

# **Draft Guide to Conserving Ontario's Heritage Places of Worship**

**Ministry of Tourism and Culture**

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## INTRODUCTION

This guide provides information on the heritage conservation process in Ontario and the specific considerations that may arise when heritage places of worship are involved.

The *Ontario Heritage Act* is the legislative framework for Ontario's heritage conservation process. The process follows a standard series of steps and decisions, described in detail in the Ontario Heritage Toolkit.

This guide discusses some of the unique aspects of places of worship that possess cultural heritage value or interest. It also highlights considerations that may be helpful to all parties involved in or affected by conservation, designation, alteration, disposal and demolition of heritage places of worship. The guide is intended for a wide range of audiences including property owners, municipal councils, municipal staff, municipal heritage committees, land use planners, heritage professionals and heritage organizations.

For clarity, the guide refers to "places of worship" as an inclusive term that includes churches, convents, mosques, seminaries, synagogues, temples or other places of assembly for religious purposes. In addition, the guide is intended to apply to heritage places of worship that are currently owned or managed by a religious organization ("property owner"). This includes properties in active use as places of worship as well as those that have ceased to be used for this purpose and may be under consideration for other uses or disposal.

### Context

Ontario's heritage places of worship are celebrated and respected as spiritual centres and enduring landmarks in our communities.

An estimated 12,000 cultural heritage properties in Ontario are now or were historically in religious use. Of this large number, few have formal recognition or protection:

- Approximately 400 non-designated properties are listed on municipal registers under the *Ontario Heritage Act*
- 418 are protected by individual municipal designation under Part IV of the *Ontario Heritage Act*
- 30 are municipally protected as part of Heritage Conservation Districts, designated under Part V of the *Ontario Heritage Act*
- The Ontario Heritage Trust currently holds 25 easement agreements on properties formerly or currently used as places of worship.

Today, property owners of heritage places of worship face many challenges. These can include dwindling congregations, shrinking revenues and rising costs, aging building stock, real estate pressures, changing liturgies and changing attitudes. At the same

time, many heritage places of worship are important to the larger community as resources of cultural heritage value or interest, as well as centres of spirituality and community services. Property owners often have a difficult task of determining priorities regarding the ongoing care of heritage places of worship, accommodating the evolving practices and religious needs of faith groups, while considering and contributing towards the interests of the broader community.

In most cases, heritage places of worship must cover operating, maintenance and capital investments through a combination of donations, grants and incentives (for example, property owned by a church or religious organization or leased to another charitable organization as a place of worship is exempt from property tax under the *Ontario Assessment Act*).

Many cultural heritage properties change or are adapted over time, but places of worship may be different in that they often have evolving spiritual values in addition to cultural heritage value. Heritage places of worship may be thought of as “living cultural heritage resources” due to the ongoing need to change or adapt them to new philosophies, doctrines or practices of worship. This should be considered when deciding the best approach to conserving a heritage place of worship.

This guide will help those involved in planning for and making decisions on the conservation, designation, alteration, disposal and demolition of heritage properties built or adapted as places of worship in Ontario, recognizing their unique characteristics and circumstances and helping them to continue as active centres of worship and mission in our communities.

# 1. EVALUATING HERITAGE PLACES OF WORSHIP

It is common to find heritage places of worship at the centre of a village, town or urban community, identified as local landmarks. The place of worship, its associated open space, cemetery, landscaping and related structures are all part of the overall context or setting. The physical location of a heritage place of worship and how it relates to its immediate environment produces, over time, a sense of place, sometimes referred to as the “spirit of place”, based on personal, social, cultural and ancestral relationships.

The conservation of a heritage place of worship begins with understanding the full range of a community’s cultural heritage resources. A heritage property evaluation generally involves these steps:

- Research to gather and record information about the property
- Determination of “cultural heritage value or interest” based on the advice of heritage professionals and with appropriate community input, applying provincially-prescribed criteria
- Documentation of the research and evaluation process
- Preparation of a “Statement of Cultural Heritage Value or Interest” and a description of “heritage attributes”.

#### Definition of “heritage attributes”

Those attributes—materials, forms, location and spatial configurations, etc.—of the property, buildings and structures that contribute to the property’s cultural heritage value or interest, and which should be retained to conserve that value.

## Evaluating heritage places of worship for cultural heritage value or interest

The process of identifying all cultural heritage resources in a community is essential for informed municipal decision making. It creates community awareness, which may lead to formal recognition and protection.

Under section 27 of the *Ontario Heritage Act*, the municipal clerk is required to keep a current register of properties of cultural heritage value or interest situated in the municipality. This register must include all properties designated under Part IV of the Act. In addition, property that has not been designated, but that the municipal council believes to be of cultural heritage value or interest, may be placed on the register. This is commonly referred to as “listing”.

Municipal councils often work with a municipal heritage committee, a local interest group (e.g., historical society, local chapter of the Architectural Conservancy of Ontario) or a professional heritage consultant to evaluate properties to include on the register. These groups normally conduct a survey of the community’s cultural heritage resources and screen them against criteria for potential value, before making their recommendations. These properties can include heritage places of worship.

Since listing a heritage place of worship identifies it as a property that could be considered for further municipal recognition and protection, early engagement of the property owner in this process is critical.

Where the property owner's administrative authority is centralized (e.g., a diocese), a coordinated strategic approach to research and evaluate multiple heritage places of worship may be the most efficient and effective manner in which to proceed.

## Research and analysis

Historical research is necessary to document the history and development of a cultural heritage property and to identify any association it has to the broader context of community heritage. This research involves the use of land records, maps, photographs, publications, archival materials and other documentation. In this regard, many faith groups maintain archives that can be useful sources of information about heritage places of worship.

Research should reveal dates of construction, original and later uses, significant people or events, technologies, philosophy, factors such as natural disasters or fires and other details about the cultural heritage property. This information is useful in the evaluation of the cultural heritage value or interest of the property.

Site visits supplement the historical research. On-site examination of the property provides further opportunity to look for physical evidence of history and use. Documentation and analysis of the heritage place of worship's landscape and context should be included to allow a full evaluation of its cultural heritage value or interest.

### Ontario's Places of Worship Inventory

In 2009, the Ontario Heritage Trust launched Ontario's Places of Worship Inventory, an online interactive inventory of purpose-built places of worship more than 25 years old. The Inventory was developed to assist property owners and municipalities in planning for the preservation and adaptive reuse of heritage places of worship. For more information go to: [www.heritagetrust.on.ca/placesofworship](http://www.heritagetrust.on.ca/placesofworship).

The findings of the historical research and on-site analysis form the background information that will be used in determining the cultural heritage value and deciding the appropriate course of action for conserving a heritage place of worship.

## Evaluation

If a heritage place of worship is being considered for individual property designation under section 29 of the *Ontario Heritage Act*, it will undergo a more rigorous evaluation against criteria set out in Ontario Regulation 9/06, *Criteria for Determining Cultural Heritage Value or Interest* (Appendix A). The criteria are grouped into the categories of Design/Physical Value, Historical/Associative Value and Contextual Value.

