



COLLINGWOOD

DOWNTOWN HERITAGE CONSERVATION DISTRICT PLAN

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Collingwood Downtown Heritage Conservation District Plan 2008 is the successor to *Collingwood Downtown Heritage Conservation District Study and Plan 2002*.

Collingwood Downtown Heritage Conservation District Plan 2008 was prepared by the Town of Collingwood in cooperation with Su Murdoch Historical Consulting, Barrie, Ontario, and with the assistance of Taylor-Hazell Architects Ltd., Toronto, Ontario.

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APPENDIX A

Collingwood Downtown Heritage Conservation District

Mapping by Town of Collingwood

Legend

- Parcel Fabric
- Commercial Core
- Heritage District





KHS

Hurontario Street

COLLINGWOOD DOWNTOWN HCD PLAN

PART I

BACKGROUND TO THIS HERITAGE CONSERVATION DISTRICT PLAN

1.0 THE CARTER STUDY AND PLAN

1.1 RECOMMENDATION TO ESTABLISH A HERITAGE CONSERVATION DISTRICT

In 2002, the firm of Phillip H. Carter Architect and Planner (“Carter”) determined through an extensive public study that a large portion of Collingwood’s downtown warranted protection as a heritage conservation district (“HCD”) under Part V of the Ontario Heritage Act, R.S.O, 1990, c.O.18, as amended (“Act”).

The Carter report describes Collingwood’s downtown as a mixed use area that contains a rich diversity of heritage buildings, open spaces, infrastructure, streets, lanes, pathways, vistas, and other built and natural landscape features or attributes.

The findings of the Carter study and recommendations for the implementation of a HCD are contained in a two-part report, *Collingwood Downtown Heritage Conservation District Study and Plan* and *Collingwood Downtown Heritage Conservation District Inventory of Buildings*.

1.2 HCD BYLAW

The Carter report recommended a boundary for the HCD that encircles the area considered to be visually distinct from its outside surroundings and where the properties share enough common qualities or characteristics to appear as a cohesive environment. Bylaw 02-12 was passed (December 2, 2002; revised March 13, 2003) to define the boundary and protect (designate) the Town of Collingwood Downtown Heritage Conservation District under Part V of the Ontario Heritage Act.

1.3 STATUS OF THE CARTER HCD PLAN

When Bylaw 02-12 was passed, there was no legislative requirement for undertaking a study, plan, or inventory, or for the adoption by bylaw of any HCD plan. There is no reference in Bylaw 02-12 to the objectives, policies, design guidelines, and permit procedures recommended by Carter. The practice of Collingwood council and staff has been to apply these advisory provisions as if binding. The success of this approach has depended on the mutual cooperation and agreement of the Town and the property owner to have regard for the heritage character of the District.

1.4 REVISING THE 2002 CARTER HCD PLAN

Since the protection by bylaw of Collingwood's HCD in 2002, there have been several developments in provincial cultural heritage policy, notably the:

- Ontario Heritage Act amendments in 2005
- Regulations and amendments to the Ontario Heritage Act since 2005
- Cultural heritage and archaeology resource policies of the Provincial Policy Statement of the Planning Act, 2005

The most relevant of these developments to Collingwood is s.41.1(1) of the Ontario Heritage Act. This requires the adoption by bylaw of a HCD plan, thereby making its objectives, policies, design guidelines, and permit procedures enforceable, as opposed to advisory only.

Adjacent lands policy 2.6.3 of the Provincial Policy Statement of the Planning Act allows council to review, for heritage impact purposes, applications for site alteration or development on a property that is adjacent to a "protected" property. A HCD is a protected property.

In Collingwood, some heritage provisions and practices have been initiated since the Carter report



Hurontario Street, 1896

was compiled. Notable among these is the use of Heritage Impact Assessments to study proposed alterations and new construction in the District. Since 2002, council, staff, and the Collingwood Heritage Committee have gained sufficient experience in managing the HCD to recognize strengths and weaknesses in the existing practices.

1.5 DEVELOPING THIS 2008 HCD PLAN

Starting in 2007, the Town of Collingwood undertook the task of updating, modifying, and consolidating Carter's *Collingwood Downtown Heritage Conservation District Study and Plan*, without substantially altering the contents.

To this end, those sections of the Carter report that constitute the study or rationale for establishing a HCD were removed as these have been implemented by the passing of Bylaw 02-12. Those sections that establish the objectives, policies, design guidelines, and permit procedures were updated, modified, and adopted by council.

This 2008 HCD Plan does not replace the Carter report, as it remains the source of the explanatory information that resulted in the protection of the District in 2002.



Old Boys Parade on Hurontario Street, 1903

Bylaw 02-12, which defines the geographic boundary of the District, was not amended and continues to be in force.

The *Collingwood Downtown Heritage Conservation District Inventory of Buildings* was not updated. It should continue to be used as a source of information and description about the streets and individual properties within the District.

PART II

THE HERITAGE CONSERVATION DISTRICT CONCEPT

2.0 PROTECTING DOWNTOWN COLLINGWOOD AS A HCD

To understand and appreciate the cultural heritage value or interest of the District and be able to identify the heritage features or attributes that support that value or interest, it is important to have some knowledge of the history of the town. Collingwood's historical development, as expressed in its buildings and land patterns, is the foundation of the objectives and policies of this HCD Plan.

2.1 OVERVIEW HISTORY OF COLLINGWOOD

Collingwood owes its existence to the arrival on January 1, 1855, of the Ontario, Simcoe & Huron Union Railroad, later known as the Northern Railway, connecting Toronto, through the Barrie area, to the harbour on Georgian Bay. The railway transformed the area from a roadless “impenetrable mass of cedar swamp” into an incorporated Town in 1858.

The port quickly developed and other railways like the Hamilton & North Western constructed lines into Collingwood in the late 1870s. The growing population eagerly pursued the opportunities offered by this transportation terminal. Milling, fishing, lumbering, grain handling, and boat building became important industries. A large mercantile business sector developed.

The town’s rapid progress was scarcely interrupted in September 1881, when the business district suffered a devastating fire. Local resident John Hogg wrote six years later, “The loss involved was tremendous, and might well have paralysed a less determined people . . . yet in a short time the destroyed portion of the town was replaced by a class of business places, which for appearance and finish will compare favourably with any in the province.” These “business places” are the brick commercial buildings along Hurontario Street that now form a large part of the HCD.

In 1882, J.D. Silcox and S.D. Andrews formed the Collingwood Dry Dock, Shipbuilding and Foundry Company and opened a dry dock the following year. Realizing that the future of Great Lakes shipping was in steel construction, the Collingwood Shipbuilding Company was formed in 1889. The great hulls under construction at the foot of Hurontario Street gave rise to the tag of “the town with a ship at the end of the street.”

As Collingwood prospered between about 1870 and 1910, the wealthier citizens built impressive dwellings “up the hill,” such as along Third and Ontario streets. The pattern evident now is one of modest houses interspersed with grand houses. Modest houses dominate the area northward onto the lower lands. Some of this residential development is within the boundary of the HCD.

As early as 1907, the port started to experience competition from Canada’s transcontinental railways. The shipyard also suffered and the period of the town’s rapid expansion came to an end. The 1913 post office building at 44 Hurontario Street and the 1918 Bank of Montreal building at 79 Hurontario Street represent the final flourish of the great building period in the town centre. Collingwood thrived in the first half of the 20th century but at a much slower pace.

The second half of the 20th century witnessed significant changes in the regional economy. Of major importance was the development of the winter skiing industry along a section of the Niagara Escarpment known as Blue Mountain. The shipyard closed in 1986 but efforts to attract new industry made it possible for Collingwood to survive the loss of this employer. Tourism and recreation continue to increase as a percentage of the regional economy.

PLAN OF TOWN LOTS
COLLINGWOOD

AS LAID OUT ON LOT N^o 45.10. CON. NOTTAW SACA

Surveyed for
JAMES PATTON Esq. & S.M. SANFORD Esq.

By Henry Creswick P.L.S.

JUNE 1856.

SIMCOE COUNTY ARCHIVES

COLLINGWOOD HARBOUR

Water from 12 to 16 feet.

Boulders and little depth

ten



2.2 TOWN SETTING AND LAYOUT

Collingwood enjoys a magnificent setting with Blue Mountain and Georgian Bay prominent in both the origin of the town and as continuing scenic and economic assets.

The existing street plan is as first surveyed in the 1850s. It consists essentially of two standard grids: one aligned with what was the original shoreline farther inland than today, and the other aligned with the railway right-of-way. The two grids join, with a few roads at intermediate angles, roughly along Ste. Marie Street. Their intersection creates a “gore” at what is now the historic Anglican church property.



KHS

All Saints Anglican Church

Typical of 19th century Ontario market and waterfront streets, Hurontario and First (at 99 feet or 30.18 meters) are one and a half times the standard width of all other streets. Overall, the street blocks are laid out with the long dimension in the north-south direction, intersected with east-west cross streets.

There are two mid-block, north-south public laneways, both on the east side of Hurontario Street. One lies directly behind the shops and extends from Huron Street to about halfway between Ontario and Fourth, interrupted only by the arena behind the town hall. The other is a one-block lane lying between Elgin and St. Paul, running from Simcoe to Ontario. To the west of Hurontario, a vehicular path between Second and Third is maintained by the property owners on the block.

Complementary to the north-south laneways are a number of east-west pedestrian paths between

Hurontario Street and the areas and streets behind it. The most obvious is Schoolhouse Lane, lying mid-block between Simcoe/Second and Ontario/Third and extending from Pine to Ste. Marie, linking parking at each end with shopping and the town hall in a single line.

Other less apparent paths cross both blocks as interconnecting driveways, lanes, and parking lots: one uses a covered passage through 47 Hurontario Street, one runs north of 186 and 191 Hurontario, and one runs south of 210 and 205 Hurontario. Some buildings have interior spaces designed as connecting corridors. All of these paths provide valuable linkages, shorten walking distances, and connect the main shopping street to the parking areas behind.



KHS

Eddie Bush Memorial Arena, Town Hall Tower on Left

2.3 DESIGN FORM

There are two predominant categories of design form in the District: Commercial Core and House Form. The map on Page 4 shows the extent of the Commercial Core; the remainder of the District is categorized as House Form.

Hurontario Street developed as the commercial district, behind which construction was largely residential except for rail-oriented uses adjacent to the track bed. The increasing popularity of the automobile in the 20th century generated the requirement for parking. As a result, the blocks fronting on Hurontario Street devote a substantial portion of their back-street land to parking.

Most of the buildings on Pine and Ste. Marie streets were built as dwellings but some have been converted to small-scale commercial uses. This broadening of the commercial area has not diminished Hurontario Street as the primary economic corridor.

3.0 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

A statement describing the cultural heritage value or interest held by the District and the heritage features or attributes that support that value or interest is the foundation of this HCD Plan. Based on the historical development of Collingwood and those aspects of its built form that are considered important to maintaining its heritage character, the following is the Statement of Cultural Heritage Value or Interest and description of heritage attributes for the District.

STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

CULTURAL HERITAGE VALUE OR INTEREST

Collingwood's HCD encompasses a large portion of the traditional town. It is comprised of a main street of commercial and public buildings built between about 1880 and 1910 that is linked by streets and pedestrian pathways to enclaves of historic residential, institutional, and public buildings, and park spaces.

The District has value in its representation of the history and economic prosperity experienced by the town from its founding in 1855 as a railway and shipping terminus on Georgian Bay, to the early 20th century.

The District preserves the historic street plan with its duo-orientation to the port and ship-building activity at the shoreline, as well as the railway line. The centre street, Hurontario Street, is wider (99 ft.) than the standard (66 ft.) and is among the best preserved 19th century grand main streets in Ontario. It is lined with 1880-1910 commercial and public buildings and is unique in maintaining the angled parking designed to accommodate the first automobiles in the town.

Radiating from Hurontario Street is an important historic grid of streets, pedestrian lanes, and pathways. The area has a variety of residential neighbourhoods and enclaves of public and institutional buildings and parks that are important in chronicling the evolution of the town's development and economy.

The District is integral to the preservation of Collingwood's identity and origin as a small, 19th century Ontario, waterfront town. It is also critical to the long-term economic vitality of the community.

DESCRIPTION OF HERITAGE ATTRIBUTES

The heritage attributes of the District include a variety of elements that are important in preserving its heritage value, such as:

- The historic street plan with two grids orientated to the railway and to the shoreline of Georgian Bay
- N-S laneways and E-W pedestrian paths forming linkages to the principal streets
- The 99 ft. width and angled parking plan for Hurontario Street
- The two and three storey commercial buildings built about 1880 to 1910 with similar materials (primarily brick), scale, form, and architectural details
- The public and institutional landmark buildings such as the town hall, federal post office, arena, and churches
- The variety of residential buildings of various dates, ranging from a modest, frame cottage style, to grand, architect-designed dwellings in stone
- The public park and other natural landscape spaces

4.0 PRESERVING COLLINGWOOD'S IDENTITY

The preservation of Collingwood's identity and origin as a small, 19th century Ontario, waterfront town will result in civic pride, economic stability, and the opportunity to market the downtown as a special cultural area.

This HCD Plan provides a planning framework of objectives, policies, design guidelines, and permit procedures needed to conserve and enhance the unique heritage character of the District. It ensures that the Town (council, staff, and committees) and property owners will respect the history, identity, and physical form of the District when making decisions about the alteration of a property, new construction, infrastructure, and the demolition or removal of a building or structure, within or adjacent to the HCD.

