

# TERMS OF REFERENCE

March 2020



**Review of Aurora  
Register of Properties of  
Cultural Heritage Value  
or Interest**

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## **1.0 INTRODUCTION**

The *Ontario Heritage Act* allows municipalities to maintain a publicly accessible register, known as the Register of Properties of Cultural Heritage Value or Interest, to help manage the conservation of local cultural heritage resources. The register includes a list of properties that are designated under Part IV (individual designation) and Part IV (within a Heritage Conservation District) of the Ontario Heritage Act, and non-designated properties that have been listed as being of potential cultural heritage value or interest to the community. The Town of Aurora's register consists of 48 individually designated properties, 148 properties within the Northeast Old Aurora Heritage Conservation District, and 413 listed properties.

The properties on the register were originally identified in the Town's first official inventory prepared by the Local Architectural Conservation Advisory (now known as the Heritage Advisory Committee) between 1976 and 1987. The inventory was compiled through a windshield survey, which targeted buildings constructed prior to the Second World War that exhibited some degree of architectural and/or historical significance.

In September 2006, Aurora Town Council officially changed the name of the Aurora Inventory of Heritage Building to the "Aurora Register of Property of Cultural Heritage Value or Interest" and all properties included in the Inventory were transferred to the Register in accordance with the 2005 Amendments to the Ontario Heritage Act.

More than 400 properties had not been subject to a heritage evaluation and still remain on the register as non-designated ("listed") without any heritage score or classification. These properties are prone to unlawful demolition and unsympathetic alteration. There is a need to undertake a comprehensive review to determine if they warrant heritage designation for a greater degree of protection. This is also a good opportunity to reorganize the register by screening out the irrelevant properties that have no heritage value to the community, which will result in a more effective register to assist the Town in managing the protection of its heritage resources.

## **2.0 PROJECT OVERVIEW**

The Town is requesting proposals from a qualified Consultant to conduct a comprehensive review of the Aurora Register of Properties of Cultural Heritage Value or Interest to ensure it maintains an accurate and informative inventory of the Town's heritage resources. The key objectives of the project includes:

- Determining the level of heritage importance of each listed property on the register in order to prioritize future conservation efforts and preservation programs.
- Identifying those properties of significant cultural heritage value and pursue designation for their long-term protection under the Ontario Heritage Act.
- Update the register with more complete information, and remove irrelevant properties that have no heritage value to the community

### **3.0 PROCESS**

#### **3.1 Phase 1 - Data Collection**

Conduct comprehensive research from various sources to fully understand the historical and heritage context of each listed property on the Town's heritage register. The data gathered will be used to inform the preparation of the subsequent heritage evaluation, and also be documented in the municipal archive for the Town's references. The source of the data may include (but not limited to):

- Title Search;
- Field investigation;
- Tax Assessment Records;
- Archival Research (Aurora Historical Society and Aurora Museum);
- Relevant Provincial and Municipal documents; and
- Relevant published sources

#### **3.2 Phase 2- Cultural Heritage Evaluation Report (CHER)**

Prepare a Cultural Heritage Evaluation Report (CHER) for each listed property to assess its heritage value and recommend the appropriate level of protection required (i.e. designation or documentation). The CHER will include the following information:

- Site plan or survey, at an appropriate scale, indicating the context in which the heritage resource is situated.
- A location map with indications of existing land use, zoning, as well as the zoning and land use of adjacent properties.

- A detailed site history to include a listing of owners from the Land Registry Office, and a history of the site use(s).
- Current legible photographs from each elevation to capture architectural features and building materials.
- Historical photos, drawings, or other archival material that may be available or Relevant.
- Description of all the heritage resources on the subject property which include, but are not limited to: structures, buildings, building elements (like fences and gates), building materials, architectural and interior finishes, natural heritage elements, landscaping, and archaeological resources. The description will also include a chronological history of the structure(s) developments, such as additions, removals, conversions, alterations etc.
- Score each property based on the guidelines outlined in the Town's document titled *Evaluation of Heritage Resources in the Town of Aurora (March 2010)*. Depending on the score, the property will be categorized under one of the priority groups to help determine its level of heritage significance.
- A recommendation as to whether the subject property is worthy of heritage designation in accordance with the criteria per Ontario Regulation 9/06. Should the consultant support heritage designation, it must include the statement of cultural heritage value and description of heritage attributes.

### 3.2.1 Deliverables for Phase 2

The Consultant will provide the following deliverables to the satisfaction of the Planning Division at a time defined in the approved work plan. All printed materials shall be fully reproducible and all deliverables shall become the absolute property of the Town of Aurora including data developed throughout the process.

- One (1) hard copy of the Cultural Heritage Evaluation Report (CHER) prepared for each property.
- One (1) hard copy of a document summarizing the key findings of each property such as: a brief description of the existing building or structure including its construction date, its heritage score based on the Town's evaluation guidelines, recommendation as to whether it meets the criteria of Ontario Regulation 9/06 for designation, and details of heritage attribute, if applicable.

- A list of properties recommended to be individually designated under the Ontario Heritage Act; and delisted from the Town's register.
- Electronic copy of all the above documents, preferably in Microsoft Word and PDF format.