If the property is being considered for provincial designation, it will be evaluated for provincial significance against the criteria set out in Ontario Regulation 10/06, *Criteria for Determining Cultural Heritage Value or Interest of Provincial Significance* (Appendix B).

The result of this evaluation is a recommended statement of cultural heritage value or interest and a description of the heritage attributes that support the property's cultural heritage value or interest. These form the basis of the municipal council's decision on a designation bylaw or Minister's designation order, both of which set out the heritage features of the property that must be protected.

Municipal authorities should consult with the property owner on the evaluation and resulting statement of cultural heritage value or interest to determine the heritage attributes that require protection, as well as the most appropriate protective mechanism (discussed further in section 2.)

One aspect of a heritage place of worship that makes it different from other cultural heritage properties is its interior furnishings, fittings and decoration. These may have liturgical meaning, not just historic or artistic value. Liturgical elements are building elements, ornaments or decorations that are symbols or material things traditionally considered by a faith to be part of the rites of public worship.

Interiors contain items that may be classified as fixtures or chattels. While both fixtures and chattels may have cultural heritage value or interest, only fixtures are part of property.

Determining whether a liturgical element is a fixture or chattel can be complex and often must be determined on a case-by-case basis. Generally, a fixture is something affixed to the property by means other than its own weight, which cannot be removed without causing damage to the building fabric. This definition excludes anything portable. Sometimes the liturgical element may seem to fall between the two categories. Wall paintings and leaded or stained glass windows would be considered fixtures but framed paintings and free-standing sculptures would not. However, pews could be either fixtures or chattels depending on how or whether they are attached to the building.

The *Ontario Heritage Act* defines **property** for the purposes of Part IV as "**real property and includes all buildings and structures thereon**". This includes anything fixed to the property ("fixture") but excludes anything portable ("chattel").

Additional considerations in evaluating interior elements include:

- Their artistic, craftsmanship and design value (e.g., the element could be integral to the design or function and removal would affect the overall cultural heritage value or interest)
- Their historical value (e.g., the element could have a strong association with a religious or local community. It could document changes in building use for liturgical, social or community service purposes).

See Appendix C for more information on surveying and researching heritage places of worship.

#### Further information

Details about the processes described in this section may be found in *Heritage Property Evaluation: A Guide to Listing, Researching and Evaluating Cultural Heritage Property in Ontario Communities*, available at [www.mtc.gov.on.ca](http://www.mtc.gov.on.ca).

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## 2. RECOGNIZING HERITAGE PLACES OF WORSHIP IN YOUR COMMUNITY

The act of commemorating, recognizing and protecting heritage places of worship provides a public demonstration of a community's values. These activities promote awareness in the community and beyond, and help ensure change is appropriate to the unique circumstances of the heritage place of worship.

Commemoration, recognition and protection can be initiated by the municipality or the property owner and can be achieved through a variety of tools. Municipalities should work in collaboration with owners of heritage places of worship to determine the most appropriate tools to use.

Many of the tools outlined in this section can be used in combination to tailor commemoration, recognition and protection to individual circumstances of a heritage place of worship.

### Good stewardship and promotion

Good stewardship and promotion of a heritage place of worship is often informally fostered by religious organizations, members of a congregation or a Friends Group who voluntarily undertake to commemorate and conserve it without any legal protection mechanism. This may be as simple as developing a brochure. More formally, the governing authority may develop manuals or guidelines for property care.

Capital improvements and restorations are often supported through fundraising campaigns. Donors of heritage features (e.g., stained glass window) may provide endowments with terms that stipulate how the feature is to be cared for.

Heritage places of worship across Ontario may also be recognized through promotional and interpretive events such as Doors Open Ontario, Ontario Heritage Week activities, local tourism initiatives, walking tours and similar events that promote awareness of a community's cultural heritage resources.

#### Doors Open Ontario

Every year, Doors Open Ontario attracts large crowds across Ontario. From April to October, residents and visitors are invited to discover first-hand Ontario's hidden heritage treasures, some of which have never before been open to the public.

In 2000, the City of Toronto launched the first Doors Open event in North America. In 2002, the Ontario Heritage Trust launched Doors Open Ontario, the first province-wide event of its kind in Canada. The Trust supports local volunteer committees organizing events in their community. For more information go to: [www.doorsopenontario.on.ca](http://www.doorsopenontario.on.ca).

## **Commemoration and recognition**

Public recognition of a heritage place of worship acknowledges and builds awareness of its history and cultural heritage value or interest. Many organizations interested in local, provincial, or national history recognize heritage resources with formal plaques or markers, including local historical societies and municipal heritage committees. Forms of recognition such as plaques do not in themselves provide legal protection and may be used alone or in addition to legal protection.

Most levels of government have programs to recognize important heritage sites through commemorative plaques. The federal government commemorates National Historic Sites through plaques installed by the Historic Sites and Monuments Board of Canada. The nominated subject must have historical significance from a national perspective, not only from a local or regional standpoint. Examples of heritage places of worship in Ontario commemorated as National Historic Sites include Notre Dame Roman Catholic Basilica National Historic Site in Ottawa and St. Paul's Presbyterian Church/Former St. Andrew's Church National Historic Site in Hamilton.

The Ontario Heritage Trust operates the Ontario government's plaque program for properties of provincial significance. This is a cost-sharing program intended to promote and celebrate Ontario's history. Applications for plaques come from communities. The Trust considers the application against criteria of provincial interest such as the uniqueness of the subject to the history of Ontario and the contribution the plaque will make to the promotion of public awareness.

Many municipalities have their own plaque programs to identify and recognize designated properties or other properties of cultural heritage value or interest to the community. The Ontario Heritage Trust helps communities to initiate their own heritage marking projects through its Local Marker Program. Community, non-profit and volunteer organizations can apply to the Trust for assistance with their marking projects. When the Trust approves an application, it contributes to the cost of producing the marker, up to a set limit.

## **Listing on a municipal register**

A municipal register of properties of cultural heritage value or interest may contain undesignated cultural heritage properties, as well as designated ones. Listing on a register publicly recognizes a property's cultural heritage value or interest and identifies it as a property that could be recommended for designation. In addition, it provides temporary protection under the *Ontario Heritage Act*, which requires that 60 days' written notice be given to the municipality when an owner wants to demolish or remove a structure on a listed but undesignated property. Municipalities may also have their own policies about information needed to support the notice (e.g., heritage impact assessment).

## Designation of individual properties

Part IV of the *Ontario Heritage Act* enables municipalities to pass bylaws to formally designate individual properties of cultural heritage value or interest.