With the stability provided by this long-term management, the District is able to support a variety of social and economic activities and attract investment. There also is a proven relationship between a HCD and successful cultural tourism, especially in historic mainstreet areas.

PART III

OBJECTIVES AND POLICIES

5.0 OVERALL OBJECTIVE

Collingwood's HCD has a recognizable heritage character largely based on an inventory of buildings constructed between about 1850 and 1920. These share qualities of design, scale, materials, detail, and orientation within the two principal categories of Commercial Core and House Form. The District holds significant economic value to the local economy and must remain commercially competitive.

The overall objective of this HCD Plan is to achieve the preservation, enhancement, and stability of the District. The objectives, policies, design guidelines, and permit procedures of the HCD Plan ensure that all changes within the District contribute to and do not detract from its architectural, historical, and contextual character, collectively termed its "heritage character."

5.1 OBJECTIVES AND POLICIES FOR HERITAGE BUILDINGS

The objectives and policies of the HCD Plan in regard to the existing heritage buildings (meaning heritage buildings and structures) are:

- To encourage the continuing adaptive re-use of heritage buildings
- To apply exceptional measures to avoid demolition or removal of heritage buildings
- To apply the provisions of the Ontario Heritage Act to control the demolition or removal of a heritage building or structure
- To foster renewed economic uses of the heritage buildings that capitalize on the overall heritage character and quality of the District
- To retain and conserve the heritage buildings by applying accepted principles and standards for heritage conservation
- To encourage the revitalization, conservation, preservation, and restoration of heritage buildings based on documentary and physical evidence
- To retain, repair, and restore distinguishing and/or original architectural features, qualities, technologies, and the overall character of the heritage buildings
- To remove incompatible past alterations made to the heritage buildings

- ❑ To encourage stewardship practices that include regular inspections to identify and undertake maintenance needs
- ❑ To encourage interior and exterior maintenance to protect heritage buildings from damage or destruction from weather, flood, fire, and other hazards
- ❑ To enforce the provisions and best practices of fire prevention and similar regulations
- ❑ To apply the cultural heritage and archaeology resources policies of the Provincial Policy Statement of the Planning Act, notably 2.6.3 regarding adjacent lands
- ❑ To enforce the building standards bylaw as permitted under s.45.1(1) of the Ontario Heritage Act, should such a bylaw be established
- ❑ To apply the provisions of the Town's Sign Bylaw and the HCD Plan to ensure that signage contributes to and enhances the heritage character of the District



KHS

Hurontario Street, Town Hall on Right

5.2 OBJECTIVES AND POLICIES FOR NEW CONSTRUCTION AND DEVELOPMENT

New construction is in reference to properties where there is no existing heritage building or structure, and in instances where a proposed addition is larger in size or a more dominant visual presence when compared to the existing building. Development is in reference to large, usually multi-structure, new construction. The objectives and policies of the HCD Plan in regard to new construction and development are:

- To encourage new construction and development on existing vacant lands, to avoid the loss of any heritage building or structure
- To encourage replacement construction or alterations to lands that contain non-heritage buildings
- To ensure that new construction and development complement and enhance the heritage character of the District

5.3 OBJECTIVES AND POLICIES FOR TOWNSCAPE FEATURES

Townscape features mean those elements of public and private realms such as infrastructure, public works, landscaping, street furnishings, plantings, vistas, identity markers, and other non-building aspects of the District. The objectives and policies of the HCD Plan for townscape features are:

- To preserve the existing pattern of streets, lanes, and pathways
- To restore the heritage character of streetscapes by control and guidance of new construction and development
- To identify and maintain the trees that contribute to and enhance the character of the District, and develop policies for tree preservation
- To encourage the conservation and/or re-introduction of cultural and natural landscape treatments in public and private realms
- To ensure that landscape, streetscape, and infrastructure improvements enhance the heritage character of the District
- To preserve and reinforce existing vistas and sight lines toward significant features and buildings
- To open new vistas toward significant features and buildings where this can be done without detriment to the heritage character of the District



Bus Shelter on Pine Street

TOWN OF COLLINGWOOD

- ❑ To de-emphasize non-heritage service facilities such as parking and utilities by inconspicuous location, plantings, screening, and a general integration into elements that are in keeping with the heritage character of the District
- ❑ To create gateway or entry markers into the District at Hurontario Street, First Street, and Huron Street
- ❑ To establish District identity markers through such techniques as paving stones, markers, plaques, and other indicators that will be of interest to the public
- ❑ To ensure that all public works do not detract from the heritage character of the District

5.4 OBJECTIVES AND POLICIES FOR AREAS OF SPECIAL INTEREST

The objectives and policies of the HCD Plan recognize certain properties and areas within or near the District that require special consideration, such as:

- ❑ *Industrial, Institutional, Public, and Special Purpose Heritage Buildings:* Although not specifically referenced, the provisions of the HCD Plan will be applied.
- ❑ *Church Properties:* All of the older church buildings and properties in the District have cultural heritage value and should be maintained.
- ❑ *Properties Protected Under Part IV of the Ontario Heritage Act:* Part IV protected properties within the District are subject to the objectives, policies, design guidelines, and permit procedures of this HCD Plan, however, these provisions must not have a negative impact on the heritage attributes of the property as described in each designation bylaw. Additional provisions for conserving any interior, exterior, or cultural landscape features not normally governed by the HCD Plan, may be implemented for a Part IV property.
- ❑ *Collingwood Museum:* Although a reproduction of the original railway station, the museum building represents the historical importance of the railway in the founding of the town. The integration of the museum property through corridors, viewsapes, frontages, and other means into the activity within the District is to be encouraged.



KHS

Collingwood Museum

- ❑ *The Spit and Grain Elevator Lands:* The railway spit and the grain elevator at the waterfront contribute to the understanding and appreciation of the town's origin and development.
- ❑ *The Waterfront:* All municipal planning provisions for the waterfront should ensure that future development in this area is not detrimental to the heritage character of the District.
- ❑ *Adjacent Lands:* Policy 2.6.3 of the Provincial Policy Statement of the Planning Act will be applied when there is an application for site development or alteration on lands adjacent to the District. Alternative development approaches may be required to conserve the heritage attributes of the District, as a protected heritage property.

5.5 COMMUNITY SUPPORT

The objectives and policies of the HCD Plan with regard to community support for the District are:

- ❑ To foster community support, civic pride, and appreciation of the District
- ❑ To promote the value in preserving the heritage character of the District for future generations



KHS

Former Railbed Spit and Grain Elevator

- ❑ To encourage public participation and involvement in the conservation of the heritage attributes, resources, and character of the District
- ❑ To offer assistance and incentives to owners within the District in the preservation of their heritage property

5.6 ECONOMIC DEVELOPMENT AND TOURISM

The objectives and policies of the HCD Plan with regard to economic development and tourism are:

- ❑ To maintain the commercial core of Collingwood as a progressive and competitive business environment by maintaining the distinctive heritage character of the District, while providing for development and supporting uses to meet contemporary needs
- ❑ To promote and protect the heritage character of the District as a basis for economic development, particularly as generated by the tourism and recreational sectors of the region
- ❑ To integrate the protection, enhancement, and promotion of the heritage character into all policies and practices of the Town and civic groups, as they affect the integrity of the District



KHS

Mural on Building, Hurontario and Second Streets

6.0 INTEGRATING THE HCD PLAN WITH MUNICIPAL PLANNING

6.1 THE HCD PLAN HAS PRIORITY

When implementing a HCD plan, its provisions are integrated into the planning framework of the municipality. Any potential conflicts or inconsistencies within this planning framework are adjusted to comply with the HCD Plan.

There are instances where the HCD Plan defers to other Town planning measures such as the comprehensive zoning bylaw, sign bylaw, fence bylaw, property standards bylaw, and potentially other provisions. The normal process and approval authority for these may be revised to achieve the objectives of the HCD Plan.

The Town will continue to enforce other provisions of the Ontario Heritage Act, Planning Act, Building Code Act, and Municipal Act.

The provincial interest in cultural heritage and archaeology as stated in the Provincial Policy Statement of the Planning Act, as well as the cultural heritage and archaeology policies of the County of Simcoe Official Plan, will also be applied.

THE HCD PLAN AND OTHER MUNICIPAL PLANNING PROVISIONS

Subsection 41.2 of the Ontario Heritage Act gives the provisions of a HCD plan priority over public works practices and other municipal bylaws:

- (1) Despite any other general or special Act, if a heritage conservation district plan is in effect in a municipality, the council of the municipality shall not,
 - (a) Carry out any public work in the district that is contrary to the objectives set out in the plan; or
 - (b) Pass a by-law for any purpose that is contrary to the objectives set out in the plan.

- (2) In the event of a conflict between a heritage conservation district plan and a municipal by-law that affects the designated district, the plan prevails to the extent of the conflict, but in all other respects the by-law remains in full force.

7.0 AMENDMENTS TO THE HCD PLAN

This HCD Plan may be amended by bylaw after consultation, circulation to potentially affected parties, public notice, and where applicable, approval by the Ontario Municipal Board. Minor administrative and technical amendments may be implemented by a resolution of council.



Hurontario Street, Reproduction Temple Building on Left

PART IV

HERITAGE PERMITS

8.0 PERMIT REQUIREMENTS

An owner of a property in the District, and the Town, must comply with the permit requirements of the Act, as implemented in this HCD Plan. Council and municipal staff are expected to make decisions and issue heritage permits that are in compliance with the objectives, policies, design guidelines, and permit procedures of the HCD Plan. Council and staff will also apply the provisions of existing bylaws such as the comprehensive zoning bylaw, sign bylaw, fence bylaw, and potentially others, including but not limited to those that may be established for tree preservation and heritage building (maintenance) standards.

COUNCIL AUTHORITY AND PERMIT APPLICATIONS

Council has the authority to grant, grant with terms and conditions, or refuse an application for a permit to alter, demolish or remove, or erect any building or structure in the HCD. This authority is under s.42(1) of the Act, which states:

No owner of property in the HCD shall do any of the following unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure.

8.1 WHAT IS A HERITAGE PERMIT?

A “heritage permit” is required for any alteration or addition to the exterior, or work that is visible from the exterior, including painting, of any building or structure in the District; for all new construction and development; and for the demolition or removal of a building or structure.

Special consideration, alternatives, and exemptions in the heritage permit process will be applied for those properties that are protected under Part IV of the Ontario Heritage Act (provincial and municipal designation).

The heritage permit process is administered by the Town Building Services department (Minor

Heritage Permits, Heritage Building Permits) and Town Planning Services (Site Plan Approval) in a similar way to a building or demolition permit and site plan approval for a property outside of the HCD. The differences are that:

- ❑ Council's decision is governed by the objectives, policies, design guidelines, and permit procedures of the HCD Plan
- ❑ Priority is given to the conservation, protection, and enhancement of the heritage character of the District
- ❑ All permit applications are evaluated for the impact of the proposed work on the subject property, neighbouring properties, streetscape or viewscape, and the larger District

The Town is committed to making all reasonable efforts to assist with the preparation, approval, and implementation of a heritage permit application that meets the requirements of the HCD Plan. Any issues arising usually can be resolved by discussion, site inspections, and, if required, the guidance of a qualified heritage consultant.

The Town is also committed to following the permit process when undertaking townscape and public works.

A property owner in violation of s.42 of the Act, which sets out the permit requirements, is subject to a penalty and/or other potential costs under s.69 of the Act.

HERITAGE PERMIT APPLICATION PROCESS

For all classes of alterations, construction, development, and demolition or removal of a building or structure, the process for reviewing a heritage permit application is as follows:

- ❑ Permit applications are reviewed by Town Building Services and, as applicable, by Town Planning Services
- ❑ The application and Building Services/Planning Services recommendations are referred to the HCD Committee for consideration
- ❑ The HCD Committee makes a recommendation to council
- ❑ Council can approve, approve with terms and conditions, or refuse the application
- ❑ The owner can appeal council's decision to the Ontario Municipal Board under the Ontario Heritage Act, or where applicable, under the Planning Act

8.2 WHO APPROVES THE HERITAGE PERMIT APPLICATION?

Council and the Collingwood Heritage Committee have established a process to manage permit applications and other aspects of the District. In this way, inquiries and permits can be processed efficiently. Throughout the permit application process, the property owner has the opportunity to clarify, provide additional documentation, and revise the application.

8.3 WHAT TERMS AND CONDITIONS CAN BE ADDED TO A PERMIT?

Terms and conditions can be added to the approval of a heritage permit. These are generally alternatives to what is being proposed and are based on how best to preserve and enhance the heritage building, streetscape, storefront, and overall heritage character of the District. These can also be for the documentation and possible salvage of building components for heritage purposes, when demolition or removal is involved.

EXAMPLE TERMS AND CONDITIONS FOR A HERITAGE PERMIT

- ❑ A requirement to undertake a Heritage Impact Assessment and/or a Conservation Plan. This is a study typically done by a qualified heritage consultant that analyses the impact of any proposed work on the integrity of the heritage building, the neighbouring properties, and the heritage character of the District. An appropriate heritage conservation strategy is identified and recommendations are made to approve the permit application as submitted, provide alternatives, or refuse the application. See Appendix A.
- ❑ A requirement for the documentation of a building before alteration, or before and during demolition or removal. This typically involves historical research, photography, measured drawings, and the salvage of significant architectural components and materials. This documentation will form a permanent record of the existence, design, and technology of the building. Salvaged materials may form part of this permanent record, or be made available to other heritage building projects.
- ❑ A heritage conservation easement agreement under the Ontario Heritage Act registered on the property title, or a similar agreement for a specified term requiring undertakings such as maintenance or preservation work, in exchange for permitted financial or planning incentives.
- ❑ A property owner might be required to commemorate the history or cultural heritage value of a property in an appropriate manner.
- ❑ A Heritage Building Permit or Site Plan Approval may be added as conditions before a permit is issued for the demolition or removal of a heritage building or structure.

