

APPENDIX B

Cultural Heritage Landscape Strategy Implementation – Phase Three: Draft Conservation Plan

Knox Presbyterian Church Sixteen and Cemetery

1150 Dundas Street West, Oakville, Ontario



Town of Oakville
Heritage Planning
October 2021

DRAFT

Figure 1 (on front cover): Knox Presbyterian Church Sixteen, east elevation. March 2020

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1. Introduction

This conservation plan was written for Knox Presbyterian Church Sixteen and Cemetery, or simply Knox Sixteen. Historically, Knox Sixteen was identified as being located on Lot 22, Concession 1 South of Dundas Street. Today it is known municipally as 1150 Dundas Street West.

In 1978, pursuant to By-Law 1978-85, Knox Sixteen was designated as being a “property of historic and architectural value and interest”. More recently, Knox Sixteen has been identified as a significant Organically Evolved (Continuing) Cultural Heritage Landscape (CHL). The conservation plan strives to provide information and guidance to the property owner/applicant, the Town, and to all those interested in the conservation of this significant heritage resource. As part of the conservation plan, a new designation by-law has been drafted to formally recognize the church and cemetery lands as a significant cultural heritage landscape, and to include a list of the CHL’s heritage attributes, something that was not required in the 1978 designation by-law.

As a significant heritage resource, the *Ontario Heritage Act* requires the property owner/applicant to apply to the Town of Oakville, and to get Town’s consent before undertaking alterations to the CHL’s heritage attributes. Under Provincial law and policy, the Town is obligated to ensure that proposed alterations will not impact the CHL’s heritage attributes nor its cultural heritage value or interest.

The intent of the conservation plan is not to prevent change; rather it is to help manage change. The goal of updating the designation by-law and creating a conservation plan for Knox Sixteen, is to provide clarity to the CHL’s owners and caretakers regarding the best heritage practices for the maintenance and protection of its heritage attributes and its cultural heritage value and interest.

The plan is not meant to be a “No, you can’t do that.” document, rather it should be viewed as a “There is a process for that.” document. Instead of being a list of things that cannot be done, the conservation plan provides information on actions that require Knox Sixteen’s owner/caretakers to talk to Town staff about before alterations are undertaken. Ideally, the protection of Knox Sixteen’s heritage attributes, value and interest will be a collaborative process, and Town staff are available to offer advice and guidance.

In an effort to help offset costs associated with caring for the CHL’s heritage attributes, Town Council approved the Heritage Grant Program. This annual grant program makes funds available to owners of heritage properties, covering up to half of the cost of eligible conservation work, to a maximum of \$15,000. The heritage grant must be matched by a contribution from the property owner.

1.1 Purpose of this Conservation Plan

The purpose of the Knox Sixteen cultural heritage landscape conservation plan (“conservation plan” or “plan”) is to guide and mitigate future alterations which are likely to affect its cultural heritage value or interest, as embodied in its heritage attributes. The plan provides direction to ensure that any alteration conserves the Knox Sixteen CHL as a significant cultural heritage landscape. It does so by requiring that Town decisions retain the CHL’s stated cultural heritage value or interest.

This plan is not a maintenance plan for Knox Sixteen. Nor is it an operational plan. Maintenance, meaning routine non-destructive actions that preserve the existing form and operations, are exempt from Town

heritage review. Activities that will not affect the cultural heritage landscape's heritage attributes do not need to be reviewed by Heritage Planning staff.

This plan provides details on actions that are exempt from Town review and decisions, and those which require Town review and decisions. These are laid out in Part 3, Actions subject to Town Heritage Review, in Schedule 4 (Category 'A' Actions – Exempt Works), in Schedule 5 (Category 'B' Alterations – Town review and consent), and in Schedule 6 (Category 'C' Alterations – Town Council review and consent).

To ensure that the *Knox Presbyterian Church Sixteen and Cemetery Conservation Plan* remains up-to-date with current legislation, with current best practices in heritage conservation, and with Knox Sixteen's needs and expectations, a formal collaborative review, in consultation with Knox Sixteen, should be undertaken by Town staff every 5 to 8 years. An assessment of the heritage permits issued in the period following the last review should be undertaken, and recommendations made for any potential revisions to the Conservation Plan. The extent of the review will depend on a number of circumstances, including changes to related legislation or alterations to Knox Sixteen's needs and cultural heritage landscape.