Heritage designation:

- Recognizes the importance of a property to the local community
- Protects the property's cultural heritage value
- Encourages good stewardship and conservation
- Promotes knowledge and understanding about the property

The advantage for the owner of a heritage place of worship is that designation recognizes the significance of the property and provides assurance that future owners will respect its cultural heritage value or interest. Designation may provide property owners with access to grants or loans to support the conservation of the property. It also allows flexibility and alternative approaches for compliance with Ontario Building Code requirements.

For the community, designation of heritage properties provides a process to ensure the heritage attributes of a property are conserved over time. Property owners, the municipal heritage committee, where one exists, and municipal staff should work together to ensure that changes to the property respect its heritage value.

As set out in Section 1, the statement of cultural heritage value or interest and a description of the physical features or heritage attributes form the basis of the designation bylaw, which sets out the features of the heritage property that must be protected. They help to guide future alterations to the designated property by clearly identifying its heritage attributes that should be protected and conserved.

### Definition of "Alter"

The *Ontario Heritage Act* defines "alter" as: "to change in any manner and includes to restore, renovate, repair or disturb".

Municipal heritage committees and municipal staff should work with the owner of a heritage place of worship to draft a designation bylaw. Working together is the best way to make sure that the religious-based purposes of the property are considered in the process of protecting its cultural heritage value or interest.

During this process it is important to keep in mind that liturgical elements that are chattels or are not of cultural heritage value or interest are excluded from designation. For liturgical elements that do have cultural heritage value or interest, dialogue between decision makers and property owners (on a case by case basis) is recommended to determine whether or not they are included or excluded as heritage attributes in the by-law.

Early and meaningful engagement during the designation process will help to address the unique circumstances of describing the heritage attributes of a place of worship,

including consideration of ongoing religious use and potential changes to liturgical elements.

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## Example of a municipal designation bylaw

### Emmanuel Presbyterian Church, Toronto

*Designated by the City of Toronto in 2007 under Part IV of the Ontario Heritage Act*

#### Description of Property – Toronto, 21 Swanwick Ave

The property at 21 Swanwick Avenue is worthy of designation under Part IV of the *Ontario Heritage Act*, and meets the criteria for municipal designation prescribed by the Province of Ontario under the categories of design, historical and contextual value.

Located on the south side of Swanwick Avenue, west of Main Street and opposite the entrance to Enderby Road, Emmanuel Presbyterian Church (1893) is documented in J. R. Robertson's *Landmarks of Toronto* (Vol. 4, 1904, pages 304-306). The property was listed on the City of Toronto Inventory of Heritage Properties in 1984.

#### Statement of Cultural Heritage Value

##### *Physical or Design Value:*

Emmanuel Presbyterian Church is a representative example of a religious building with Gothic Revival styling. Inspired by English medieval prototypes, Gothic Revival designs are recognized by the application of pointed-arches, buttresses, and varied window types. Emmanuel Presbyterian Church is a modest rendition of the style, with attention focused on the treatment of the corner tower.

##### *Historical or Associative Value:*

Emmanuel Presbyterian Church is an institution that contributed to the historical evolution of the East Toronto community. The development of the site dates to 1888 when a small building was constructed following the merger of two Presbyterian congregations as Emmanuel Presbyterian Church.

The present church was completed in 1893 under the direction of contractors McMillan and Costain. Alterations in 1901 and 1914 included an entrance porch and a large wing (for a church hall and Sunday School). With changes in local demographics, in 1973 Emmanuel Presbyterian Church joined with St. James Presbyterian and St. Matthew's Presbyterian (both established in 1925) to create the Tri-Congregations, a three-point charge served by a team ministry. In 1988, the latter congregations amalgamated as Faith Presbyterian Church Community Church, now located in East York.

##### *Contextual Value:*

Emmanuel Presbyterian Church is a local landmark that is carefully positioned to terminate the view at the south end of

Enderby Road. The church contributes to the character of East Toronto, which was incorporated as a Village in 1888 and a Town in 1903.

The residential community grew up around the intersection of Main Street and Gerrard Street East, providing housing for workers at the Grand Trunk Railway yards at the northeast end of the municipality. Among the institutional, religious and educational buildings that became important neighbourhood markers, Fire Hall No. 22 and Police Station No. 10 at 85 and 97 Main Street were completed after the City of Toronto annexed East Toronto in 1910. Located one block east of Emmanuel Presbyterian Church, the latter properties are recognized on the City's heritage inventory.

#### Heritage Attributes

The heritage attributes of Emmanuel Presbyterian Church related to its design value as a representative example of Gothic Revival styling are found on the exterior walls and roof, consisting of:

- The plan, with the main body of the church rising one extended storey under a steeply pitched gable roof with the gable end facing Swanwick Avenue.
- The application of red brick cladding, with brick, stone, wood and metal trim.
- The square tower, anchoring the northeast corner, with an entrance and pointed-arched window opening at the base, pointed-arched openings with louvres and tracery, and a pyramidal roof with tourelles, and copper trim.
- The open porch, protecting the main entrance, with detailing reflecting the early 20th century *Arts and Crafts movement*
- On the main body, the principal (north) façade with a trio of pointed-arch window openings and a narrow lancet window beneath the apex of the gable.
- On the side elevations of the main body (east and west), the battered buttresses, gabled wall dormers, segmental-arched window openings with brick flat arches and stone sills and, on the west wall, the enclosed entrance porch with pointed-arched window openings (one of the window openings on the east wall has been bricked in).
- The complementary addition at the southwest end of the church, with brick cladding, gable roof with a gabled dormer on the north slope, and flat-headed door and window openings with brick and stone trim.

The rear (south) wall of the church has no distinguishing features and is not included in the cultural heritage value of the property.

## **Designation of heritage conservation districts**

Part V of the *Ontario Heritage Act* provides for the designation of heritage conservation districts – heritage that extends beyond the individual buildings – because of their special character, as well as for the distinctive architectural quality of individual buildings within them.

The municipality's official plan must contain provisions relating to the establishment of heritage conservation districts. District designation enables the council of a municipality to manage and guide future change in the district, through adoption of a district plan with policies and guidelines for conservation, protection and enhancement of the area's special character. Municipalities must consult with their municipal heritage committee, where established, and the public in the development of the plan.

Properties protected within a heritage conservation district are noted for their contribution to the character of the area. Context is often important for places of worship, which tend to have large and prominent buildings and features that are familiar community landmarks. Places of worship can be significant not only for their buildings, but also for the grounds, landscaping, outbuildings, cemetery or burial ground and historical associations.

Following approval of a local designation bylaw, any exterior alterations, additions and demolition to property within a heritage conservation district requires a permit from the municipality. Decisions on whether to issue a permit generally depend on the approved guidelines and plan for the district. Interiors of buildings are not included in a district plan.

It is possible for a heritage place of worship to be designated under Part IV of the Act in addition to being included in a heritage conservation district. This provides for a higher level of protection of both exterior and interior heritage attributes that may otherwise not be covered in a heritage conservation district plan.