8.4 CAN A PERMIT DECISION BE APPEALED?

A decision to approve with terms or conditions, or to refuse, a Minor Heritage Permit or Heritage Building Permit application can be appealed under the Ontario Heritage Act by the property owner to the Ontario Municipal Board (“OMB”).

A decision regarding a Site Plan Control Agreement for a property within the HCD can be appealed under the Planning Act by the property owner to the OMB. In both appeal instances, a hearing is held and the decision of the OMB is final.

8.5 WHEN IS A HERITAGE PERMIT NOT REQUIRED?

Frequent inspection followed by routine maintenance is the most cost effective way to maintain an attractive and structurally sound building. All roofs, eavestroughs, flashings, chimneys, cladding, masonry, paint, door and window openings, and drainage should be kept in good condition to ensure that small problems do not turn into serious ones.

To encourage the practice of regular maintenance, the Town might exempt certain routine maintenance and repair procedures from any heritage permit requirement. Whether or not a heritage permit is required, all work in the District must comply with the objectives, policies, and design guidelines of the HCD Plan, as well as accepted principles and standards for heritage conservation.

EXAMPLES OF WORK THAT MIGHT NOT REQUIRE A HERITAGE PERMIT

Before commencing any work, contact the Town to determine if a heritage permit is required. The following are examples of the type of work that might be exempt:

- Any interior work except where it directly affects the exterior appearance
- Insulating, weather stripping, caulking
- Repairs to a roof, eavestrough, chimney, or flashing using the same or approved heritage materials
- Minor repairs to stone foundations and decorative stonework using heritage conservation methods
- Minor repairs, not replacement, using same materials and finishes, to existing exterior cladding, cornices, brackets, columns, porches, entrances, balustrades, railings, steps, and decorative wood or metal

- Minor repairs, not replacement, to window components; repairs to broken window panes to original specifications
- Minor repairs, not replacement, to doors
- Patios, ponds, fountains, pools, garden and tool sheds, gazebos, dog house/runs and other small accessory or outbuildings on a residential property when not visible from a street, or public lane or pathway, and that would not normally require a building permit
- Repairs to existing fencing
- Planting, gardening, and minor landscaping that is in character with the streetscape, lane, or pathway
- Extension of residential parking pads other than in front or side yards; paving or re-paving a driveway
- Ramps and railings to facilitate accessibility, and gates installed for child safety on a residential property
- Minor installations, including small satellite dishes, lighting, and flagpoles where not visible from a street, lane, or pathway
- Temporary installations, such as planters, statues, and seasonal decorations, that comply with the design guidelines for townscape features
- Repair of utilities and public works or installation of public works that are in compliance with the HCD Plan and permitted by the Town

8.6 HERITAGE PERMIT REQUIREMENTS

8.6.1 GENERAL

The heritage permit requirements apply to all property owners within the District, as well as the Town (when undertaking work on public lands and for public works). Heritage permits are divided into three classes:

Minor Heritage Permit for minor work where no other permits are required

Heritage Building Permit for work that involves substantial and/or structural changes that

must also comply with the Ontario Building Code; including permits for the demolition or removal of a building or structure

Site Plan Approval for work that normally requires a municipal Site Plan Control Agreement. Town Planning Services will process applications in consultation with the HCD Committee. For properties within the District, Council is the final approval authority.



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Decorative Masonry

Heritage permit applications and advice on how to complete the application are available from Town Building Services. Before submitting an application, the property owner is advised to:

- Become familiar with the objectives, policies, and design guidelines of the HCD Plan
- Review the property description in the *Heritage Conservation District Inventory of Buildings*, noting any suggestions for maintenance, repair, removal of inappropriate features, and appropriate conservation work
- Become familiar with accepted principles and standards for heritage building conservation
- Undertake documentary research and a physical examination of the property. This detective work can reveal important information about original materials, the intended design,

alterations, paint schemes, window and door openings, signboards, trim, and other lost features that may best enhance the character of the building and are worth reconsidering.

- If the building is part of a block of similar or identical properties, determine how the proposed work will enhance the unity of the block
- Attach to the permit application, original paint samples, historical photographs, early drawings, or other evidence in support of the proposed work
- Request Town staff to do a pre-review of the proposed permit application

8.6.2 MINOR HERITAGE PERMIT

A Minor Heritage Permit is required for work where no other permits are required. Examples of this type of work include, but are not limited to:

- Changes that affect the exterior appearance such as the removal or alteration of a porch or other prominent architectural feature
- New or different cladding materials for walls or roofs
- New or different window components such as sash, frames, glazing, muntins (glazing bars), sills, keystones, or surround trim types
- New or different door types
- All colour or colour schemes of paints, finishes, cladding, or the introduction of building elements, awnings, signage, and other visible features, whether the same as existing or new
- Changes to or removal of any historic decorative or similar features
- The introduction of new decorative or similar features
- Minor changes to a commercial storefront
- New chimneys
- New awnings
- New planter boxes or similar features
- Introduction of skylights that detract from the heritage character of the building or District

- Masonry repair, repointing, and cleaning
- New or increased parking areas in front or side yards
- New fencing or similar barriers
- Installations such as lighting fixtures, mechanical equipment, satellite dishes, electrical and other service masts, meters, and similar items that detract from the heritage character of the building or District
- All townscape work on public and private realms

For relatively minor work, detailed sketches and a written description of any specifications, materials, colour schemes, etc., must accompany the permit application.

For substantial work, the permit application must be accompanied by measured drawings at a minimum scale of 1:25, and, if applicable, details and profiles at a suitable large scale.

8.6.3 HERITAGE BUILDING PERMIT

A Heritage Building Permit is required for work to the exterior or structural members of a building that would normally require a building permit under the Ontario Building Code, and some work that would not normally require such a permit. This includes townscape work of this type on public and private realms. This type of permit requirement also applies to the demolition or removal of a building or structure from a property in the District, as required by s.42(1)2 of the Ontario Heritage Act. Examples of this type of work include, but are not limited to:

- All conservation, preservation, and restoration type work to an existing heritage resource
- New construction, including but not limited to accessory or outbuildings, entryways, decks, and other building features that may not normally require a permit under the Building Code
- New construction including buildings, additions, and alterations
- Changes, other than minor, to a storefront
- All colour selection, placement, or other colour scheme matters, including signage
- Demolition or removal of a building or structure, or part of a building or structure

This class of permit requires all documents ordinarily submitted for a building permit, and/or a demolition permit. Depending on the scope of the project, these may include:

- ❑ Outline specifications and drawing notes of all materials visible from the exterior
- ❑ Elevations of all sides at a minimum scale of 1:50
- ❑ Elevations of storefronts at a minimum scale of 1:25
- ❑ Historical images or other documentation of the history of the building and property
- ❑ Details and profiles, at a suitable scale, of cornices, signage, storefront elements, railings, trim, soffits, and fascias
- ❑ Specifications and design for fences or similar barriers
- ❑ An eye-level perspective, including neighbouring buildings, for corner properties or free-standing buildings
- ❑ A site plan showing building location, fencing, plantings, and other significant features
- ❑ Elevations and perspectives rendered so the coursing, projecting elements, textures, and decorative works are truly represented



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Roof Cornice

- ❑ Vertical dimensions referenced to those of neighbouring buildings for alignment of horizontal elements

In addition, for demolition or removal of all or part of a building or structure the requirements might include, but are not limited to:

- ❑ Documentary and physical evidence to support the need for this action
- ❑ Documentation through historical research, earlier images, scale drawings, and salvage of significant building materials and components before demolition or removal
- ❑ An approved Heritage Building Permit or Site Plan Control Agreement under the Planning Act

8.6.4 SITE PLAN CONTROL PERMIT

This class of permit is for work that normally requires a Site Plan Control Agreement under s.41 of the Planning Act. (All land in Collingwood is designated an area of Site Plan Control.) The Town might apply a simplified form of review for small scale projects.

A Site Plan Control Agreement is processed pursuant to the Planning Act, and the approval authority is Council. Generally, Site Plan Control is required when the construction of one or more buildings or structures, or an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability of the building, structure or land.

The role of the HCD Committee is to ensure that the proposed work meets the objectives, provisions, and requirements of the HCD Plan. Once the recommendations of the HCD Committee and Town Planning Services are approved by council, a Heritage Building Permit application can be submitted.



57 Hurontario Street

This permit application requires all documents that have been approved for Site Plan Control by Council, plus any documents required for compliance to the HCD Plan. Depending on the scope of the project, these may include:

- Detailed building plans and all elevations for new construction and development, and alterations or additions to existing buildings and structures
- Elevations and perspectives rendered so that coursing, projecting elements, colour schemes, textures, and decorative works are truly represented
- Existing and proposed site plans for the property, plotted within the context of neighbouring properties and the street, lane, or pathway
- Outline specifications and drawing notes, including but not limited to materials, as they apply to the exterior
- A tree preservation/ landscape plan
- Where applicable, other supporting documents such as heritage impact assessments, conservation plans, shadow studies, drainage plans, sight line and viewscape analyses, etc.

THE STEPS FOR ALL CLASSES OF HERITAGE PERMIT APPLICATION

The Applicant is expected to:

- Become familiar with the requirements of the HCD Plan
- Become familiar with the relevant design guidelines and other principles and standards for heritage building conservation
- Discuss the proposal with Town Building Services, and where applicable, Town Planning Services, to determine if a heritage permit is required, which type of permit, and the requirements
- Complete the permit application, describing the proposed work and attaching any necessary and supplementary documentation
- Supply additional information, as required
- Accept or appeal the decision of the Town
- Comply with any terms and conditions specified in the permit approval

Town Staff, HCD Committee, and council are expected to:

- ❑ Discuss the proposal with the applicant and provide any assistance needed
- ❑ Review the application and request further information, as required
- ❑ Approve the permit application
- ❑ Approve the permit application with terms and conditions
- ❑ Refuse the permit application with reasons

8.6.5 GRANTS AND INCENTIVE PROGRAMS

Municipalities are authorized by the Ontario Heritage Act to pass bylaws to provide grants or loans to owners of designated property, which includes those within a HCD, to assist with the cost of improvements.

Currently, the Town administers a Heritage Grant Program to provide financial assistance to owners of properties protected under the Act. This program is for the conservation, preservation, and/or restoration of the heritage features or attributes of a property. A current maximum of \$15,000 is allocated to the Program annually and this is subject to annual budget approval.

The grant amount is one half of the eligible project costs to a maximum grant of \$3,000, payable at the satisfactory completion of the project. The grant must be matched by a contribution from the owner and is based on the actual expenditures as verified by receipts. An owner may receive one grant per calendar year.

Periodically, provincial and federal heritage conservation assistance programs are made available. Currently, the province has a Heritage Property Tax Relief program that rebates the owner of a designated property a



TOWN OF COLLINGWOOD

Work Partly Funded by a Heritage Grant

portion of their property tax. The municipality has the option to participate in the program. The Collingwood Heritage Committee and the Ontario Ministry of Culture can further advise on these types of programs.

PART V

DESIGN GUIDELINES **CONSERVATION AND CHANGE WITHIN THE DISTRICT**

9.0 INTRODUCTION

9.1 PURPOSE OF DESIGN GUIDELINES

Design guidelines are provided for anyone proposing alterations such as conservation, preservation, or restoration type work, additions, new construction or development, or the installation of townscape features in the HCD. These guidelines identify and describe “good practice” for work within the District and will be referenced when the municipality is evaluating heritage permit and site plan control applications. Design guidelines are the enforceable benchmark against which applications for alteration are judged, but are not intended to restrict new ideas that are compatible with the original built character of the town.

The *Collingwood Downtown Heritage Conservation District Inventory of Buildings* contains descriptions and recommendations for improvements to many of the properties in the District.

9.2 THE IMPORTANCE OF DESIGN GUIDELINES

The stability of a HCD, especially one as large as in Collingwood, can be a critical factor in the economic and social vitality of the town. The District will continue to experience requirements of change of ownership and use, economic fluctuations, the creation of single commercial uses out of traditionally multiple storefront retail, conversion of residential to commercial and institutional use, the renovation and alteration of buildings, and the need for new infrastructure including street parking, signage, and lighting.

With these pressures to allow change and to offer modern amenities, the heritage character of the District is at risk. If buildings are repaired without adequate planning, if significant buildings or their features are removed, and vacant lots infilled with structures that are out of character, the District will be degraded as a whole. The initial response of a property owner should be to introduce designs, building materials, and technologies that are compatible with the streetscape. A District’s integrity can be maintained and enhanced by managing change in a way that promotes a sensitive combination of development and preservation.

These design guidelines have the objective of managing change by conserving and enhancing the



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Incompatible Infill, 158 Hurontario Street

qualities of the existing heritage buildings, land patterns, and overall heritage character of the District. They will also guide the introduction of new construction, development, infrastructure, and townscape features.

A well considered design reinforces the historical, architectural, and cultural values of the District. One must look at individual structures and their neighbours, neighbourhoods and landscape, to assess how to conserve or alter existing structures or places, and how to develop new buildings or landscapes next to existing structures.