1.2 Context of this Conservation Plan

Since 2005, the Province has directed municipalities to conserve cultural heritage landscapes through its *Provincial Policy Statement* (2005, revised 2020). Most recently, the Province supplemented that direction with new landscape conservation policies in the 2019 *Growth Plan for the Greater Golden Horseshoe*.

In January 2014, consistent with provincial policy direction, Oakville's Town Council (or "Council") adopted a Cultural Heritage Landscapes Strategy (the "Strategy" or the "CHL Strategy"). The CHL Strategy provides the framework to identify, evaluate, and inventory a candidate cultural heritage landscape, and to determine if it meets the criteria of a significant cultural heritage landscape. The CHL Strategy involves three phases of activity, being Inventory, Assessment, and Implementation.

Phase One of the Strategy – Inventory - commenced in June 2015, and screened over sixty properties across the Town for candidate cultural heritage landscapes. This screening-level inventory categorized properties as being 'high priority', 'medium priority', 'low priority', or properties that required 'no further action'. Phase Two of the Strategy – Assessment - commenced in June 2016. The eight properties identified in Phase One as being high priority properties were the first to be assessed and by October 2018, the evaluation of these landscapes was complete. Phase Three of the Strategy – Implementation – directs staff to implement appropriate protection measures, including the creation of a Conservation Plan for cultural heritage landscapes.

When the Phase One Inventory identifying potential cultural heritage landscapes was undertaken, Knox Sixteen was not included. However, the inventory report noted that the list did not constitute a definitive record of all potential cultural heritage landscapes in Oakville. As such in 2019, at the invitation of the Minister and Wardens of Knox Sixteen, the property was assessed to determine if it had value as a cultural heritage landscape; to identify its heritage attributes; and, to determine if the 1978 designation by-law (By-law 1978-085) should be updated.

On 26 October 2020, pursuant to section 29 of the *Ontario Heritage Act* (OHA), the Council for the Town of Oakville recognized Knox Sixteen as a significant Organically Evolved (Continuing) Cultural Heritage Landscape, and directed Planning Services staff to move the property into Phase Three of the Strategy:

Implementation of Protection Measures. With this identification, a draft Notice of Intention to Designate was prepared to replace By-law 1978-085 (the “heritage designation by-law”), a by-law designating the property as being of historic and architectural value and interest. On November 1, 2021, By-law 2021-142 a by-law to designate Knox Presbyterian Church Sixteen and Cemetery as a Cultural Heritage Landscape, was enacted. The new heritage designation by-law is one aspect of the Town’s implementation of a Town-wide strategy to conserve its significant cultural heritage landscapes; and this conservation plan is another.

1.3 Understanding Cultural Heritage Landscapes

The Province provides a definition and examples of cultural heritage landscapes.

The definition is the following:

Cultural heritage landscape: means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. (PPS 2020)

Provincial policy further describes how a cultural heritage landscape may be identified:

Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the *Ontario Heritage Act*, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms. (PPS 2020)

The Town’s CHL Strategy follows provincial policy and requirements. It also recognizes international guidance in providing that there are three types of recognized landscapes: designed landscapes, organically evolved landscapes, and associative landscapes.

As set out in the Notice of Intention to Designate (Schedule 1), the Knox Sixteen cultural heritage landscape is an Organically Evolved (Continuing) Cultural Heritage Landscape that, as the original location of the community’s first church and cemetery, has significance because of its direct associations with an institution (the church) that is significant to a community. Further, it yields, or has the potential to yield, information that contributes to an understanding of the earliest members of the area’s Presbyterian community; to the 19th century community (Sixteen Hollow), its evolution and its eventual disappearance; and, to the current Presbyterian community.

1.4 Meaning of Conservation

Provincial policy in the 2020 *Provincial Policy Statement* and the 2019 *Growth Plan* provides a specific definition of “conserved”:

Conserved: means the identification, protection, management and use of *built heritage resources*, *cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning

authority and/or decision-maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

This conservation plan also makes use of the *Standards and Guidelines for the Conservation of Historic Places in Canada* (the “*Standards and Guidelines*”). In 2013, the Town endorsed the *Standards and Guidelines* for application in the planning, stewardship and conservation of heritage resources in the Town. The Town considers the *Standards and Guidelines* to provide useful direction on how to conserve cultural heritage landscapes.