## **Provincial designation**

Part IV of the *Ontario Heritage Act* enables the Minister of Tourism and Culture to designate property of provincial significance and to prohibit the demolition or removal of buildings or structures designated as heritage properties of provincial significance.

Provincial designation is available only if the Minister, in consultation with the Ontario Heritage Trust, determines that the property is provincially significant and there is a provincial interest in designating the property. To be considered provincially significant, properties must meet the specific criteria of provincial significance as set out in Ontario Regulation 10/06.

The Act also enables the Minister to issue a stop order with respect to any property to prevent alteration, damage, or demolition or removal of any building or structure on the property, if the Minister is of the opinion that the property may be of provincial significance.

## Heritage conservation easements

Heritage conservation easements are highly flexible conservation tools. An easement is a voluntary legal agreement entered into by a property owner to protect the character and heritage features of a property. The terms of the easement are registered on title with the land and apply to all subsequent owners of the property. Easements do not prohibit change or limit use. Instead, they ensure that change is managed in a manner consistent with sound conservation principles and that heritage features are preserved and maintained.

The *Ontario Heritage Act* empowers the Ontario Heritage Trust to enter into heritage conservation easement agreements with property owners. The Act also provides for municipal councils to pass bylaws allowing them to enter into easement agreements for the conservation of property of cultural heritage value or interest.

Easements may be used to protect exterior and interior features, as well as landscape features. Because each property has its own unique heritage value and attributes, an easement agreement may be tailored to the specific circumstances of a place of worship. The Trust or the municipality works in partnership with the property owner to develop the terms and content of each agreement.

### Further information

Details about the designation processes described in this section may be found in:

- Designating Heritage Properties: A Guide to Municipal Designation of Individual Properties under the *Ontario Heritage Act*
- Heritage Conservation Districts: A Guide to District Designation under the *Ontario Heritage Act*
- Infosheet: *Ontario Heritage Act*, Part IV: Provincial Powers to Conserve Property of Cultural Heritage Value or Interest of Provincial Significance

All are available at [www.mtc.gov.on.ca](http://www.mtc.gov.on.ca).

Details about the Ontario Heritage Trust's Conservation Easement Program may be found at [www.heritagetrust.on.ca](http://www.heritagetrust.on.ca)

### **3. EFFECTIVELY CONSERVING AND MANAGING HERITAGE PLACES OF WORSHIP**

The preferred use of a heritage place of worship is its original one. Not only is this the function for which it was designed, but a building in continuing use is generally better maintained and conserved. Heritage places of worship that continue to play a role in the community are often symbols of community pride.

The statement of cultural heritage value or interest and accompanying description of heritage attributes is a guide for decisions on conservation, management and ongoing use of the heritage place of worship. At the same time, those decisions will need to take into account the evolving religious needs of the faith group and other users if it is to remain viable.

The goal should be to conserve cultural heritage value while keeping heritage places of worship viable as active, evolving functional spaces. This section sets out some key considerations for managing heritage places of worship.

#### **Preventive conservation and maintenance**

The conservation of a heritage place of worship covers a range of activities, from ongoing maintenance to large-scale capital restoration projects. Preventive conservation involves developing and implementing a good maintenance routine to prevent deterioration, extend the heritage place of worship's working life and reduce the potential for damage from vandalism. In the long term, it is also cost-effective. Many larger municipalities have property standards for the maintenance of heritage structures with which owners and occupants must comply. For example, heritage property standards by-laws have been adopted by the Cities of Burlington, Hamilton, Kitchener, Mississauga, Toronto and Waterloo and the Town of Oakville.

A good first step is to develop a conservation plan – a practical guide for carrying out ongoing maintenance routines and repairs, as well as planning for future alterations, development or possible disposal. Its purpose is to help manage change in a way that minimizes impact on the heritage place of worship's cultural heritage value or interest without stopping change altogether.

The Ministry of Tourism and Culture has produced eight guiding principles for the conservation of cultural heritage properties and their surroundings (Appendix D). These guiding principles set out commonly accepted best practices for decisions concerning heritage conservation. Property owners should use them as a guide when planning for preventive conservation, alterations such as restoration or expansion, and disposal of heritage places of worship.

Periodically conducting a full assessment of the property's condition is important to both understand its physical condition and manage changes and alterations. Such an

assessment typically includes a review of the following elements of the heritage place of worship:

- Structural materials and integrity (e.g., foundation, masonry and wood deterioration, interior finishes, hardware and roofing)
- Mechanical systems operation and potential issues (e.g., lighting, mechanical, plumbing and electrical systems, energy conservation)
- Accessibility, safety and security systems
- Exterior property issues (e.g., landscape, drainage, signage, parking)
- History of past repairs

Decisions about the preventive maintenance of a heritage place of worship should address both the need to conserve its heritage attributes with the requirements of ongoing use. In keeping with the guiding principles, some conservation best practices include:

- Maintaining heritage attributes on an ongoing basis, with the least intervention necessary
- Repairing heritage attributes using recognized conservation methods
- Replacing missing or extensively deteriorated parts with original materials, based on surviving prototypes
- Conducting ongoing routine condition monitoring

Often property owners assume that a building feature, such as a window, must be replaced when it merely needs to be repaired. Repairs are not only cost-effective and environmentally conscious, but they also maintain original building materials, fulfilling a significant heritage conservation principle.

See Appendix E for considerations regarding the conservation of the landscape and context.

## **Alterations**

Before deciding to make changes to a heritage place of worship, it is recommended that the property owner engage a professional heritage consultant to conduct an assessment of the building condition and its needs (“needs assessment”), to help determine the appropriate course of action over time. This assessment should outline:

- Whether current conditions, unchanged or with minor modifications, would conserve the cultural heritage value and meet the religious needs of the property owner
- The impact, both physical and visual, of the proposed change on the heritage attributes
- Whether the proposed change will improve the heritage place of worship’s long-term viability

- The resources required for the proposed change and its long-term maintenance

If the change will affect the heritage attributes of the heritage place of worship or its appearance in its context (e.g., construction of an addition), a heritage impact assessment by a professional heritage consultant is also recommended.

This is a study to determine if any cultural heritage property, areas of archaeological potential, or culturally significant context would be impacted by the alteration. This type of study can also show how the heritage place of worship could be conserved in the context of a site redevelopment or alteration (e.g., subdivision of the property).

If the property is designated or protected by an easement, sharing this documentation, together with a description of the religious needs and mission of the place of worship, with the municipality or easement holder (the municipality or Ontario Heritage Trust) before making an application for alteration will allow for early dialogue in the decision-making process.

Recognizing that heritage properties may require alteration as needs and uses shift over time, the *Ontario Heritage Act* provides a statutory and procedural framework to help manage and guide change in a way that also sustains the cultural heritage value of the property.