10.0 PRINCIPLES AND STANDARDS FOR HERITAGE CONSERVATION

10.1 BACKGROUND DOCUMENTS

These design guidelines were prepared based on a number of background documents. These and similar documents should be consulted before undertaking any work in the District.

- ❑ *Standards and Guidelines for the Conservation of Historic Places in Canada*, Parks Canada, 2003 (www.historicplaces.ca)
- ❑ *Ontario Heritage Tool-Kit*, Ontario Ministry of Culture, 2006 (www.culture.gov.on.ca)
- ❑ Venice Charter, ICOMOS International, 1963/1996

- ❑ *Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation, 2003; Third Edition*
- ❑ *InfoSheets*, Ontario Ministry of Culture (www.culture.gov.on.ca)

10.2 APPLICATION OF GUIDELINES

Within a large HCD where the mix of buildings and types of sites is very diverse, it is not practical to have recommendations for the conservation or adaptation of each building or site. Instead, these design guidelines describe an appropriate type of change for commercial and residential building types. A generic approach to designing new buildings that are compatible with the context is also provided.

PART IV DESIGNATED PROPERTIES

There are some properties within the District that are designated under Part IV of the Ontario Heritage Act. Alteration and demolition for a designated property is more stringently governed by the Act. If a property is designated, the owner should seek additional advice from the Town before considering alterations.

The Town maintains a Register of properties designated under Part IV.

Other legislation also governs property standards and construction, such as:

- ❑ The Ontario Building Code Act and its Regulations
- ❑ Municipal Property Standards Bylaws
- ❑ Requirements of the Planning Act, Official Plan, and Secondary Plan
- ❑ Easements and covenants held by the Ontario Heritage Trust
- ❑ The Provincial Policy Statement of the Planning Act
- ❑ Zoning Bylaws

10.3 HERITAGE CONSERVATION TERMS

It is important to understand the difference between the words, "conservation," "preservation," and "restoration."

Conservation may be the overall activity of which even the formation of a HCD is an important part. There can be conservation of a large area, or a single property, a part of a building, or an artifact.

Preservation is a process of keeping something stable through regular maintenance, or more invasive technical means. Preservation is a necessity in a resource of significance, and must be carefully undertaken over the life of a building.

Restoration is implicitly adding something new to make it “complete again,” or more easy to interpret. Restoration is a choice and the degree of restoration one undertakes is also a choice.

The most important of all work within the District has to do with preserving what is significant before it deteriorates to the point where its significance is lost.

Conservation: all actions or processes that are aimed at safeguarding the character defining features of a heritage resource so as to retain its heritage value and extend its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.

Preservation: that action or process of protecting, maintaining, and/or stabilizing the existing materials, form and integrity of a historic place or of an individual component while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering, or representing that state of a historic place or an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

(Standards and Guidelines for Conservation of Historic Places in Canada)

10.4 RESEARCH AND EXAMINATION

The conservation or preservation of a heritage building begins with documentary and physical research. Researching the history of the property and building may reveal, for example, the date of construction, the as-built appearance, additions, past uses, and changes to prominent components such as the street facade. This type of research involves reviewing documentary sources, merging this primary information with the physical evidence, and making some conclusions about the history and evolution of the property. This background information is needed to evaluate the relative cultural heritage value or interest of the property to the District and the larger community.

A careful physical examination of the property and building may reveal original details concealed under later work. Studying a building before starting a project will give clues to enhancing its traditional look and avoiding irreversible damage.

COLLINGWOOD HERITAGE COMMITTEE

The Collingwood Heritage Committee can provide guidance in how to research a property. Historical photographs, drawings, fire insurance plans, and other useful materials are available at the Collingwood Museum, Collingwood Public Library, and Simcoe County Archives in Midhurst. The Ministry of Culture's *Ontario Heritage Tool Kit* contains a section on Researching a Property. In some cases, it is advisable to hire a qualified heritage consultant to undertake the property research and evaluation of the building and provide recommendations.

10.5 GENERAL GUIDELINES (ALL PROJECTS)

The ICOMOS Venice Charter, Appleton Charter, Burra Charter, and *Eight Guiding Principles in the Conservation of Historic Properties* are key documents in the conservation of cultural heritage (historic) properties. These documents agree on common guidelines that must be applied to the management of change within Collingwood's HCD:

- Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character defining elements.
- Conserve heritage value by adopting an approach calling for minimal intervention.
- Modest buildings and buildings of our time may also be worthy of preservation.
- That conservation of a property involves preservation of its traditional setting.
- That the continuing use of heritage buildings is very important, but alteration for reuse should not jeopardize the significant attributes of a building.
- That moving of a significant building from its traditional setting is not allowed.
- That heritage buildings and properties are complex amalgams of their historical evolution and that the evidence of that evolution should be preserved.
- Additions must maintain the original character of the building, the balance of composition and the traditional relationship to the surroundings.
- An extensive body of scientific technique and knowledge is available to achieve conservation of heritage structures and should be sought out when undertaking conservation work.
- That traditional techniques of conservation must always be used, but, when these are not adequate, tested and proven modern techniques of conservation must be applied.



150 Hurontario Street

- That restoration (i.e., re-creating historic features that have vanished) is very specified work, and should be preceded by thorough study that allows the restoration to be authentic and not conjectural.
- That replacement of missing parts through restoration must integrate with the whole but be somehow distinguishable from the original building fabric so as not to falsify historic evidence.
- That regular building maintenance is an important part of conservation.
- That changes to heritage properties should be carefully documented and made available for the public record so that the evolution of the property can be charted.

11.0 CONSERVATION

11.1 ROUTINE CONSERVATION

The requirements of “cycles of conservation activity” for buildings and sites include:

- Good stewardship practices
- Seasonal and annual cycles of care
- On-going efforts to maintain a building in serviceable condition, while respecting its original condition.

11.2 CONSERVATION REQUIRING CHANGE

The Steps in the Conservation Process for restoration and alteration are:

1. **Project Initiation:** research, evaluation, setting goals, prioritization, and consultation.
2. **Resource Assessment:** in a thorough way using accepted means and all the knowledge that is available to the conservation field.
3. **Preparing Options:** determining the very best of a number of options for conservation.
4. **Project Development:** according to rigorous and established methods of project planning, contract document production, and tendering to experienced conservation contractors.
5. **Implementation:** including careful monitoring and assessment of the project during construction, and follow-up on deficiencies and warranties.
6. **Maintenance:** establishing regular procedures for inspection and repair on an annual basis.

12.0 PRESERVATION

12.1 THE PRESERVATION PROCESS

The best approach to preserving a heritage building involves the following steps:

1. **UNDERSTAND THE RESOURCE**
 - Research and understand the significance of the resource within the context of the HCD and the larger community
 - Know what aspects or attributes of the resource make it important
2. **ASSESS CONDITION**
 - Evaluate the condition of all physical aspects of the resource on a regular basis, and keep records of the evaluation

3. PREPARE A PRESERVATION OR MAINTENANCE PLAN (SHORT, MID, AND LONG TERM)

- Make a preservation or maintenance plan that includes the cycle of repair for elements that deteriorate regularly (wood eaves, paint, downspouts, stone and brick at grade, landscape elements), and those that deteriorate at a slower rate (cladding on the main part of a building, brick or stone pointing, gutters, roofs, chimneys)

4. TAKE ACTION

- Maintain the building and site through all seasons
- Seek advice from conservation professionals in issues of traditional repair, or more complex conservation problems
- Only employ experienced preservation and maintenance contractors
- Use methods of conservation that are accepted by the conservation field, and are traditional and appropriate to the materials being conserved
- Retain physically sound elements, stabilize fragile or deteriorating elements. Undertake limited repair or replacement if possible
- When replacement of part of an element is required (example: a number of bricks or stones in an area of original material) ensure that the same materials and construction systems are used so as not to destabilize the original material
- Where stabilization or preservation requires major structural intervention, undertake action only with the advice of a professional conservation architect or engineer
- Document all preservation methods for reference
- Protect the resource from further deterioration

12.2 PRESERVATION OF MATERIALS

Information about the preservation and conservation of historic materials is available in the resources listed in 10.1 of this HCD Plan, in other technical publications, and on the Internet. The following are provided as a quick reference to the general principles and approach to the materials and elements common in Collingwood's HCD. Further how-to information should be consulted before undertaking any work.

EIGHT GUIDING PRINCIPLES IN THE CONSERVATION OF HISTORIC PROPERTIES**1. Respect for Documentary Evidence**

Do not base restoration on conjecture.

2. Respect for Original Location

Do not move buildings unless there is no other means to save them.

3. Respect for Historic Material

Repair/conservate rather than replace building materials and finishes, except where absolutely necessary.

4. Respect for Original Fabric

Repair with like materials.

5. Respect for the Building's History

Do not restore to one period at the expense of another period.

6. Reversibility

Alterations should allow a resource to return to its original conditions.

7. Legibility

New work to be distinguishable from old.

8. Maintenance

With continuous care, future restoration will not be necessary.

(Ministry of Culture, Ontario)

12.2.1 EXTERIOR MASONRY

There is a great variety of decorative brickwork used on Collingwood's heritage buildings. Texture and complex patterns are achieved with a base colour brick (usually hues of red), sometimes accented with a buff colour brick. There are some examples of red pigments used to even out brick colour variations, and black pigment to add accent bands and surrounds. A careful examination of the building should reveal the original treatment.

- When repairing historic masonry, it is best to use salvaged material that matches the original. Replacement units with the same appearance, hardness, dimension, and texture will look and perform the same as the original.



Brickwork Patterns

- ❑ If new brick is necessary, the facing material is to be smooth or historically textured brick that matches the original in size, colour, and finish, and that will over time develop the same aged look or patina as the original.
- ❑ Brick should be laid in historic bond patterns (to provide texture and relief). This can include decorative bricklaying techniques, such as corbelling, for which there is evidence for the existing building, or if no evidence is available, an example from elsewhere in the District.
- ❑ Removal of cracked or damaged mortar should be performed with hand tools, not power saws or chisels.
- ❑ The greatest danger to older masonry buildings is from repairs using hard mortar with a high cement content. Almost every pre-1920 building used soft mortar with a high lime content and small amount of cement. Soft mortar allows brick and stone walls of varying hardness to absorb stresses and thermal movements. Hard mortar transmits rather than absorbs stresses, resulting in cracking and crushing. A qualified mason will be able to determine the correct mortar mix.
- ❑ Keep a masonry wall in good repair by eliminating any causes of brick or stone damage, repair vertical cracks, and repoint where necessary, using a mortar mix no stronger than the historic mortar.

- ❑ Try to match the type of tooling and colour used for the original mortar.
- ❑ Quoins are contrasting or projecting bricks, stones, or paint schemes that define the vertical edges of a building, separating it visually from the abutting structures. These should be maintained or re-created.



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Quoins

- ❑ Most historic masonry in Collingwood was unpainted and performs best in this condition as the brick and mortar are able to exhaust moisture from the heated interior, as well as seasonal moisture and salts.
- ❑ Masonry does not need to be cleaned as often or as deeply as some suggest. High-pressure abrasive cleaning such as water or sandblasting and some corrosive chemicals can cause long-term structural damage by removing the protective surface of the brick. All cleaning of buildings should occur in a non-destructive manner. Good results can usually be obtained with detergents and water and a stiff natural-bristle brush. Some professional waterborne chemical agents are acceptable. When considering cleaning or paint removal, it is advisable to consult with a heritage building specialist.
- ❑ Existing paint on masonry should be removed using suitable materials and methods. If the paint is very resistant to removal, or there is excessive past damage caused by inappropriate cleaning, applying another layer of paint may be the only option. The paint must be a type that allows moisture migrating from the interior heated areas to exhaust to the exterior. The colour must be within a Town approved colour palette.



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Brick Spalled by Retained Moisture

- ❑ Damaged stone might be repaired using an epoxy-based filler designed for this purpose, and that matches the colour and texture of the stone.
- ❑ Extensive deterioration of stone will require replacement with a salvaged or new material that matches the existing.
- ❑ The use of precast concrete as a substitute for stone is discouraged unless the castings are custom duplicated or very similar to the original feature, such as with replacement keystones, window sills, roof ornamentation, cornices, on other building components.

PRINCIPLES FOR PRESERVING EXTERIOR MASONRY

- ❑ Preserve masonry elements that contribute to the heritage character of the building
- ❑ Assess masonry condition on a regular basis
- ❑ Protect masonry by ensuring that roofs, eaves, overhangs, flashing, and rainwater leaders are in good condition
- ❑ Prevent water infiltration
- ❑ Do not use mechanical devices or chemicals that cause physical deterioration of masonry
- ❑ Use traditional techniques of repair and contractors experienced in historic masonry
- ❑ Clean masonry only under the direction of a restoration consultant
- ❑ Replace historic masonry with compatible, salvaged, or new material
- ❑ Do not use water repellent coatings
- ❑ If minor repair is not sufficient, undertake restoration of elements by preserving what is salvageable and patching/piecing in new work
- ❑ Replicate using exacting methods to restore elements too fragile to repair

12.2.2 NON-MASONRY WALL CLADDINGS

Many of Collingwood's early frame, roughcast plaster clad buildings were destroyed by fire before the end of the 19th century. For those buildings that survived or were built after the major fires, later cladding likely conceals the original materials and design.