The *Standards and Guidelines* provides a specific definition of “conservation”:

Conservation: means all actions or processes that are aimed at safeguarding the *character-defining elements* of a cultural 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.

1.5 Components of this Conservation Plan

Consistent with the Town’s definition of a cultural heritage landscape conservation plan, this Plan has the following components:

Part 1. Introduction - provides the context and purpose of this conservation plan.

Part 2. The Knox Sixteen Property - provides details on the Knox Sixteen Cultural Heritage Landscape. It provides an overall description of the property including its specific boundaries. It also includes a description of the property’s cultural heritage value or interest and its heritage attributes. Based on the property’s identified heritage attributes and cultural heritage value, this part of the plan divides the landscape into three conservation areas, and identifies the key features specific to each area. This part concludes with a description of the condition of the cultural heritage landscape.

Part 3. Actions Subject to Town Heritage Review - provides details on what actions are exempt from heritage review by the Town (Category ‘A’), and what actions require Town review and consent (Categories ‘B’ and ‘C’).

1. Category ‘A’ actions are those that will not alter Knox Sixteen in any manner, nor will they affect the property’s heritage attributes nor impact its cultural heritage value or interest. Consequently, per the *Ontario Heritage Act*, Town staff do not need to be advised when these actions are being undertaken. No Town review or consent is required for Category ‘A’ actions. Examples of exempt actions include property maintenance insofar as the maintenance is a routine, repeated activity, and reversible temporary installations.
2. Category ‘B’ actions are alterations that are likely to affect the property’s heritage attributes and may impact its cultural heritage value or interest. These alterations require notice to, review by, and/or consent from Town staff under the *Ontario Heritage Act*, prior to any work being undertaken.
3. Category ‘C’ actions are alterations that are likely to affect the property’s heritage attributes and may impact its cultural heritage value or interest. These alterations require notice to and

review by Town staff, the Heritage Oakville Advisory Committee; and, the review and consent of Council, prior to any work being undertaken.

Part 4. Guidelines for Alterations - sets out the policy framework to be applied by the Town to make decisions on alterations that are likely to affect the property's heritage attributes and/or its cultural heritage value or interest. The framework has two parts, summarized through two checklists. The first part identifies the property's heritage attributes that are likely to be affected by proposed alterations and identifies the most appropriate/relevant conservation *Standards and Guidelines*, as outlined in Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*. The plan sets out a checklist for this part of the policy framework in Schedule 8, the *Heritage Guidelines Checklist*. The second part of the policy framework identifies each cultural heritage value or interest that is likely to be affected by the proposed alteration and whether the impact is positive, negative or neutral. The plan sets out a checklist for this part of the policy framework in Schedule 9, the *Heritage Values Checklist*.

Part 5. Application Process - describes the Town process for reviewing proposed actions that require consultation with Town staff and possibly the Heritage Oakville Committee and Council. For Category 'B' alterations, the process includes Town staff review and a decision on whether the alteration receives consent, including any conditions of consent. For Category 'C' actions, the process involves Town staff review and preparation of a report to Council. It concludes with Council review of the staff report and any additional relevant information necessary to make a decision on the alteration, including any conditions of consent.

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2. The Knox Sixteen Property

2.1 Description of the Property

For the purpose of this plan, Dundas Street West is considered to run east-west, and to lie north of Knox Sixteen. The cultural heritage landscape is located at the southwest corner of Dundas Street West and Lions Valley Park Road. The subject property is bounded by residential development to the east, Sixteen Mile Creek valley to the south and west, and Dundas Street West to the north. The significant cultural heritage landscape includes the 1846 protestant church building, the circa 1846 cemetery, and hardscaping features including a variety of grave markers and monuments, decorative metal fences and gates; and, benches.



Figure 2: Knox Sixteen, 1150 Dundas Street West, Oakville, 2019

2.2 Statement of Cultural Heritage Value or Interest

One key component of a heritage resource's public significance is its stated "cultural heritage value or interest." Provincial policy requires that significant cultural heritage landscapes be "conserved," which the Province defines to mean that the identified cultural heritage value or interest is retained.

The Notice of Intention to Designate, attached as Schedule 1, outlines the property's Statement of Cultural Heritage Value or Interest and its associated heritage attributes.