The alteration process under section 33 of the *Ontario Heritage Act* helps to ensure that the heritage attributes of a designated property are conserved. If the owner of a designated property wishes to make alterations to the property that affect the property's heritage attributes, the owner must obtain written consent from council. The property owner has the right to have council decisions about proposed alterations to designated properties reviewed by the Conservation Review Board.

General maintenance work, such as repainting exterior trim or replacement or repairs to an existing asphalt roof, and alterations and repairs to features that are not covered by the designation bylaw do not usually require approvals.

If a place of worship has been listed but not designated, the *Ontario Heritage Act* does not require municipal consent for alterations. However, some municipalities have their own policies and processes. Owners of undesignated heritage places of worship included on a register should consult with the municipal authority when considering an alteration.

Properties protected by a heritage conservation easement also have a specific review and approval process.

Early contact and communication between the property owner, the approval authority or easement holder and the municipal heritage committee, where one exists, is important. Having discussions and identifying any issues at the beginning of the process will save time and money and help build community understanding and relationships.

The designation bylaw is a guiding document for a municipality considering an application to alter a designated heritage place of worship. Municipalities should also consider any other relevant requirements that might apply to the particular situation (e.g., Provincial Policy Statement, Ontario Building Code) when making their decision.

In addition, key considerations include:

- Reason for the alteration (e.g., liturgical purposes, public safety, accessibility)
- The appropriateness of the proposed design, character and materials proposed
- Other options considered and rationale for the preferred option
- Whether the alteration improves the property's continued use
- Alignment of the proposed alteration with the guiding principles for conservation of cultural heritage properties (e.g., reversibility)
- History of alteration to the building and property
- Visual impact of the alteration on the heritage attributes and appearance
- Visual and physical impact of the alteration on surrounding properties
- Impact of the alteration on other heritage features of the place of worship (e.g., an alteration that allows more natural light into the interior may negatively affect light-sensitive objects such as works of art)
- If heritage attributes are to be removed, the rationale for removal and the process for documentation of pre-existing conditions (e.g., photographs, measured drawings)

### **Exterior alterations**

Concerns for exterior alterations (restoration, additions, partial demolitions or expansions) generally focus on sensitivity to the historic appearance of the buildings, property and the context.

If the alteration is an addition, a range of design options is possible, from historic reproduction to contemporary. Key considerations include:

- Impact of the addition's form, scale, massing, and positioning on the original design of the heritage property
- Impact on the historic appearance and functionality of the building
- How the materials and finishing fit with the heritage building

### **Interior alterations**

Interior features of a heritage place of worship can be included as heritage attributes in the designation bylaw. Alterations to the interior may be necessary for liturgical reasons, to further the faith group's community mission, to address requirements of public safety, access or security or to restore the original appearance. In addition to the general

considerations, other issues that may arise when considering alterations to the interior of a heritage place of worship include:

- Impact of the proposed alteration on the original design, appearance and functionality of the building's interior
- How any new elements, materials and finishes fit with the heritage interior and affect its use (e.g., covering or removal of floor finishes can have an impact on acoustics as well as a visual impact)
- How elements that might be removed (e.g., seating that is being updated) will be maintained or reused

As with exterior alterations, the approach to interior alterations should be sensitive to the heritage attributes of the heritage place of worship.

### **Subdivision for development**

Property owners of heritage places of worship on large properties may wish to subdivide for development, providing funding for conservation or community programming. If the property owner proposes to subdivide the property for development purposes, key considerations include:

- The statement of cultural heritage value or interest may include the landscape or context of the property. This may trigger a requirement for municipal approval of the proposed subdivision.
- Visual impact of the proposed subdivision and development on the heritage place of worship (e.g., setbacks, size, height)
- Impact on views and sightlines to the heritage place of worship from the street and neighbouring properties
- An archaeological assessment may be required to avoid potential impact to adjacent cemeteries.

### **Density transfers**

Some municipalities grant planning and development concessions as an incentive to retain heritage places of worship with cultural heritage value or interest in a new development. One example of this is “the transfer of density.”

Essentially, this involves protecting a heritage property (e.g., through designation or easement) to ensure that it is conserved, in exchange for allowing the developer to increase the amount of floor space or number of residential units they are allowed to create on a subdivided or adjacent property.

The *Provincial Policy Statement (2005)* enables municipalities to develop policies and processes for alternative development approaches, with the goal of conserving the heritage attributes of a protected heritage property.

### **Community partnerships**

Due to their public community-based mission, heritage places of worship are often thought of as semi-public spaces. Property owners may seek assistance and support from a wider community beyond their faith group. Partners or friends' groups can assist with their care, maintenance and sustainability.

For the local neighbourhood or community, many heritage places of worship provide large exhibition, performance or gathering spaces, making them ideal partners for local groups or community meetings. These partnerships are mutually beneficial and help to maintain the viability of a heritage place of worship that otherwise might struggle to survive.

#### **Further information**

Details about the municipal process for alteration of designated properties may be found in *Designating Heritage Properties: A Guide to Municipal Designation of Individual Properties under the Ontario Heritage Act*, available at [www.mtc.gov.on.ca](http://www.mtc.gov.on.ca).

## **4. MANAGING DISPOSAL OF HERITAGE PLACES OF WORSHIP**

It is always a difficult decision, but not unusual in a rapidly changing and evolving society, to declare a heritage place of worship redundant. Changes in demographic forces and the religious needs of faith groups may require consolidation of multiple places of worship or moving to a new expanded facility in order to allow the faith to continue to serve its members.

Few congregations are structured to, or capable of, financing the long-term conservation of a property that they no longer use. Some owners of multiple heritage places of worship are faced with making difficult decisions about disposing of properties no longer in active use. Disposal of a property can be a means of funding the conservation of other heritage places of worship.

When the heritage property is no longer viable as an active place of worship, the method of its disposal must be carefully considered to protect its cultural heritage value or interest. It is important to remember that the heritage place of worship remains a part of the community. Every effort should be made to continue its use as a place of worship under another faith or denomination.

Alternatively, many former heritage places of worship have been adapted successfully to new uses, giving them a continuing role in the life in the community. It is important that the new use is compatible with the heritage place of worship's cultural heritage value, to ensure its ongoing conservation.

### **Deconsecration and removal of liturgical elements**

When a congregation or faith group relocates from a designated property to another building there is often a wish to relocate heritage attributes of the building that are intrinsic to worship. In this circumstance, the objectives of heritage conservation and protection should be considered along with the religious needs of the faith group on a case-by-case basis.

### **Mothballing**

Where a heritage place of worship is unoccupied but no alternative use has been found, and options for disposal are being considered, there is still a responsibility to maintain the heritage place of worship at a minimal level to avoid loss of its cultural heritage value. This is often called "mothballing". In this case, the property is stabilized to prevent deterioration and secured against damage from weather, pests, animals or vandals, and regularly monitored and repaired as necessary.

The municipality may enforce building standards to ensure the property is not subject to “demolition by neglect”. See Resources for more information on mothballing procedures for heritage properties.