For all buildings with non-masonry wall claddings and woodwork detailing, maintenance and incremental restoration will be very important.

- The original cladding should be revealed and assessed
- Preserve wood features and materials that contribute to the heritage character of the resource
- Assess wood elements on a regular basis, especially at grade and at roof level
- Protect wood by ensuring that roofs, eaves, flashing, overhangs, gutters, and rainwater leaders are in good condition
- Prevent water from damaging wood (in crevices on flat areas, etc.)
- Deteriorated woodwork should be repaired, not replaced, unless deterioration has become so extensive that replacement is the only option
- Repairs should involve the use of wood pieces to consolidate and reinforce the element. This may occur in combination with structural or other types of wood stabilization
- Replacing in-kind involves assessment, documentation, and development of options for replacement. Great care must be taken to use compatible wood elements similarly detailed to the original. Replacement in-kind may be used in combination with repair
- Restoration is the replacement of missing wood elements from a previous period, and should be done in a way that appears authentic when compared to the original model (e.g., copying an adjacent bracket or window surround, stair rail, or siding element)
- Clearly establish the root cause of deterioration and eliminate the problem through repair of adjacent elements
- Retain an expert to advise on restoration of elements destroyed /damaged by insects or rodents



54 Third Street

- ❑ If settlement of structural wood elements has occurred, retain a conservation expert to advise on suitable measures to repair the root problem and stabilize the structure
- ❑ Retain and renew coatings such as paint that protect the wood elements
- ❑ When removing paint for renewal, use gentle means to remove the coating that will not damage the element. Use good quality preparation prior to painting, and ensure that paint systems are compatible (e.g., combinations of oil/alkyd and latex may not be compatible)
- ❑ Fastening new materials such as aluminium or vinyl over the original should be avoided as these are not always in keeping with the heritage character and may trap moisture, causing the underlying wood structure to deteriorate. The fasteners required could allow water penetration and cause damage that is expensive to repair if the new cladding is removed in the future. The thickness of the new layer will recess existing openings and likely require the removal or partial covering of decorative features
- ❑ Board and batten type cladding is discouraged unless there is research evidence to support its use



151 Pine Street

12.2.3 PAINT COLOURS

Premixed oil based exterior paints became widely available in the 1870s. A rainbow of colours soon appeared in paint manufacturers' catalogues. Standard practices for colour combinations, placement, light and shadow, decorative finishes, and recommendations for colour selections and placement from the roof cornice to base panel soon developed. For most late 19th to early 20th century buildings, the colour strategy was to reinforce the effect of projecting and receding planes. For example, darker colours for doors and window sashes (not their surrounding frames) emphasized openings and made them appear to recede into the facade.

- ❑ A careful examination of the paint layers and colour placement on a heritage building may reveal a coordinated paint colour selection, placement or scheme, and artistry that are worth duplicating.
- ❑ Where it is not possible to duplicate the original paint scheme, selecting colours appropriate to the era and style of the building is essential.
- ❑ When matching historic to contemporary colours, consider the changeable quality of daylight, fading, primer versus finish colours, and dry as opposed to wet colours.
- ❑ If white is selected, it should be a soft toned white as the pigments available in the 19th century could not achieve a bright white.
- ❑ If the original colours cannot be determined, acceptable heritage colours should be selected from a colour palette approved and available from the Town, or samples provided for the Town's consideration.

12.2.4 WINDOWS

Window openings and components (sash, glass, muntins (glazing bars), frame, sills, heads, and surrounds) are typically the most conspicuous building feature on a facade and the most likely to be changed. The "fenestration" or arrangement of window openings can define the style and character of a building. The shape of the opening, size, proportion of glass to masonry, spacing, and decoration contribute to the unity of the streetscape as well as the aesthetics of the individual facade.



120 Hurontario Street

- ❑ Original window openings and components should be maintained, not reduced in size or shape, or divided by incorrect placement of the muntin (glazing) bars that hold the panes of glass.
- ❑ Window components require periodic inspection, particularly at the sills where water may collect. Caulking, painting, proper drainage, and maintenance will result in long-term service.
- ❑ If a window cannot be repaired, replace it with one that matches the original in materials (usually wood), shape, sash, and glazing pattern.
- ❑ If the openings and sashes are not original, research should be undertaken to determine an authentic design for the replacement.
- ❑ If there is evidence of original shutters, make sure they are the correct size and proportion to the window opening.
- ❑ Most energy losses in windows occur at the openings around the sash and frame and not through the glass, even when single-glazed. Removing any paint build up from double-hung windows to restore the tight fit between the sashes and the stops is a simple way to enhance their energy efficiency. The installation of concealed weather-stripping and interior (removable) storm windows provides further energy savings.
- ❑ Well-fitted and maintained older storm systems can provide an acceptable performance level even when compared to modern products.



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151 Pine Street



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171 Hurontario Street



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162 Hurontario Street

12.2.5 ROOFING

The purpose of a roof is to shed water away from the structure. Beyond this function, the shape, pitch, decorative elements, eaves, chimney type, cladding, and other qualities of a roof are part of the overall architectural style of the building. A roof should be both functional and compatible with the style and type of building it protects.

The earliest commercial buildings typically had a low, hipped roof, or a low to medium pitched gable type. Some had brick parapet or raised ends to protect the wood shingles from any sparks emitted from nearby chimneys. The standard claddings were wood shingle or a type of metal called tern-plate.



Roof Detail, 36 Ste. Marie Street

In the latter part of the 19th century, most commercial buildings had a flat roof. They were ornamented by the application of wood or iron cresting along the ridge or edges, finials, towers, pediments, decorated wood or plaster friezes along the upper edge of the walls at the eaves, moulded cornices (fascia and soffit), brackets, and other elements.



Mansard Roof, Ste. Marie Street

With residential buildings, the roof type and design are critical to the architectural style expression. The use of complex roof shapes, dormers, gables, sculpted chimneys, cutout bargeboard trim, decorated eaves, and other elements should be carefully considered when altering a residential building or designing a new structure. The historic cladding was typically wood shingle, metal, or slate.

13.0 BUILDING TYPES

Collingwood is fortunate to have a large stock of heritage buildings, most of which survive in good structural condition with many original architectural details intact. Many require only basic maintenance or repair work to ensure their longevity and preservation of the historic character. In some cases, past alterations have concealed or removed important architectural details. These Design Guidelines aim to assist in the conservation of the historic architecture, the restoration of lost or concealed elements, and the introduction of new construction that harmonizes with the heritage character of the building, streetscape, and District.

13.1 COMMERCIAL BUILDINGS

The commercial buildings that line both sides of Hurontario Street form the principal feature of the Downtown HCD. These buildings primarily date to the decade following 1881 when the earlier



Commercial Building on Hurontario Street

wood buildings were destroyed by fire. This accounts for their similarities in scale (averaging two to three storeys), massing, window type, masonry of red-orange with buff-yellow brick, storefront design, and decorative woodwork. On careful examination, each facade is distinct, no doubt personalized by the original and later owner/storekeepers. Some remodelled facades and later infill buildings integrate favourably into the 19th century streetscape, others are incompatible. Overall, these commercial buildings are the District's most important assets in maintaining a vibrant and economically sound downtown. Commercial buildings in other locations are also important in that they contribute to the diversity of streetscapes where there is a mix of commercial, residential, and institutional use.

CHARACTERISTICS OF A COMMERCIAL BUILDING

A traditional commercial building facade is divided into three sections: the lower facade (street level storefront), middle facade, and upper facade. The lower, middle, and upper facades frequently have architectural elements that align with abutting buildings, so the rhythm of the architecture, window openings, banding, and other elements continue along the streetscape. Rooflines may vary, for example, early to mid 19th century buildings had gable roofs, or pitched roofs with parapet or rising ends. By the mid 19th to early 20th century, most streetscapes were composed of blocks of brick buildings with flat roofs, each with multiple storefronts and interiors subdivided by firewalls. No one building was strikingly out of character, yet each storefront was distinct.

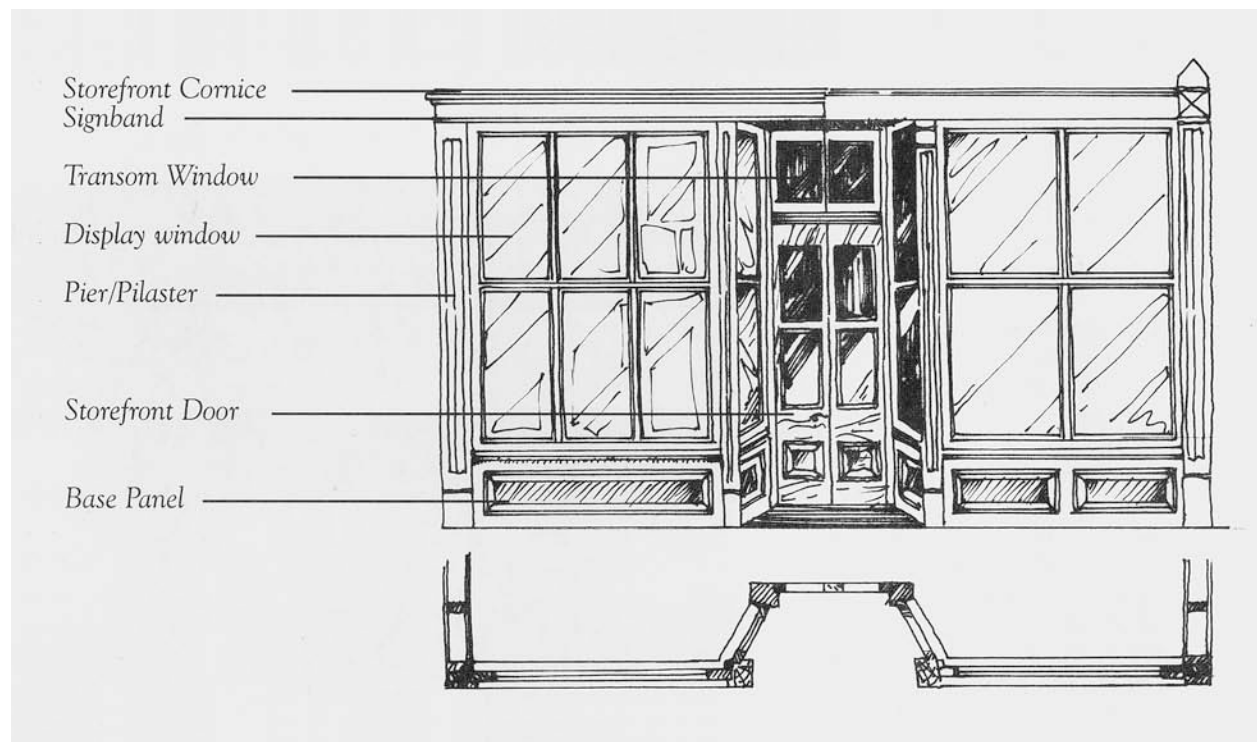


Components of a Commercial Building

STOREFRONTS

The street level storefront is often the most distinctive feature of a traditional commercial building. It makes a statement about the business and provides advertisement for the wares or trade of the owner.

- ❑ The base of a traditional storefront is where the building meets the sidewalk. It is the anchor to the storefront and the base for the display window. The base is a practical feature that buffers abuse from snow clearing and pedestrian traffic. (As such, frequent inspection and maintenance are advised.) Bases may be wood, metal, tile, or masonry, and their original detail is often important to overall architectural character.
- ❑ Traditional display windows were an expensive and well-considered aspect of the overall design. They were often deep bays or projecting elements with elaborate metal or wood sash, glazing stops, and trim.
- ❑ Often what is behind a shop window has as great an effect on the streetscape as the design of the storefront. The original function of storefronts was the display of goods available within, often with considerable care and artistry reflecting a particular period of advertising history. The pedestrian experience of “window shopping,” even after hours, contributes greatly to the life of the street. Careful repair and restoration of display windows, awnings, signage,



Components of a Storefront

displays, lighting, and lettering on glass can significantly enhance the appearance of a storefront in an HCD.

- ❑ The entranceway is traditionally in the centre and recessed back from the display window area. In this way, it directs the attention of the customer toward the display windows and draws them into the shop. Recessed entrances contribute qualities of depth and shade that create one of the characteristic rhythms in a traditional commercial area. The floor surface within the recessed entry is the welcome mat to the customer. Terrazzo, stone, brick, and tile were common entry treatments that appeared in the 19th and early to mid 20th centuries.
- ❑ As the door is the first contact the customer has with the business, its feel, weight, smooth operation, and hardware were meant to impress. Doors often reinforced the character of the overall design and appearance of the building. Original doors usually were carefully chosen and should not be replaced. Replacement doors must complement the existing facade.
- ❑ Signage was an extremely important part of the traditional streetscape. Some were horizontal panels with lettering, positioned above the display window or entrance, and below the cornice or entablature of the storefront. With new types of signage and merchandizing practices, the upper portion of the display windows along with the signband are often covered to allow for larger, sometimes illuminated, signs. This significantly diminishes the heritage



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Commercial Storefront, 56 Hurontario Street



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51 Hurontario Street

character of the shop and streetscape. The restoration of the original proportions and signage traditions is recommended. Lettering on plate glass and on awning edges was a traditional method of advertising. Overhanging sign and marquis signage also played an important part of commercial design.

- Traditional awnings provided a physical extension of the building over the sidewalk, creating a protected space where shoppers can step away from traffic and seek shelter from the weather. They protected products from light and provided shelter for merchandise displayed on the sidewalk. Consistency in height, size, design, and awning locations reinforce the important patterns of the traditional facades and streetscapes. Half awnings, balloon awnings, and metal canopies are not permitted under the Town signage bylaw.