2.3 Distinct Areas Within the Cultural Heritage Landscape

Knox Sixteen is an Organically Evolved (Continuing) cultural heritage landscape. The property is composed of three distinct areas. Specific functions and geophysical features characterize each of these areas. The three distinct areas include one that relates to the church building and its associated uses; another that

relates to the cemetery and Sixteen Mile Creek's ravine lands; and, a third that relates to the parking lot and open grassed area to the west.

To offer guidance that reflects these three distinct areas, this conservation plan organizes the property into three conservation areas called: (1) the Church Grounds; (2) the Cemetery and Sixteen Mile Creek Ravine Lands; and (3) the parking lot and open grassed area to the west.

Although distinct from each another, the CHL's three conservation areas are historically interrelated, physically linked, and/or contain elements (buildings, structures and natural heritage features) that have been identified as heritage attributes in the Notice of Intention to Designate (Schedule 1). Together, these three conservation areas describe the whole of the cultural heritage landscape, and they highlight different qualities that help guide appropriate conservation practices.



Figure 3: Knox Sixteen's 3 Conservation Areas

Area 1: The Church Grounds

The Church Grounds predominant feature is the 1846 Gothic Revival church. The area encompasses a small section of land that lies close to the northeast corner of the CHL, and is the predominant feature of both the Church Grounds and the CHL as a whole.

Area 2: The Cemetery and Sixteen Mile Creek Ravine Lands

The Cemetery and Sixteen Mile Creek Ravine Lands encompasses the majority of the property. The cemetery is largely an open, grassed space punctuated by grave markers and monuments, hardscaping elements, and mature trees and shrubs. The densely treed slope of the Sixteen Mile Creek ravine lands forms the natural boundary of the CHL. These features help form, and are integral to the views to, from, and between the church, cemetery, Dundas Street West and Lions Valley Park Road, and the Sixteen Mile Creek ravine lands.

Area 3: The parking lot and open grassed area to the west

The parking lot and the open grassed area to the west contain no heritage attributes. However, the views that run across the area, between Dundas Street West and the church, do have cultural heritage value or interest.

2.4 Views

Included as one of the property's significant heritage attributes are views from within the property, and between the property and Dundas Street West and Lions Valley Park Road.



Figure 4: Views

These views include:

- View 1 – View looking southwest from the northeast corner of the property toward the church;
- View 2 - View looking southwest from beside the church towards the cemetery;
- View 3 – View looking north from the cemetery towards the church;

View 4 – View from the church’s front façade looking south towards the cemetery and Lions Valley Park Road; and,

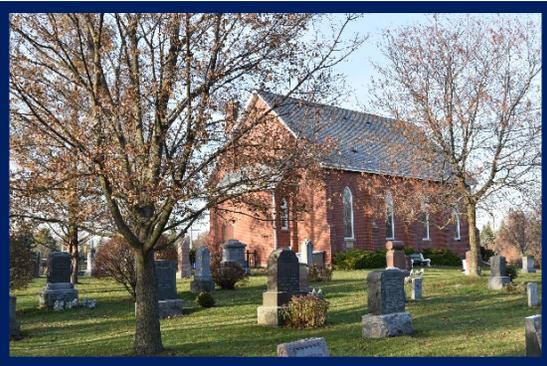
View 5 – View from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley.



View 1 – View looking southwest from the northeast corner of the property toward the church. November 2019



View 2 – View looking southwest from beside the church towards the cemetery. August 2019



View 3 – View looking north from the cemetery towards the church. November 2019



View 4 – View from the church’s front façade looking south towards the cemetery and Lions Valley Park Road. March 2021



View 5 – View from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley. March 2021

2.5 Condition of Heritage Attributes as of February and March 2020

In general, a property's cultural heritage value or interest is conserved when all the heritage attributes are in good condition, individually and as a whole. By contrast, a heritage attribute that is in poor condition, or which has been destroyed or demolished, may compromise the cultural heritage landscape's cultural heritage value or interest.

A condition assessment considers the CHL's individual heritage attributes as well as the cultural heritage landscape as a whole, and assigns ratings of Poor, Fair or Good.