### **Sale for adaptive re-use**

A common option for disposal of an unused heritage place of worship is to sell it. Redundant heritage places of worship are often attractive properties for reuse, either continuing as a place of worship or adapted to a new use. From a heritage conservation point of view, the sale of a property in “as-is” condition is preferred to relocation or demolition.

When disposing of a property, the property owner should seek a purchaser who respects the cultural heritage value of the property. Ideally, a potential purchaser’s proposed new use will suit the existing building and avoid alterations that could impact its heritage attributes.

There are many examples in Ontario of successful adaptive reuse of a heritage place of worship in its original location, undertaken with sensitivity to its heritage attributes.

***Note: the final document will include best practice case studies for reference.***

### **Relocation**

Moving a heritage place of worship from its original location is both damaging to the integrity of the building’s structure and its context and is costly.

Relocation should be considered only when a heritage place of worship’s heritage attributes would be threatened in its original location. An example would be a proposed road widening or similar public municipal infrastructure project extending into the area of the building itself. If the goal of relocation is to upgrade or provide new facilities, other design options that leave the building in its original position should be considered. Where it has been determined that a heritage place of worship cannot be retained in place, the first option should be relocation or reorientation on its original site. Relocation off site should be considered only after all options have been fully explored.

If the heritage place of worship is designated under the *Ontario Heritage Act*, relocation is considered “removal”. The property owner must follow the same approval process as a request for demolition when seeking approval to relocate a designated heritage place of worship.

If relocation from the original site is determined to be the only option, the new location should be chosen with the heritage attributes of the building and the religious needs of the faith group in mind.

## Demolition

As a community heritage asset, the complete demolition of a heritage place of worship should be considered only as a last resort after options that do not involve demolition have been fully explored.

Property owners may need to consider full or partial demolition when the structure of a heritage place of worship is determined to be unstable or unsafe and beyond repair (e.g., as a result of a fire). In these cases, before making the decision to demolish, the property owner should have an analysis of the structure done by a qualified structural engineer with experience in conservation of historic structures to determine whether the damage can be repaired.

Completing a full record of the existing building through thorough documentation is also important. Measured drawings and photographs are the best means to capture the overall structure and property, along with expert recording of as much information as possible on the history, manufacture, placement and detailed description of the heritage attributes.

Heritage places of worship protected under the *Ontario Heritage Act* (e.g., listed on the municipal register, designated or with a heritage conservation easement) must follow the demolition permitting process as set out in the Act, as well as any processes specific to the municipality. Like alterations, proposed demolitions or removal of structures on designated properties require written consent from the municipal council. The property owner may appeal council decisions about demolition to the Ontario Municipal Board.

### Further information

Details about the municipal process for demolition of designated properties may be found in *Designating Heritage Properties: A Guide to Municipal Designation of Individual Properties under the Ontario Heritage Act*, available at [www.mtc.gov.on.ca](http://www.mtc.gov.on.ca).

## **Appendix A: Ontario Heritage Act Regulation 9/06**

### **Criteria for Determining Cultural Heritage Value or Interest**

#### **Criteria**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act.

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

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

#### **Transition**

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006.

## Appendix B: *Ontario Heritage Act* Regulation 10/06

### Criteria for Determining Cultural Heritage Value or Interest of Provincial Significance

#### Criteria

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 34.5 (1) (a) of the Act.

(2) A property may be designated under section 34.5 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest of provincial significance:

1. The property represents or demonstrates a theme or pattern in Ontario's history.
2. The property yields, or has the potential to yield, information that contributes to an understanding of Ontario's history.
3. The property demonstrates an uncommon, rare or unique aspect of Ontario's cultural heritage.
4. The property is of aesthetic, visual or contextual importance to the province.
5. The property demonstrates a high degree of excellence or creative, technical or scientific achievement at a provincial level in a given period.
6. The property has a strong or special association with the entire province or with a community that is found in more than one part of the province. The association exists for historic, social, or cultural reasons or because of traditional use.
7. The property has a strong or special association with the life or work of a person, group or organization of importance to the province or with an event of importance to the province.
8. The property is located in unorganized territory and the Minister determines that there is a provincial interest in the protection of the property.

## **Appendix C: Surveying and researching heritage places of worship**

Surveying and research are important first steps toward determining a heritage place of worship's cultural heritage value or interest. Surveying identifies potential heritage places of worship. Research provides design, historical and contextual information and analysis. This information is used to evaluate the heritage place of worship against the criteria for determining cultural heritage value or interest set out in O. Reg. 9/06 of the *Ontario Heritage Act*.

### **Surveying**

A survey provides a broad understanding of the range of heritage places of worship within a defined geographic area. It may be done by:

- A faith group surveying all of its affiliated heritage places of worship within its jurisdiction (e.g., diocese, synod, presbytery)
- A community (e.g., municipal government and municipal heritage committee) surveying all heritage places of worship within its boundaries
- A collaborative partnership of faith group and community

An existing community survey of heritage properties may already include heritage places of worship. If not, a good starting point is the Ontario Heritage Trust's *Ontario's Places of Worship* website. This web-based tool can provide a list of purpose-built places of worship over 25 years old within any given area in Ontario. It also provides a template for a basic survey record, including:

- Heritage place of worship name
- Municipal street address
- Municipality
- Legal description of the property
- Associated faith groups
- Year constructed
- History of the property
- Architectural description
- Designer and builder
- Type of protection (e.g., listed, designated)
- Type of commemoration (e.g., plaque)
- Photographs

### **Research and analysis**

#### ***Sources of information***

- Many communities have municipal heritage committees or municipal staff with expertise in heritage conservation

- Community-based resources include local libraries, archives, municipal records, historical and heritage organizations and local branches of the Architectural Conservancy of Ontario
- Many faith groups have their own archives (e.g., Ontario Jewish Archives in Toronto, Baptist Church Archives in Hamilton)
- Individual places of worship may hold records
- A title search at the local land registry office may reveal development approvals and other historic rights and interests affecting the property over time
- Professional heritage consultants are familiar with the research and analysis process. They can be a cost-effective option when resources permit.