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Signage, 171 Hurontario Street



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Horizontal Alignment of Storefronts on Hurontario Street

- The traditional cornice or entablature above the storefront is a horizontal, often projecting and articulated band that caps the storefront street level and separates it from the middle facade. These can unite a row of buildings regardless of variations in building height, width, or design. As the projecting surfaces are prone to deterioration, many of these cornices have been altered, removed, or covered. The result is a flat area that disrupts the visual proportion of the building and the alignment of the overall streetscape. The use of a cornice or entablature as a unifying and attractive horizontal element is an important streetscape element.
- A pilaster is a vertical element of a wall. It could be a protruding brick section or an applied one such as a wood, half column. Sometimes used in pairs, their purpose is to frame an entranceway or divide a large facade into units. Pilasters are often covered or obscured by layers of new cladding. Their bases or plinths can become buried by rising sidewalk levels or hidden behind new base panels.



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Pilaster, 141 Hurontario Street

Many of the original decorative elements are also often lost. Pilasters are important to defining a storefront and should be uncovered, repaired, or recreated wherever possible.

MIDDLE FACADE (SECOND STOREY)

The middle facade of a commercial building is usually characterized by a flat wall with a regular rhythm of window openings. It often has decorative features that align with the storefront and upper facade or entablature.

UPPER FACADE (THIRD STOREY)

Some of the large commercial buildings in the District have three storeys. The windows and decorative features of these levels are often scaled down versions of the ground and second storey to promote the appearance of hierarchy and height used in the composition of larger buildings.

CORNICE AND ROOFING

An elaborate cornice often crowns the roofline of a commercial facade. Cornices make the building look "complete" and distinguish the skyline of the streetscape. Traditionally made of brick, stone, wood, pressed metal, and terracotta or ceramic tiles, some are topped with projections such as finials or crests. As they are difficult to reach, cornices suffer from a lack of maintenance. Deteriorated caulking and failing flashings, aggravated by inadequate roof drainage, are common. If the existing cornice is in poor condition, repair and restoration are generally preferable to replacement. If a historic roofline treatment is missing, restoration according to historic detail will provide significant improvement to the overall appearance of the facade.



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Roof Cornice

13.2 RESIDENTIAL BUILDINGS (HOUSE FORM)

The majority of heritage buildings outside the commercial core are detached dwellings, with a few examples of semi-detached and row or terrace housing. For purposes of this HCD Plan, this is labelled “House Form.”

Until the early 1850s, what would become the town site of Collingwood was essentially a cedar swamp with a few fishing stations. Land speculating began when it was announced that by 1855 this would become the Lake Huron terminus of the Ontario, Simcoe & Huron Union Railroad. Shanties and settlement houses were quickly erected for those who were needed to build and operate sawmills and open the first trade shops and stores. Most of these early dwellings were built west of Hurontario Street. Always of log or timber frame construction and usually clad in roughcast plaster, any of these first structures that survive should be considered important artifacts of the town’s early history.

The first sawmills were erected in Collingwood in the 1850s. The dimensioned lumber produced made frame construction (and the less common sawmiller’s plank) possible. Although the first brick dwelling is believed to date to 1860, wood was the primary building material until 1881 when a large-scale fire along Hurontario Street demonstrated the need for brick construction as a fire precaution. Most of the dwellings built after this date were a red-orange in combination with buff-yellow coloured brick.



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Terrace Housing, 36 Ste. Marie Street



143 Pine Street

A large percentage of Collingwood's historic housing was built for local workers, especially those involved with the Collingwood Dry Dock, Shipbuilding and Foundry Company founded in 1882 and the Collingwood Shipbuilding Company founded in 1889. These are typically 1 and 1-1/2 storey frame or brick dwellings. Most are a Regency style with a hipped roof and Classical Revival details, or single gable, Gothic Revival style cottages. Many exhibit simple but good craftsmanship and are an important component of the town's architectural heritage.

With the arrival of more railway lines in the late 1870s, the harbour trade at Collingwood expanded. Local merchants made wealthy by the broadening markets were able to build fashionable, two-storey, often Gothic Revival and Queen Anne style dwellings, mixed with Italianate detailing. Locally available building materials and architectural components such as patterned shingles, porches, ironwork, trim, brackets, and bargeboard could be supplemented with those brought in from distant markets by rail or ship.

The 1890s into the early 20th century was a period of architectural indulgence in Collingwood that rivalled much larger cities. Leading businessmen built estate houses in brick and stone that incorporated the latest popular styles such as Romanesque Revival, Italianate, Arts and Crafts, and Edwardian. Some, such as Dr. Donald McKay's 1902 Thurso at 37 Third Street (167 Pine Street) were



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Thurso House, 37 Third Street (167 Pine Street)

architect designed, in this case by local architect Philip C. Palin. There also are some good design examples of dwellings dating to the mid 20th century.

Collingwood's residential architecture truly reflects a stable economy for all income sectors from the mid 19th to early 20th centuries. Overall, buildings and residential streetscapes within the House Form category of the District are well crafted and have good design features that should be carefully considered when change is contemplated.

To further understand Collingwood's residential architecture in the context of past trends in architectural style, building technology, and availability of materials in Ontario, it is useful to consult publications on these topics. To research the history and identify the significance of any one building within the District, contact the Public Library and the Collingwood Heritage Committee.

Generally, the House Form area can accommodate a mix of commercial and residential uses without significant damage to its heritage character. Restaurants, bed-and-breakfast establishments, and professional offices are examples of business use intensification that can be achieved without inappropriate architectural changes.



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128 St. Paul Street

13.3 ACCESSORY OR OUTBUILDINGS

Accessory or outbuildings can be an important aspect of a site's heritage significance. Traditionally, garages, carriage houses, stables, drivesheds, and other utility structures were built as separate, off-side or rear outbuildings. They can complete the story of the history of the property and contribute to the overall richness of the HCD. For outbuildings that are original or early fixtures of the property, alterations should retain and/or restore the original design features and materials.

13.4 NON-HERITAGE RESIDENTIAL BUILDINGS

Some buildings within the District stand apart from the traditional overall heritage character of the District. These range from well-crafted "modern" designs, to utilitarian boxes. A non-heritage building needs to be evaluated with sensitivity and skill to determine how its scale, form, design, and materials may hold architectural value and interest. Some buildings, for example those built since 1960, may prove to be valid components of a District as representatives of a 20th century style. Buildings that complement the streetscape and character of the District should be a key part of its interpretation, whatever their date of construction. A recommended approach to non-heritage buildings is to ensure that alterations and additions complement the original design of a well-crafted, non-heritage building, while maintaining the heritage character of the streetscape and District.



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Town Hall, Hurontario Street



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Marble Detailing of Federal Post Office, Hurontario Street

13.5 INSTITUTIONAL AND PUBLIC BUILDINGS

There are several institutional buildings in the District. Church buildings and their accompanying rectories, parish offices, and manses are the most picturesque, each forming a landmark site within their neighbourhood. Schoolhouse Lane is the location of an early school building. On Hurontario Street, the Town Hall with its tall clock tower figures prominently on the streetscape and within the skyline. The large 1940s arena to the rear of the Town Hall has a unique character and is a distinct structure. The 1913 federal post office at 44 Hurontario Street is a remarkable example of Beaux Arts styling. These institutional and public buildings plus the early 20th century banks, the Gayety Theatre, and the reproduction railway station that houses the Collingwood Museum are important architecturally and as focal points for community activity.

13.6 INDUSTRIAL BUILDINGS

For the most part, 19th century industrial buildings within a downtown core were designed to blend into the commercial streetscape. Others appear more as outbuildings, adjacent to retail shops or within laneways. Typically, the latter are wood, brick, or concrete buildings, one to two storeys in size, with flat or low-pitched roofs. Most of the obvious industrial use buildings in the HCD date to the first half of the 20th century. The most important industrial site in the District is the complex of concrete, 1920s grain elevators at the waterfront. Industrial buildings contribute to the diversity of the built form of the District. Some may still have evidence of engineering works or other mechanical systems and building configurations necessary to their operation. Each should be examined carefully before undertaking alterations or removal.



Grain Elevators

14.0 DESIGN GUIDELINES FOR NEW CONSTRUCTION

The HCD Plan sets the objectives and principles to be applied when undertaking new construction. The Town's zoning bylaw sets the numeric measurements for such parameters as setback and height. When in conflict, the provisions of the HCD Plan prevail over the zoning bylaw.

New construction and development are anticipated for properties that are vacant or where a non-heritage building has been removed. New construction may also occur on lots where a heritage building is being retained as part of a larger development.

The design guidelines for new construction also apply to additions that compete in size with the existing heritage building.

14.1 GENERAL PRINCIPLES FOR NEW CONSTRUCTION

- ❑ The design of a new building, or an addition, does not need to replicate historic design model to be compatible with the HCD. Attention to the form, alignment, height, massing, setback, architectural features, colour schemes, and materials can result in a design that maintains the architectural rhythm of the neighbouring buildings and streetscape, and thus the heritage character of the District.
- ❑ The construction of an exterior addition should be avoided, if possible, and considered only after it is determined that the uses intended for the addition cannot be accommodated in the existing building.
- ❑ New construction must conform to the established design principles, qualities, and characteristics of the neighbourhood and the streetscape.
- ❑ If adjacent buildings are not in keeping with the heritage character of the district, principles of scale, materiality, mass, setback, and form should be consistent with the overall streetscape.
- ❑ New buildings should be designed to allow pedestrian amenities such as wider sidewalks, lack of obstruction to barrier free entry, and shelter at building entries.
- ❑ Mid block entrances and pathways are encouraged.

14.2 NEW CONSTRUCTION: COMMERCIAL CORE

Collingwood's architectural heritage in the commercial core shares some common design elements to which new construction must comply.

COMMERCIAL CORE APPROPRIATE MATERIALS

All new construction visible from the street, public lane, or pathway should select from the following approved building materials.

Exterior Walls

- Materials compatible with the original design
- Smooth or historically textured red clay or buff clay brick in traditional sizes, face brick as accent, stone or wood
- Applied primary or accent dyes or stains that can be documented on heritage buildings elsewhere in the District
- Cut stone or reconstituted stone sills, lintels, and decorative elements
- Roughcast plaster (stucco) where not visible from the street, or public laneway or pathway

Shopfronts (Street Level)

- Materials and designs compatible with the original design
- Real or true muntins (glazing bars dividing the glass panes), wood or metal panels, pilasters, cornice or entablature, signboards
- Doorways with wood frames, panelled or glazed wood doors with transom windows
- Display windows that are detailed and proportioned to be compatible with adjacent and neighbouring heritage shopfronts
- Refined metal or non-wood material shopfronts that are detailed and proportioned to be compatible with heritage shopfronts

Windows (Non Shopfront)

- Windows compatible with the original design
- Windows with wood frames, double hung sash, real or true muntins (glazing bars dividing the glass panes), 2 over 2 or 1 over 1 panes
- Vertical proportion ranging from 3:5 to 3:7

Flashings

- Historic flashings in galvanized metal or copper are encouraged
- Pre-finished metal in an appropriate colour is acceptable

**COMMERCIAL CORE
INAPPROPRIATE MATERIALS****Exterior Finish**

- Concrete block, calcite or concrete brick
- Textured, clinker, or wire-cut brick
- Precast concrete panels or cast-in-place concrete
- Pre-fabricated metal or plastic siding
- "Stock" precast concrete windowsills
- Roughcast plaster (stucco) on walls visible from the street or public laneway or pathway
- "Rustic" clapboard or "rustic" board and batten siding, wood shake siding

Shopfronts

- Stock metal shopfronts or curtain wall
- Spandrel panels and frameless glass are only appropriate when designed in a way that is compatible with existing patterns and designed in a refined manner
- Frameless tempered glass shopfronts

Windows

- Metal, plastic, or fibreglass frames or sashes
- Fixed sashes; casement, awning, hopper, or sliding openers
- "Snap in" or other simulated muntin or glazing bars

Flashings

- Pre-finished metal in inappropriate colours

New buildings are to be built employing the best practices and design of their own era. It is unwise for a designer to adopt a style, but ignore the appropriate form, scale, material, and building technique. There is no requirement to replicate; far more important is the similarity of a new building to its orientation, setback, height, massing, bay width, roofline, materials, and alignment to the neighbouring properties.

STREET PRESENCE

- ❑ The enclosure of the street space is to be preserved by analysing the neighbouring properties to determine the siting that enhances the heritage character and rhythm of the streetscape. For example, most buildings on Hurontario Street front on the street line. The allowable setbacks are as stated in the Town's zoning bylaw.
- ❑ Horizontal elements such as roof cresting or cornices, storefront cornices or entablatures, window openings including heads or surrounds and sills, signbands, and brick or other string courses must align with and acknowledge such elements in other buildings within the streetscape, or be positioned in proportion to such elements where they differ on either side.
- ❑ Projecting storefront cornices or entablatures add to the unity of the street enclosure and are encouraged.