The current physical condition of Knox Sixteen's heritage attributes serves a benchmark for ensuring the conservation of the property's heritage attributes and its cultural heritage value or interest. As part of this Conservation Plan, Planning Services staff undertook multiple site visits to carry out the condition assessment of the Knox Sixteen cultural heritage landscape. Visits were conducted on February 11 and March 25, 2020. The results are outlined in the chart in Appendix A, the Current Condition Assessment of Heritage Attributes.

Knox Sixteen's Minister and Wardens reviewed the condition assessment and provided their comments.

The assessment and review concluded that the property as a whole is generally in good condition, with the following comments:

Area 1: The Church Grounds

- The Church Grounds' 1846 church appears in good condition, with the exception of some interior plaster, which is failing in spots.
- The Church Grounds' significant views to and from the church are intact and unobstructed.

Area 2: The Cemetery and Sixteen Mile Creek Ravine Lands

- The Cemetery and Sixteen Mile Creek Ravine Lands appears in good condition and functions well as a public park and local landmark.

Area 3: The parking lot and open grassed area to the west

- The non-heritage parking lot and driveway are in fair to poor condition, and are in need of repair. The open grassed area to the west of the parking lot appears to be in good condition. The significant views in this area remain unimpeded.

3. Actions Subject to Town Heritage Review

As outlined in Section 1.1, the purpose of this plan is the conservation of the Knox Sixteen property as a significant cultural heritage landscape by ensuring its heritage attributes and cultural heritage value or interest are retained. Town consent is required for any action that is likely to affect Knox Sixteen's heritage attributes, value, or interest. It is the property owner/applicant's responsibility to maintain the property and, where necessary, to obtain consent from the Town before making any alterations and/or undertaking restoration or repair work to the property's heritage attributes.

Knox Sixteen has both known archaeological sites (the c.1846 cemetery) and potential archaeological sites. As such, the property owner/applicant may need to commission archaeological assessments before any subsurface work may commence.

The Town of Oakville, through its *Oakville Strategy for Biodiversity*, identifies active cemeteries as areas that "can provide important buffering to natural areas and may form important linkages between natural areas".¹ As such, the property owner/applicant is encouraged to refer to the *Oakville Strategy for Biodiversity* when planning Category 'B' and 'C' actions to identify best practices.

This part of the plan categorizes anticipated actions on the CHL into one of three categories: *Category 'A' Actions – Exempt Works*, no Town staff review is required; *Category 'B' Alterations – Town review and consent*, Town staff review and consent is required; and, *Category 'C' Alterations – Town Council review and consent*, Town Council's review and consent is required.

3.1 Property Alterations

Direction regarding alterations that are likely to affect the property's heritage attributes is taken from Section 33 of the *Ontario Heritage Act*, which provides that:

- (1) No owner of property designated under section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property's heritage attributes [...] unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration.
- (2) An application [...] shall be accompanied by information and material.
- (3) A council may require that an applicant provide any other information or material that the council considers it may need.

Further, the *Ontario Heritage Act* defines "alter" as follows:

"alter" means to change in any manner and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning;

¹ Town of Oakville, *Oakville Strategy for Biodiversity, Tier 3 - Supporting Areas*, https://www.oakville.ca/assets/general%20-%20environment/OSB2018_WEB.pdf - accessed 14 January 2021, p. 18.

Based on these requirements, actions that will not change the CHL nor affect its heritage attributes do not need Town staff review. A key example of an exempted action is property maintenance. Maintenance means routine non-destructive actions to protect, preserve or stabilize the existing form, material and integrity of the property, such as garden upkeep and walkway repairs.

3.2 Three Categories of Planned Actions

This conservation plan addresses planned actions under three categories: 'A', 'B', and 'C'. Schedules 4, 5 and 6 describe these actions. If the owner/applicant cannot determine which of the three categories the planned actions falls under, they need to consult with Planning Services staff, and explain their proposal. Staff will review the proposal and determine if it falls within any of the three categories. Should the proposal fall within category 'A' or 'B', the owner/applicant will need the consent of Town staff and/or Town Council before any work is undertaken. Details are set out below.

Proposed Category 'B' and 'C' alterations must comply with all applicable legislation and by-laws, and may require approvals from other authorities. It is the property owner/applicant's responsibility to consider and comply with all applicable legislation and by-laws. Please refer to Schedule 10, Other Conservation Frameworks, for a list of other approval authorities.