### ***Design value or physical value***

Apart from providing a physical description and history, architectural analysis often tells much about the goals and aspirations of the faith community as shown through the stylistic qualities of the building. Architectural records (e.g., sets of plans) are especially useful sources of information, if they are available. Key information to consider includes:

- Original layout, style and appearance, reflecting the designer's intent and vision
- Overall shape, form, architectural style, external composition and internal plan
- Materials used for construction and finishing and the relationship between components (e.g., changes in brick size, appearance of mortar joints)
- Interior spatial arrangement, layout, furnishings, decoration and liturgical objects that reflect the historic use of the building
- Comparison with other heritage places of worship of similar design or period to determine whether it exhibits unique features
- Alterations that contribute to the story of the heritage place of worship's development, including changes in taste or use. Some of these changes may possess their own heritage value. For example, St. Anne's Anglican Church in Toronto was built in 1907 but is best known for the Group of Seven paintings added in the 1920s. Alterations may also reflect the change in demographics, economics, expected comfort levels such as upgrades in heating/cooling, lighting and washrooms

### ***Historical value or associative value***

A heritage place of worship's physical value may be limited or expressed in a simple building, but its history in a community may be significant. Key information to consider includes:

- Role the heritage place of worship has played in the history of the community (spiritual and geographic communities) and the contribution it has made to the development of a community and individuals within the community
- Alterations that reflect liturgical or religious changes in use, such as:

- Philosophical changes within a religious group (e.g., Roman Catholic Vatican II changes, Anglican evangelical movement)
- Change of an Orthodox synagogue to a Conservative synagogue, which alters the seating structure and use by the congregation
- Alterations that reflect changing community or societal demographics or attitudes, such as
  - Expansion due to congregation growth
  - Increased awareness of special needs (e.g., accessibility) or changing attitudes (e.g. greening)

### **Contextual value**

In both small rural communities and urban centres, heritage places of worship are often landmarks and noted for their physical presence within a broader context. Key information to consider includes:

- Historic and current landscaping and elements such as significant trees, garden walls, decorative fencing
- Setting and context, including the relationship to adjacent properties, the streetscape and broader community or jurisdiction (e.g., parish). This may include consideration of context within a broad scope such as a terminus to a view corridor, framing a public square or park, or its contribution to other places of worship on adjacent properties (e.g., two to three places of worship at an urban intersection).

#### **Further information**

Details about the processes described in this section may be found in *Heritage Property Evaluation: A Guide to Listing, Researching and Evaluating Cultural Heritage Property in Ontario Communities*, available at [www.mtc.gov.on.ca](http://www.mtc.gov.on.ca).

## **Appendix D: Guiding principles for the conservation of built heritage properties**

The following guiding principles are based on international charters for the conservation of cultural heritage properties and their surroundings. These principles provide the basis for all decisions concerning good practice in heritage conservation around the world.

### **1. Respect for documentary evidence**

- Do not base restoration on conjecture.
- Conservation work should be based on historic documentation such as historic photographs, drawings and physical evidence.

### **2. Respect for the original location**

- Do not move buildings unless there is no other means to save them.
- Site is an integral component of a building or structure. Change in site diminishes cultural heritage value considerably.

### **3. Respect for historic material**

- Repair or conserve rather than replace building materials and finishes, except where absolutely necessary.
- Minimal intervention maintains the heritage content of the built resource.

### **4. Respect for original fabric**

- Repair with like materials.
- Repair to return the resource to its prior condition, without altering its integrity.

### **5. Respect for the building's history**

- Do not restore to one period at the expense of another period.
- Do not destroy later additions to a building or structure solely to restore to a single time period.

### **6. Reversibility**

- Alterations should be able to be returned to original conditions. This conserves earlier building design and technique (e.g., when a new door opening is put into a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.)

### **7. Legibility**

- New work should be distinguishable from old.
- Buildings or structures should be recognized as products of their own time, and new additions should not blur the distinction between old and new.

### **8. Maintenance**

- With continuous care, future restoration will not be necessary.
- With regular upkeep, major conservation projects and their high costs can be avoided.

## **Appendix E: Conserving the heritage place of worship's landscape**

The landscape surrounding a heritage place of worship contributes to its “sense of place”. Often, a heritage place of worship may have an associated cemetery, buildings, monuments or heritage plants. It may be part of a heritage conservation district or a cultural heritage landscape.

Maintaining the context contributes to a deeper understanding of the heritage place of worship as both a spiritual and community centre. This is even more important if the landscape or elements of it have cultural heritage value or interest. This section contains some considerations for conserving the landscape.

### **Conservation of landscape design**

- Original trees, plants and landscape design should be maintained as much as possible.
- New trees, plants and landscape design should be sympathetic to historic planting schemes and design, and the heritage place of worship.
- Existing or new trees, plants and landscape design should not obscure views of the heritage place of worship.
- The design and materials of footpaths and parking areas should be sympathetic to the landscape and the heritage place of worship. Footpaths and parking areas must also comply with municipal zoning or bylaws and accessibility requirements.
- The periodic condition assessment of the property should include looking at the exterior for potential damage to the building, such as:
  - Trees and shrubs planted or growing too close to foundations, walls and roofs
  - Grading around buildings and on parking lots continues to drain water away from building foundations.
- During building maintenance or construction, trees should be protected by hoarding around the drip line to reduce damage to the roots.

### **Conservation of built landscape elements (e.g., boundary walls and fences, signage)**

- Original built landscape elements should be conserved and repaired as necessary.
- If this is not feasible, replacement elements in similar style and material are preferred. The original elements should be conserved and stored as artifacts.
- The design and location of new built landscape elements (where none existed before) should be sympathetic to the landscape and heritage place of worship.
- The design of replacement or new built landscape elements may be based on examples from other heritage properties, historical documents and photographs.
- Built landscape elements must comply with municipal zoning or bylaws (e.g., signage bylaws).

## **Cemeteries**

- The care, maintenance, alteration and planning for cemeteries is regulated by the *Cemeteries Act*.
- Older places of worship may have inaccurate burial records. Some burial sites may be unrecorded or may be outside the cemetery boundary. An archaeological assessment should be conducted by a licensed archaeologist before any construction or alterations (e.g., new boundary walls or fences) that will have below-ground impacts.

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## Appendix F: On-line resources

### Ontario government resources

Ministry of Tourism and Culture

- *Ontario Heritage Act*
- Ontario Heritage Tool Kit
- Supporting Heritage in Your Community
- Eight Guiding Principles in the Conservation of Built Heritage Properties
- Landscapes of Memories – A Guide for Conserving Historic Cemeteries

[www.mtc.gov.on.ca](http://www.mtc.gov.on.ca)

Ontario Heritage Trust

- Ontario's Places of Worship Inventory
- Celebrating Ontario's Places of Worship, *Heritage Matters Special Edition* (September 2009)

[www.heritagetrust.on.ca](http://www.heritagetrust.on.ca)

Ministry of Consumer Services

- *Cemeteries Act*

[www.sse.gov.on.ca/mcs/en](http://www.sse.gov.on.ca/mcs/en)

[www.sse.gov.on.ca/mcs/fr](http://www.sse.gov.on.ca/mcs/fr)

### Provincial heritage organizations

Architectural Conservancy of Ontario

[www.arconserv.ca](http://www.arconserv.ca)

Community Heritage Ontario

[www.communityheritageontario.ca](http://www.communityheritageontario.ca)

Ontario Genealogical Society

[www.ogs.on.ca](http://www.ogs.on.ca)

Ontario Historical Society

[www.ontariohistoricalsociety.ca](http://www.ontariohistoricalsociety.ca)