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Alignment and Rhythm of the Hurontario Streetscape

SIGNAGE

Collingwood Bylaw 2005-03 regulates or prohibits signs or other advertising devices throughout the Town. Within the District, signage on buildings used for commercial purposes should contribute to and enhance the heritage character of the District by applying the following principles:

- ❑ Integrate signage within the overall design of the storefront or public facade of the building
- ❑ Signage type and placement should be inspired by a historical example within Collingwood
- ❑ Signs should complement, not obscure, the architectural features
- ❑ Avoid clutter
- ❑ Choose a clear, easily read typeface
- ❑ Limit colour choices to those within the Town-approved colour palette
- ❑ Use quality materials even for temporary signs
- ❑ Back-lit or internally illuminated signs, including awning signs, are not appropriate
- ❑ Neon and readograph signs are not appropriate
- ❑ Third party signs or notices are discouraged



Control lines tie the diagonals and centre-lines of windows and piers to the decorative brickwork and set the height of the parapet

COMPOSITION OF THE FACADE

- ❑ Traditional heritage buildings were typically designed using geometric principles and geometrically derived proportions. Such principles (having a ground, middle, top; having distinct storefronts; having distinct entablatures and roof lines) can help to establish a typology of form that can be applied to new design. Heritage buildings are often symmetrical about their centrelines. This principle should be considered as an option that can help to establish a contextual similarity between the new design and its neighbours.
- ❑ “Control lines” linking design elements can be found in most heritage buildings. They may be formed by the centrelines or diagonals of the entire elevation, or alignment of openings, entablatures, signbands, and rooflines. Careful attention should be paid to the design of neighbouring buildings to create lines of vertical and horizontal alignment.

RHYTHM

- ❑ New buildings must respect the pedestrian-friendly rhythm of the heritage streetscape. The traditional six metre average width of structural bays in commercial heritage buildings must be replicated in all new designs.
- ❑ Large buildings are to be designed in bays that repeat this six metre bay rhythm.

HEIGHT AND MASSING

- ❑ Height must be established based on surrounding context and streetscape analysis.
- ❑ The total height measured from grade to the highest point of the roof, excluding any tower or ornamentation, must be equal to or be an average of the neighbouring heritage buildings; or in default, be equal to the general standard of the District.
- ❑ The massing within the determined height must reflect the traditional composition of two or three storeys, with each storey aligned with or complementary to the neighbouring buildings. Some variation in rooflines, such as through the use of a variety of parapet or cornice styles, is encouraged.
- ❑ For a theatre, hall, or similar use that involves a high but single storey structure, the height shall be determined in the same manner, except a single storey is permitted.
- ❑ The allowable height is as stated in the Town's zoning bylaw.

WALL MATERIALS

- ❑ The choice of wall materials should be based on the context and streetscape analysis.
- ❑ The main facade should be designed of materials that are aesthetically and architecturally related, so that the material context is reinforced. For example, the use of brick, stone, and glass in an adjacent new building can reflect the nature of the heritage structure.
- ❑ Brick and sandstone masonry can be laid in historic bond patterns to provide continuity in the tradition of texture, relief, and craftsmanship that distinguishes the architecture of the District.



Decorative Keystone

- Wood detailing, metal, and glazing details may provide ideas that help to break down the scale of the overall facade, providing hierarchy, scale, and interest in new construction.
- Stone or cast-stone details such as lintels, window heads and sills, brackets, parapets, and keystones are embellishments found on most heritage buildings in the District. These may provide inspiration for detailing on the new building.

STOREFRONTS

- The design of a storefront is to be developed based on surrounding context and streetscape analysis.
- New designs must reflect the traditional storefront proportions and scale as described elsewhere in these design guidelines.
- Storefronts must be compatible with neighbouring heritage storefronts in alignment, height, display area, colour, materials, pedestrian amenity, and overall composition design.
- Shop entrances must be recessed to provide shade and shadow in facade composition.
- Retractable canvas awnings or other shading devices or marquis are encouraged; fixed awnings are not allowed.
- Signage must contribute to the overall distinct character. Collingwood Bylaw 2005-03 sets some standards for signage.

WINDOWS ABOVE THE GROUND FLOOR

- Window openings are to be compatible in proportion, grouping, arrangement, shape, sash type, and detail to those in traditional heritage buildings
- Windows above the ground floor storefront are often single, or paired sash in a single masonry opening.
- Masonry openings for heritage sash are vertically oriented, ordinarily with a proportion of 3:1 (or greater).
- Masonry openings are typically flat headed or shaped.
- Moveable window sash usually have a wood frame, multiple wood muntins (glazing bars),

and are double hung. On commercial streets, sash is often 2 panes over 2 panes or 1 over 1. Very early commercial buildings may still have 6 over 6, or 12 over 12 sash.

- ❑ Modern metal, plastic, or vinyl clad window sash are generally not acceptable in new buildings, except where the design is refined to meet standards of acceptable compatibility.
- ❑ False or snap-in muntins (glazing bars) are not permitted.
- ❑ It is encouraged that new window openings have stone or cast sills.
- ❑ Most masonry window openings have distinct upper heads or lintels, and full or partial side surrounds. It is encouraged that masonry openings be distinguished by a head and sill to create scale and interest.

14.3 NEW CONSTRUCTION: HOUSE FORM

The overall principles for new construction of commercial buildings apply, with some modification, to new construction in the House Form areas of the District. The design guidelines for the category of House Form address general characteristics, as well as common and uncommon elements that contribute to the overall heritage character of this part of the District.

PREDOMINANT RESIDENTIAL STYLE

The most common residential heritage building type is a 1-1/2 to 2-storey brick dwelling with a medium to high-pitched gable or a complex roof. Although there are exceptions, the architectural styles seen within the District are predominantly in keeping with the traditions of Gothic Revival, Queen Anne, Arts and Crafts, and Edwardian. Gable ends are brick or a contrasting material such as wood, plaster, or shingles, and are often patterned. Wood front porches and verandahs are common. Generally, the proportions of the window sashes achieve a vertical composition, openings placed one above another, stacked bay windows, and some turrets and towers oriented to the street.

To fully understand Collingwood's residential architecture, it is important to consult publications on historic architectural style elements and composition in Ontario.

BUILDING DESIGN

New buildings should be compatible with the character of existing heritage buildings. The Town has identified a list of appropriate and inappropriate materials in the House Form Area chart provided in this section of the HCD Plan.

HOUSE FORM AREA - APPROPRIATE MATERIALS**Exterior Finish**

- Materials compatible with the original design
- Stone of a type, cut, and bond pattern that can be documented in the District
- Traditional sizes of smooth, red clay, face brick, with buff clay, face brick as accent
- Horizontal, wood clapboard, 4" to the weather
- Smooth, painted, wood board and batten siding
- Roughcast plaster when a similar heritage type can be documented in the District (not fabricated stucco wall systems)
- Wood shingle or shake siding, only when appropriate to the context
- Combinations of materials when a similar heritage example can be documented in the District

Exterior Accent Detail

All exterior accents or architectural details should be compatible with the heritage buildings of the District. Seeking actual examples as templates is encouraged.

- Cut stone for accents in brick buildings
- Wood shingles, roughcast plaster, terracotta wall tiles, crushed coloured stone, or applied motifs (for example, floral motif) in centre gables and gable ends
- Painted wood porches, verandas, or porticos, including support posts, brackets, bargeboard, stairways, hand supports, and railings
- Decorated soffits and fascias, including painted wood bargeboard (also known as gingerbread or vergeboard) and brackets, where appropriate to the architectural style and design
- Shutters that are correct in size to the window opening

HOUSE FORM AREA - APPROPRIATE MATERIALS**Roofs**

- Slopes and layouts compatible with the original design
- Hipped or gable roof with a minimum 6:12 slope
- Cedar, slate, or simulated slate shingles
- Asphalt shingles in different shapes and patterns, in a colour compatible with neighbourhood house colours
- Standing seam metal roofing suitable for dwellings
- Cupolas and roof monitors

Doorcase

- Wood doors and frames, solid or glazed panel construction
- Transom windows in clear, coloured, or art glass, or a decorated panel
- Paired sidelights with solid and glazed panel construction
- Wood or plaster architrave (trim) in a design that can be documented in the District
- Wood casement ("French") doors for porch or veranda entrances
- Single-bay wood paneled garage doors

Windows

- Materials and designs compatible and in keeping with the original architectural style
- Wood frames, true muntin or glazing bars, sash type appropriate to the original style
- Vertical proportion, usually ranging from 3:5 to 3:7
- Metal, vinyl, or vinyl or metal clad wood windows could be allowed where the look replicates wood and the selection is appropriate to the context

Flashings

- Visible step flashings should be painted the colour of the wall

HOUSE FORM AREA - INAPPROPRIATE MATERIALS**Exterior Finish**

- Concrete block, calcite or concrete brick
- Textured, clinker, or wire cut brick
- Precast concrete panels or cast-in-place concrete
- Pre-fabricated metal or plastic (vinyl) siding
- Stone or ceramic tile facing
- "Rustic" clapboard or "rustic" board and batten siding; wood shake siding on a primary facade

Exterior Detail

- Prefinished metal fascias and soffits
- Pre-manufactured shutters, railings, and decorative woodwork or other trims that do not match in quality, texture, colour, dimension, or materials to other examples in the District or that are inappropriate to an approved design
- Unfinished, pressure-treated wood in decks, porches, verandas, stairways, railings, and trim.

Roofs

- Slopes or layouts not suitable to the architectural style
- Low sloped or flat roofs
- Non-traditional metal roofing such as pre-finished or corrugated metal
- Modern skylights visible from the street

Doors

- 'Stock" suburban door assemblies
- Flush doors

HOUSE FORM AREA - INAPPROPRIATE MATERIALS

- Sidelights on one side only
- Metal storm and screen doors; sliding patio doors
- Double-bay, slab, or metal garage doors

Windows

- Large dimension window openings that do not meet the heritage standard for window openings and sash types
- Curtain wall systems
- Metal, plastic, or fibreglass frames
- Metal, vinyl, or vinyl or metal clad wood windows could be allowed where the look replicates wood and the selection is appropriate to the context and architectural style of the original building
- Awning, hopper, or sliding openers
- "Snap-in" simulated muntin (glazing bars)

Flashings:

- Pre-finished metal in inappropriate colours

CLADDING

Wood cladding was in common use until about the third quarter of the 19th century. This was typically horizontal clapboard or shiplap, often bevelled with a 4-inch coursing. Vertical board and batten was popular for a style referred to as "Carpenter Gothic" but there are few examples in the District. Correctly proportioned and finished with traditional details such as vertical cornerboards, foundation level drip boards, and possibly returned eaves, horizontal wood siding is an attractive and acceptable cladding for new construction.

The late 19th and early 20th century witnessed an increase in the use of wood shingles as a wall cladding. This was popular as decorative gable ends in Queen Anne style dwellings. The "Shingle" and Arts & Crafts styles made extensive use of shingles that were shaped and laid in blocks or bands to create a texture. This is an acceptable cladding if the architectural style of the dwelling supports its use.

GUIDELINES FOR NEW CONSTRUCTION ON ALL EXISTING STREETSAPES



MINISTRY OF CULTURE

ROW AND SEMI-DETACHED DWELLINGS

Although most heritage dwellings in the District are detached, there are some well-crafted examples of row and semi-detached residences. As this form mediates between single residences and a commercial scale, it could be a model for new construction, including parking structures on the east side of Pine Street and the west side of Ste. Marie Street.

14.4 ACCESSORY OR OUTBUILDINGS

Accessory or outbuildings can be complementary, or a distraction, to the character of a heritage property. Their design, materials, and placement are important considerations in the overall character of the property.

- ❑ New garages should be sited as separate outbuildings and located in a way that minimizes their street presence. An attached garage is acceptable, if it faces a side lot-line.

HOUSE FORM PRINCIPLES

In the House Form Area (outside the Commercial Area), these general principles apply:

- ❑ Buildings should be set back from the street line to create front yards of similar depth to neighbouring buildings, within the limits set in the Town's zoning bylaw
- ❑ Front yards should be unfenced or have heritage quality fencing in an approved material that is within the height requirements specified in the Town Fence Bylaw
- ❑ Where adjacent incompatible uses require a privacy screen, hedge planting is suitable. The height should be in keeping with the requirements of the Town Fence Bylaw
- ❑ Unfinished pressure-treated wood and chain link fencing are not appropriate for fencing visible from the street or public lane or pathway
- ❑ A tree preservation and landscape plan may be required
- ❑ New plantings should be species typical to the District



Traditional Outbuilding

- ❑ New garages should adhere to traditional forms, usually with gable roofs, frame or brick construction, and single bay wood doors with wood trim.
- ❑ Other outbuildings, such as storage sheds, should be of traditional wood construction.
- ❑ Pre-fabricated metal structures should not be used where visible from the street, public lane or pathway, or a significant viewscape within the District.

15.0 STREETSAPES, LANES, AND PATHWAYS

15.1 STREETSAPES DESIGN

The combined effect of large numbers of heritage buildings, open spaces, streetscapes, and traditional land patterns create a “sense of place” or heritage character that is more than the sum of its parts. To maintain this sense of place, the following guidelines apply to streetscapes:

- ❑ The preservation of existing heritage buildings is the most important way to preserve the heritage character of the streetscapes.
- ❑ Alterations, additions, and new construction must reinforce the heritage character of the setting and/or streetscape by referencing and respecting the surrounding buildings in siting, architectural design, massing, quality, and landscaping.
- ❑ Streetscape improvements and public works that reinforce and enhance the distinct identity and special quality of the Commercial and House Form Areas are to be encouraged.

15.2 LANES AND PATHWAYS

The existing formal and informal lanes and pathways in the District have an unused frontage roughly equal to that on Hurontario Street. These lanes and pathways present a unique opportunity for use intensification.

