th century, but there were other popular styles during this period. The 20th century saw the rise of Period Revivals and “modern” styles with simple lines and often innovative designs made possible by the new materials available.

Many publications about architectural styles are available as reference. These will also identify which design features or elements are typical of each style.

For example, the balanced façade, returned eaves and classical doorcase with its sidelights and a transom, are elements typical of Georgian styling.

Pointed window openings and roof gables, steep roofs and fanciful trim are featured on Gothic Revival buildings.

Although many structures are a mix of styles, most have a dominant style impression. Recognizing that dominant style is a clue to its date.



Figure 30. Georgian Style, McGregor-Cowan House, Windsor (Image courtesy of the City of Windsor).



Figure 31. Gothic Revival Style, Hilary House, Aurora (Image courtesy of Town of Aurora).

6.3.7 Interiors

Interiors also changed with technological developments. For example, in some communities the fireplace as the only source of heat, cooking and evening light may have dominated the interior of a settlement period dwelling. Open hearths were a fire hazard and as soon as possible the kitchen was segregated to an outbuilding, basement, rear or side wing. Smaller heating fireplaces and heating stoves were installed in the main house and eventually replaced with central heating. As cooking stoves became safer and affordable, more kitchens became part of the main floor plan. (Just as many bathrooms came indoors with the invention of flush toilets and availability of pressurized water.)

Physical evidence of this evolution may be found, for example, in the discovery of the hearth behind a wall, or stovepipe holes that were later cut through a wall as they were not part of the original framing.

Another example of technological evolution is in lighting. By the mid 19th century, candle and oil lamps were being replaced with kerosene lamps. Gaslight was soon available but its sulphurous fume killed plants, tarnished metal, and discoloured paint. Most kept it outside until the 1886 invention of a safer gas mantle. It brought brilliant light into rooms after dark and changed the way interiors were designed. If a local gasworks was established, gaslight became possible and buildings were equipped with the necessary pipes and fixtures. The early 20th century witnessed the development of local hydroelectric plants, changing the standard in many communities to electric lighting.

Each change in lighting may have left some physical evidence such as ceiling hooks for oil and kerosene lamps, gas pipes and early knob and tube electrical wiring.

PLACEHOLDER: MHSTCI would like to include an image of a building interior identified in a designation bylaw. Please send materials to joseph.harvey@ontario.ca

Evaluation

A heritage property does not have to be a pure form or best example of a style, or incorporate the latest available in technological innovation, materials or philosophy.

Its cultural heritage value or interest is in what was created given the resources of the community at a particular time in its history. Ultimately, the questions to be answered are

those posed in the criteria for determining property of cultural heritage value or interest as outlined in this guide.

Researching a Property

Community Context

- Learn about community history and activities that may hold cultural heritage value or interest

Visit the property

Historical Research

- Search pre-patent land records for early properties
- Search Land Registry Office property Abstracts and registered documents
- Review property tax assessment rolls
- Review sources such as census records, directories, photographs, maps, newspapers, insurance plans, business records and family materials

Site Analysis and Physical Evidence

- Develop knowledge of construction, materials, architectural style and other related topics
- Analyse and record the physical characteristics of the property

Evaluation and Report

- Merge the historical research information with the oral, documentary and physical evidence
- Make conclusions and deductions based on the supporting documentation
- Identify any cultural heritage value or interest of the property
- Describe the heritage attributes that support that value or interest

Resources and Further Information [this section under development]

The Ontario Heritage Trust, as an agency of the Ministry of Heritage, Sport, Tourism and Culture Industries, maintains a register of all designated properties in Ontario. Visit the Ontario Heritage Act Register at <https://www.heritagetrust.on.ca/en/pages/tools/ontario-heritage-act-register>. If you have questions or cannot locate the information you are looking for, email or call the Provincial Heritage Registrar at registrar@heritagetrust.on.ca or 437-246-9092.

For more information on the *Ontario Heritage Act* and conserving your community heritage, visit the Ministry of Heritage, Sport, Tourism and Culture Industries' website at [website]. Questions can be directed to heritage@ontario.ca.

Acknowledgements

Thanks to the many members of Ontario's heritage community who helped with the development and review of this guide. The ongoing assistance, thoughtful comments and advice to the ministry are very much appreciated. In particular, we would like to recognize our colleagues at the Ontario Heritage Trust for their contributions.