### National heritage organizations

Canadian Conservation Institute

<http://cci-icc.gc.ca/>

Heritage Canada Foundation

[www.heritagecanada.org](http://www.heritagecanada.org)

ICOMOS Canada (Canadian National Committee of the International Council on Monuments and Sites)

<http://canada.icomos.org/>

Society for the Study of Architecture in Canada

[www.canada-architecture.org](http://www.canada-architecture.org)

### Places of worship organizations and networks

Catholic Bishops' Conference of England and Wales Patrimony Committee

[www.catholic-ew.org.uk/Catholic-Church/Catholic-Bishops-Conference-of-England-and-Wales/Departments/christian\\_life\\_and\\_worship/patrimony\\_committee](http://www.catholic-ew.org.uk/Catholic-Church/Catholic-Bishops-Conference-of-England-and-Wales/Departments/christian_life_and_worship/patrimony_committee)

Churchcare (England)

[www.churchcare.co.uk](http://www.churchcare.co.uk)

Green Awakening Network (Toronto United Church Council)

[www.tucc.ca/churchdevelopment/green-awakening-network.html](http://www.tucc.ca/churchdevelopment/green-awakening-network.html)

Greening Sacred Spaces

<http://greeningsacredspaces.net>

Partners for Sacred Places (US)

[www.sacredplaces.org](http://www.sacredplaces.org)

The Churches Conservation Trust (England)

[www.visitchurches.org.uk](http://www.visitchurches.org.uk)

### ***Guidelines for heritage places of worship***

Architectural Heritage Protection for Places of Public Worship: Guidelines for Planning Authorities (Department of the Environment, Heritage and Local Government, Ireland, 2003)

[www.environ.ie/en/Publications/DevelopmentandHousing/Planning/FileDownload,1600\\_en.pdf](http://www.environ.ie/en/Publications/DevelopmentandHousing/Planning/FileDownload,1600_en.pdf)

Conservation of Living Religious Heritage: Papers from the ICCROM 2003 Forum on Living Religious Heritage: conserving the sacred (International Centre for the Study of the Preservation and Restoration of Cultural Property, 2005)

[http://www.iccrom.org/pdf/ICCROM\\_ICSO3\\_ReligiousHeritage\\_en.pdf](http://www.iccrom.org/pdf/ICCROM_ICSO3_ReligiousHeritage_en.pdf)

Guidelines for Change and Development of Heritage Places of Worship (Heritage Council of Victoria, Australia, 2010)

[www.dpcd.vic.gov.au/\\_data/assets/pdf\\_file/0003/54480/Final\\_Places\\_of\\_Worship.pdf](http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0003/54480/Final_Places_of_Worship.pdf)

Making Changes to a Listed Church: Guidelines for Clergy, Churchwardens and Parochial Church Councils (Church of England, 1999)

<http://www.churchofengland.org/media/51391/mctlc.doc>

New Work in Historic Places of Worship (English Heritage, 2003)

[www.english-heritage.org.uk/publications/new-work-in-historic-places-of-worship](http://www.english-heritage.org.uk/publications/new-work-in-historic-places-of-worship)

New York Landmarks Conservancy Sacred Sites Resources

[www.nylandmarks.org/publications/sacred\\_sites\\_resources/](http://www.nylandmarks.org/publications/sacred_sites_resources/)

Preserving Historic Religious Properties: A Toolkit for Congregations & Community Leaders (The Massachusetts Preservation Coalition and The National Trust for Historic Preservation, 2005)

[www.preservationnation.org/issues/historic-houses-of-worship/additional-resources/worship\\_preserving\\_toolkit.pdf](http://www.preservationnation.org/issues/historic-houses-of-worship/additional-resources/worship_preserving_toolkit.pdf)

### ***Mothballing Historic Buildings***

CCI Notes 1/3: Closing a Museum for the Winter (Canadian Conservation Institute)

<http://cci-icc.gc.ca/crc/notes/html/1-3-eng.aspx>

Preservation Brief 31: Mothballing Historic Buildings (National Park Service (US))

<http://www.nps.gov/history/hps/tps/briefs/brief31.htm>

## **Appendix G: Glossary of key terms**

### **Alter**

The Ontario Heritage Act defines “alter” as: “to change in any manner and includes to restore, renovate, repair or disturb.”

### **Chattel**

Moveable items of property which are neither land nor permanently attached to land or a building, either directly or vicariously through attachment to real property.

### **Conservation Plan**

A document setting out why a property has cultural heritage value or is provincially significant and how that cultural heritage value or significance will be retained in any future use, alteration, development or repair.

### **Conservation Review Board**

An administrative tribunal that hears disputes on matters relating to the protection of properties considered to have cultural heritage value or interest to a municipality or to the Minister of Tourism and Culture, as defined by the *Ontario Heritage Act*. The Board, as an independent and quasi-judicial body, mediates and conducts a formal hearing process around issues such as objections to heritage designation, alterations to heritage properties, designation bylaw amendments and repeal. The Board makes recommendations to the municipal council or the Minister, based on the evidence it hears through a transparent and unbiased formal hearing process.

### **Conserve**

A broad term to describe activities related to identifying, protecting, using, and/or managing cultural heritage resources in such a way that retains their heritage value. “Conserving” and “conservation” have corresponding meanings.

### **Demolition by neglect**

Occurs when preventive conservation and maintenance actions are not taken, with the result that a building is allowed to undergo change, through natural action, arson or vandalism, to the point of severe deterioration or collapse, often beyond repair.

### **Designated property**

A cultural heritage property protected by a municipality or the Minister of Tourism and Culture under Part IV of the *Ontario Heritage Act*. It applies to real property and all buildings and structures thereon.

### **Faith Group**

A church or religious organization which holds a charitable registration number issued by Canada Revenue Agency (CRA).

### **Heritage Attributes**

In relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.

### **Liturgical element**

A building element, ornament or decoration that is a symbol or material thing traditionally considered by a religious organization to be part of the rites of public worship.

### **Mothball**

To remove a heritage resource (e.g., building) from active use and apply long-term stabilization intended to safeguard it from deterioration or damage over an extended period. Mothballing should provide for adequate safety, security, and regular monitoring.

### **Place of worship**

An inclusive term for places of assembly for religious purposes. It includes, among others, churches, convents, mosques, seminaries, synagogues and temples.

### **Protected heritage property**

Real property designated under Part IV (individual property), Part V (heritage conservation districts), or Part VI (archaeology) of the *Ontario Heritage Act*, or subject to a heritage conservation easement under Parts II or IV of the Act.

### **Religious organization**

An inclusive term for faith-based organizations, including faith groups, congregations and religious orders.

### **Statement of Cultural Heritage Value or Interest**

A concise statement explaining why a designated property is of cultural heritage value or interest, based on criteria set out in O.Reg. 9/06 *Criteria for Determining Cultural Heritage Value or Interest* or O.Reg. 10/06 *Criteria for Determining Cultural Heritage Value or Interest of Provincial Significance*.