Lanes behind the shops on Hurontario are used to service the shops and are part of the pedestrian network bringing shoppers from the parking lots on Pine and Ste. Marie streets. The east-west pedestrian pathways are particularly important as mid-block connectors between the shops and parking. The most important pathway is Schoolhouse Lane, which feeds the two large public parking lots to the most built-up block of the main shopping street.

The rear facades of the Hurontario Street shops are fully visible from the parking lots and some can be viewed from the lanes and pathways. These form a significant aspect of the townscape and are a first introduction to the heritage character of the District. These rear facades present a unique opportunity for intensification of retail presence and display.

There are precedents for intensive use of lanes and pathways, such as in England where the mews areas (originally the lane for stabling horses) have been richly developed into commercial or residential enclaves. The continued requirement for vehicular access for deliveries and other access does not preclude development of these as pedestrian-friendly ways. The vehicular traffic is relatively infrequent, so pedestrian/vehicular conflict is manageable.

Schoolhouse Lane and other east-west pedestrian pathways in the District present an opportunity for such development possibilities as:

- ❑ Restaurant patios with lane entrances and attractive plantings
- ❑ New frontages for existing businesses, with an entrance near the parking lots and additional display windows to attract laneway pedestrians
- ❑ Parking intensification developments that accommodate lane-facing retail

DESIGN GUIDELINES FOR LANES AND PATHWAYS

- ❑ Any enhancement of the lanes and pathways should include repairs and improvements to the visible facades that preserve or restore the heritage qualities inherent in the building.
- ❑ Where a building does not extend to the lane, a rear addition with an entrance and display area would increase retail floor space. Similar revisions could accommodate a separate lane-facing retail frontage.



Schoolhouse Lane

- ❑ All alterations, additions, and new construction visible from the lanes and pathways must comply with the design guidelines of the HCD Plan.
- ❑ Lane entrances and uses that make these areas lively and improve their pedestrian environment are encouraged.
- ❑ Plantings and heritage quality benches, patios, privacy fencing, and other amenities that improve the pedestrian environment of the lanes and pathways are encouraged.
- ❑ Paving, signage, lighting, and other heritage quality townscape elements are to be encouraged.

16.0 DESIGN GUIDELINES FOR TOWNSCAPES

Townscape means those elements of public and private realms such as infrastructure, public works, landscaping, street furnishings, plantings, land patterns, vistas, identity markers, and other non-building aspects of the District.

In addition to the requirements of the HCD Plan, a Town-sanctioned downtown revitalization committee has established parameters for streetscape design that must be consulted.

16.1 ROAD ALLOWANCE WORK

Streets in the 19th century would not have automobiles, paving, traffic lights, highway signs, parking meters, and other installations that fill modern streetscapes. Today, these amenities enable and encourage the public use of a busy and lively commercial district.

All work within the road allowance of the District needs to be designed to meet current standards of safety, use, and convenience, without detracting from the heritage character. For this reason, a heritage permit is required for the installation of items such as street and pedestrian lighting, benches, tree grates, tree guards, trash receptacles, recycling bins, parking equipment, and similar items. The following are guidelines for installation:

- ❑ The automobile and its infrastructure accounts for most of the visible non-heritage installations in the District such as parking meters, ticket dispensers, street signage, and lighting. These are best placed near the curb, where they can form a transition corridor between the heritage setting of the buildings and the modern experience of the roadway.
- ❑ Human perception is very good at filtering out unimportant and repetitive information. A new product with an “old-fashioned” look may demand undeserved attention, which when directed, detects the fraud. A simple item might fade into the landscape and be less intrusive than a deliberately “historical” version.

- ❑ Even when there is no evidence that an item existed in 19th century Collingwood, when such an item is needed the choice should be based on what is accurate for the historic period and the socio-economic reality of the Town. Collingwood was a relatively wealthy, small town with an extensive transportation network. The everyday townscape amenities would have been more substantial than a village, but not so ornate, for example, as a large city park.

16.2 DISTRICT IDENTITY MARKERS

Street improvements in the District support its identity as a distinct area. The consistent block sidewalk paving, lighting, planting, and street furnishings create a “sense of place” while providing a pleasant pedestrian environment. Similar design standards for public works installations should be continued throughout the District. Examples might include:

- ❑ Contrasting paving at street intersection and crosswalks
- ❑ Plaques, engravings, or inlays in sidewalk paving, on street-name signs, lighting poles, bench slats, and so on
- ❑ Innovative and inexpensive ways to illustrate the richness of Collingwood’s heritage, such as paving brick at each building entry with the name of the building, original owner, and date of construction



KHS

16.3 LIGHTING

Modern illumination standards, the extra width of Hurontario Street, and the trees necessitate sep-

arate lighting systems for the street and the sidewalks. The standard width streets do not have this situation. Luminaries will provide a “warm” colour, similar to historic lighting. Fixtures designed to minimize light spill and glare will encourage continued residential occupancy in the downtown. Lighting poles should be decorative, and light pole accessories such as banner arms and electrical and audio outlets should be used.

FOR HURONTARIO STREET

- ❑ Roadway lighting should be mounted at sufficient height and spacing to economically provide acceptable levels and quality of illumination. Fixtures mounted on arms projecting over the street will be in the vehicular zone with the light source beyond the line of the tree planting. The lighting head is best if unobtrusiveness, rather than a deliberate “heritage” design.
- ❑ Pedestrian lighting should be mounted at a height and spacing consistent with the pedestrian scale. The design of the luminaire and its mounting could have a heritage quality without being overly ornate or elaborate.

FOR OTHER STREETS

- ❑ Street and sidewalk lighting can be accomplished with a single system of fixtures mounted at an intermediate height. The design of the luminaire should be similar to the pedestrian lighting on Hurontario Street.

FOR LANES AND PATHWAYS

- ❑ To further the integration and use of the lanes and pathways, lighting fixtures similar to those on the streets are recommended.

16.4 STREET FURNISHINGS

Benches, trash receptacles, bollards, tree guards, and tree grates should have a heritage quality without being overly decorative. For example, the incidental look of black coloured, metal items helps to keep them in the visual background.

For street furnishings, a cast-frame, flat-slat bench is a simple but traditional design. Benches are also available in weather resistant, unfinished, tropical woods that require minimal maintenance. Bench castings are available with cast-in or bolted-on lettering that could be incorporated as District identity markers.

16.5 PLANTINGS

The trees planted along Hurontario Street provide summer shade and are a major element in estab-

lishing the identity of the area. Where sidewalk space allows, the planting program should be encouraged throughout the District. Trees planted on public land and encouraged on private land, would increase the amenity of the lanes and pathways.



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Street Furnishings on Hurontario Street

16.6 PARKING

On-street parking has been an integral part of business districts since horses pulled vehicles. Hurontario Street's extra width allows angle parking at the curb. Collingwood is one of the few places in Ontario to maintain angle parking and it now forms a distinctive part of the Town's character. This also increases the parking capacity of the curb frontage, which provides the economic benefit of increased shopping convenience.

Parallel parking is provided on other streets. Curbside parking creates a "buffer zone" between pedestrians on the sidewalk and moving vehicular traffic. This is valuable in maintaining a pedestrian friendly environment.

The viability of the District and the ability to preserve its heritage character depend on the economic competitiveness of its commercial sector. Convenient parking is a critical factor in this success. At the same time, the commercial core is tightly bound by built areas mostly comprised of heritage buildings. The demolition or removal of these for parking purposes would be detrimental to the heritage character of the District, which is ultimately the source of its marketability.

The construction of the existing parking lots required the demolition of buildings on Pine and Ste. Marie streets, leaving an uneven streetscape that has no sense of place or the feeling of enclosure important to pedestrian comfort. As the existing parking lots in convenient proximity to the business area exceed capacity, and downtown activity continues to grow, it may be necessary to consider multi-level parking structures on these sites.

Attractive developments that integrate parking with street level commercial and residential uses present a design opportunity to increase parking capacity and address the existing streetscape deficit. Heritage inspired designs and streetscape elements should be among the terms of reference for design proposals.



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Hurontario Street Looking Southeast



APPENDIX A

HERITAGE IMPACT ASSESSMENTS AND CONSERVATION PLANS

A heritage impact assessment (or equivalent study) is a study to determine if any cultural heritage resources (including those previously identified and those found as part of the site assessment) or in any areas of archaeological potential, are impacted by a specific proposed development or site alteration. It can also demonstrate how the cultural heritage resource will be conserved in the context of redevelopment or site alteration. Mitigative or avoidance measures or alternative development or site alteration approaches may be recommended. For archaeological assessments, fieldwork must be undertaken by licensed professional archaeologists in accordance with the Ontario Heritage Act and its regulations.

A conservation plan (or equivalent study) is a document that details how a cultural heritage resource can be conserved. The conservation plan may be supplemental to a heritage impact assessment, but it is typically a separate document. The recommendations of the plan should include descriptions of repairs, stabilization and preservation activities as well as long term conservation, monitoring and maintenance measures.

WHAT IS THE CONTENT OF A HERITAGE IMPACT ASSESSMENT?

A heritage impact assessment generally contains, but is not limited to the following information:

1. Historical Research, Site Analysis and Evaluation

If the available identification and description of the significance and heritage attributes of the cultural heritage resource are inadequate for the purposes of the heritage impact assessment, or the cultural heritage resource is newly identified, research, site survey and analysis, and evaluation are required. An explanation of the methodology used must accompany a clear statement of the conclusions regarding the significance and heritage attributes of the cultural heritage resource.

2. Identification of the Significance and Heritage Attributes of the Cultural Heritage Resource

This is usually a summary of the cultural heritage value or interest and the heritage attributes contained in a heritage property municipal designation bylaw, heritage conservation easement agreement, or other listings. This summary should clearly articulate the cultural heritage value or interest and heritage attributes of the heritage resource. If the property is not a protected heritage property but is listed or is newly identified and may possess heritage significance, statements of cultural heritage value or interest and the heritage attributes should still be developed.

3. Description of the Proposed Development or Site Alteration

This description details the rationale and purpose for the development or site alteration, the proposed works and graphical layout, and how the development or site alteration fits with the objectives of the municipality or approval authority.

4. Measurement of Development or Site Alteration Impact

Any impact (direct or indirect, physical or aesthetic) of the proposed development or site alteration on a cultural heritage resource must be identified. The effectiveness of any proposed conservation or mitigative or avoidance measures must be evaluated on the basis of established principles, standards and guidelines for heritage conservation.

5. Consideration of Alternatives, Mitigation and Conservation Methods

Where an impact on a cultural heritage resource is identified, and the proposed conservation or mitigative measures including avoidance, are considered ineffective, other conservation or mitigative measures, or alternative development or site alteration approaches must be recommended.

6. Implementation and Monitoring

This is a schedule and reporting structure for implementing the recommended conservation or mitigative or avoidance measures, and monitoring the cultural heritage resource as the development or site alteration progresses.

7. Summary Statement and Conservation Recommendations

This is a description of:

- the significance and heritage attributes of the cultural heritage resource;
- the identification of any impact that the proposed development will have on the cultural heritage resource;
- an explanation of what conservation or mitigative measures, or alternative development or site alteration approaches are recommended to minimize or avoid any impact on the cultural heritage resource;
- if applicable, clarification of why some conservation or mitigative measures, or alternative development or site alteration approaches are not appropriate.

WHAT IS THE CONTENT OF A CONSERVATION PLAN?

A Conservation Plan generally contains, but is not limited to the following information:

1. Identification of the conservation principles appropriate for the type of cultural heritage resource being conserved;
2. Analysis of the cultural heritage resource, including documentation of the resource, descriptions of cultural heritage value or interest, assessment of resource conditions and deficiencies, discussion of historical, current and proposed use;

3. Recommendations for conservation measures and interventions, short or long term maintenance programs, implementation, and the qualifications for anyone responsible for the conservation work;
4. Schedule for conservation work, inspection, maintenance, costing, and phases of rehabilitation or restoration work;
5. Monitoring of the cultural heritage resource and the development of a long term reporting structure.

WHO IS QUALIFIED TO PREPARE THE ASSESSMENT AND CONSERVATION PLAN?

Heritage impact assessments and conservation plans for built heritage resources and cultural heritage landscapes must be prepared by qualified individuals, such as heritage, architectural, and landscape consultants with knowledge of accepted standards of historical research, identification, evaluation, and methods of conservation and mitigation.

For properties containing archaeological resources or areas of archaeological potential, only licensed archaeologists can carry out technical assessments and alter known archaeological sites.

NEGATIVE IMPACTS

Negative impacts on a cultural heritage resource include, but are not limited to:

- Destruction of any, or part of any, significant heritage attributes or features;
- Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance;
- Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or plantings, such as a garden;
- Isolation of a heritage attribute from its surrounding environment, context or a significant relationship;
- Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features;
- A change in land use such as rezoning a battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open spaces;
- Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect an archaeological resource.

MITIGATION OR AVOIDANCE

Methods of minimizing or avoiding a negative impact on a cultural heritage resource include, but are not limited to:

- Alternative development approaches
- Isolating development and site alteration from significant built and natural features and vistas
- Design guidelines that harmonize mass, setback, setting, and materials
- Limiting height and density
- Allowing only compatible infill and additions
- Reversible alterations
- Buffer zones, site plan control, and other planning mechanisms

SOURCE: *Heritage Resources in the Land Use Planning Process, Infosheet #5.* Heritage Tool-Kit, Ontario Ministry of Culture