### 3.3 Phase 3 – Consultation with Heritage Advisory Committee and Council

The properties will be sorted by residential neighbourhoods (i.e. Town Park, Aurora Heights) to help manage the organization of data. A separate interim staff report for each neighbourhood will be brought to the Heritage Advisory Committee and Council to present the findings of the heritage evaluation. The Consultant will be expected to attend all the necessary meetings to discuss the findings of the CHERs.

### 3.4 Phase 4 – Heritage Designation, Delisting and Update to the Register

Staff will work with the Consultant to address any comments made by the Heritage Advisory Committee and Town Council, which may include re-examining particular properties and carrying out further heritage investigation.

A final staff report will be presented to the Heritage Advisory Committee and Council to recommend the final list of properties to be designated for long-term protection, and delisted from the Aurora Register of Properties of Cultural Heritage Value or Interest, for the Heritage Committee and Council's consideration. Following Council's decision, the Town will proceed to designate the appropriate properties in accordance with the requirements of the Ontario Heritage Act. The irrelevant properties will be removed from the Town's heritage register.

The consultant will develop a new template for the Town's register to include additional details about each property as required under Section 27 (1.1) of the Ontario Heritage Act and Section 13.3 b) of the Town's Official Plan, which includes legal description, owner information, statement of cultural heritage value, description of heritage attributes and designation by-law number. Listed properties only requires a brief description about their heritage resource.

#### 3.4.1 Deliverables for Phase 4

The Consultant will provide the following deliverables to the satisfaction of the Planning Division at a time defined in the approved work plan. All printed materials shall be fully reproducible and all deliverables shall become the absolute property of the Town.

- One (1) hard copy of an updated register in a new template including all the additional information listed in Section 3.4
- Electronic copy of all the document, preferably in both Microsoft Word and PDF format

#### 4.0 NORTHEAST OLD AURORA HERITAGE CONSERVATION DISTRICT

The scope of the review may be expanded in the future to include the properties located within the Northeast Old Aurora Heritage Conservation District subject to budget availability and Council's approval. This will help determine whether the properties within the Heritage Conservation District, which is already subject to protection under Part V of the Ontario Heritage Act, is also worthy of individual designation under Part IV of the Ontario Heritage Act. The budget needed to undertake this task should be costed out separately for the overall review.

#### 5.0 TIMING

The estimated timeline for completing the study has not been determined, but it is estimated that the study will take a minimum of one year to complete, from when the consultant team begins work on the project to Council's approval of the recommendations of the CHERs. Through the request for proposal (RFP) process, consultants will be asked to identify opportunities for efficiencies while still meeting the requirements of the terms of reference and all applicable requirements.

#### 6.0 ROLES AND RESPONSIBILITIES

##### 6.1 Steering Committee

A five (5) person Steering Committee is being proposed by Staff to provide direction, guidance and recommendations on the project. Staff are recommending that the Committee be comprised of three (3) members of the Heritage Advisory Committee and two (2) members from Town Council. The number of meetings required will be

determined by Town Staff and the retained consultant. It is not anticipated that more than five (5) to ten (10) meetings will be required over the course of the project.

## 6.2 Town Staff (Planning Division)

- Provide supporting documents and information as required by the Consultant
- Prepare staff report for the Heritage Committee and Council's consideration
- Attend Committee and Council Meetings

## 6.3 Consultant

- Conduct all historical research associated with the project
- Prepare a Cultural Heritage Evaluation Report for each listed property based on the parameters set out in the Terms of Reference
- Provides the Planning division an update of the project on a bi-monthly basis
- Attend pertinent Committee and Council Meetings
- Develop a new template for the Town's register to include additional information outlined in Section 3.4
- Submits all deliverables indicated in the Terms of Reference

## 7.0 REQUEST FOR PROPOSAL

### 7.1 Required Proposal Format

In order to receive consistent format of information from all prospective consulting firms the following should be addressed in the proposal:

- Proposals should be submitted electronically only in PDF format (less than 15 MB in size) including a letter of submission signed by an authorized representative of the Consultant.
- Proposals must outline the cost of completing the project listed in the Terms of Reference both as a total price, total plus HST and by a cost per task format. The



consultant shall identify sub-consultants, if required, and their fees. These cost shall be paid for and supervised by the consultant.

- The proposal shall include a Work Plan and the expected time frame for the completion of the project
- The Proposal will include a summary of the Consultant's professional information and relevant experience.
- A summary of past projects which will demonstrate the Consultant's experience in the study tasks as outlined in the terms of reference.
- Proposals must be submitted with a minimum of three references listed for contact respecting recent and relevant projects.

## 7.2 Interviews

Consultants may be asked to attend an interview prior to a final decision.

## 7.3 Selection and Awarding of Contract

The appointment of the successful consultant shall be in accordance with a selection process carried out by Town Staff, with Council authorizing final selection, if required. Consultants are advised that the lowest cost proposal will not be necessarily be awarded the contract, as the selection will be based on the following criteria and cost is only one of the criteria.

- The degree to which the proposal responded to the RFP and Terms of Reference.
- The demonstration of relevant experience in similar studies and the professional reputation of the consultants.
- The demonstrated ability of the consultant to provide the services.
- The total cost and timing of the project

#### 7.4 Submission Deadline

The proposal shall be submitted to the Town of Aurora via email at [Planning@aurora.ca](mailto:Planning@aurora.ca) by 4:30 p.m. on xxxxxx, 2020 (to be determined). Proposals received after this date and time will not be considered.