3.2.1 Category 'A' Actions – Exempt Works

Category 'A' actions are those actions that will not alter Knox Sixteen in any manner, nor impact the CHL's heritage attributes or its cultural heritage value or interest. Examples of Category 'A' actions include property maintenance that is routine and repeated, and reversible temporary installations. The owner/applicant does not need to notify Town staff when undertaking Category 'A' actions. The list of Category 'A' actions is set out in Schedule 4. Note that this list does not authorize the alteration of any heritage attributes. Town staff are available for consultation to clarify the scope of exempt works.

3.2.2 Category 'B' Alterations – Town Review and Consent

Category 'B' actions are alterations that are likely to affect the cultural heritage landscape's heritage attributes and may impact its cultural heritage value or interest. These alterations require notice to, review by and consent from Town staff under the Ontario Heritage Act, before any work commences.

The list of Category 'B' alterations is set out in Schedule 5.

Should Town staff not support a proposed Category 'B' alteration, staff will forward the application to the Heritage Oakville Advisory Committee for review and to Council for a final decision.

3.2.3 Category 'C' Alterations – Town Council Review and Consent

Category 'C' actions are alterations that are likely to affect the cultural heritage landscape's heritage attributes and may impact its cultural heritage value or interest. These alterations require notice to and review by Town staff; Heritage Oakville Advisory Committee; and, the review and consent of Council, prior to any work being undertaken.

The list of Category 'C' alterations is set out in Schedule 6.

4. Guidelines for Alterations

In March 2013, the Town endorsed Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (the "*Standards and Guidelines*") for application in the planning, stewardship and conservation of heritage resources in the Town. The *Standards and Guidelines* provide useful direction on how to conserve character-defining elements such as cultural landscapes and as such, this plan makes use of these same *Standards and Guidelines*.

Town decisions on cultural heritage matters must be consistent with the *Provincial Policy Statement* (2020) and conform to the *Provincial Growth Plan for the Greater Golden Horseshoe* (2019). This provincial guidance requires that significant cultural heritage landscapes like Knox Sixteen be conserved. Further, "conserved" means that the landscape's cultural heritage value or interest is retained. Thus, Town review of a Category 'B' or 'C' alteration must focus on whether and how the alteration affects the property's stated cultural heritage value or interest. The property's Statement of Cultural Heritage Value or Interest is set out in the Notice of Intention to Designate (Schedule 1).

4.1 Conservation Objectives

Category 'B' or 'C' alterations must conserve the cultural heritage landscape's heritage attributes and cultural heritage value or interest. As outlined in the *Standards and Guidelines*, conservation includes three treatment options: preservation, rehabilitation, or restoration. All conservation treatments are applicable to cultural heritage landscapes; however, the appropriate treatment will depend on the type of CHL (designed, organically evolved, associative), its identified cultural heritage value or interest, and the heritage attribute itself.

The first step in any proposed project is to determine its primary focus or objective, while bearing in mind the heritage value or significance of the cultural heritage landscape. Doing so will help to determine the most appropriate conservation approach and treatment, and will help to assure the success of the conservation project.

Preservation

The *Standards and Guidelines* define preservation as "the 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". This would typically include work such as maintenance or small repairs to character-defining elements.

Rehabilitation

The *Standards and Guidelines* define rehabilitation as "the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value". This would include work such as major upgrades or additions to address public use, codes and standards.

Restoration

The *Standards and Guidelines* define restoration as "the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value".

Parks Canada further directs that although “all treatment types apply to cultural landscapes”, restoration in a significant evolved CHL, like Knox Sixteen, should be applied “as a ‘secondary’ treatment” to the CHL’s character-defining elements.² Specifically, deteriorated or missing character-defining elements are less likely to be restored than substantially intact character-defining elements.³ In addition, restoration is associated with interventions on features where the values are clearly related to a specific period in the past. Therefore, depending on the circumstances, this conservation option may apply to specific buildings and features in the cultural heritage landscape. However, restoration may not be relevant to the Knox Sixteen cultural heritage landscape as a whole.

Hierarchy of alterations/actions:

Rehabilitation or restoration should only be considered when preservation is not possible or feasible, because these conservation options have greater impact on heritage attributes and may affect the cultural heritage value of the property.

4.2 Conserving Knox Sixteen’s Cultural Heritage Value or Interest

This Conservation Plan provides concrete guidance on conservation through two checklists set out as Schedules 9 and 10. These checklists are a key feature of this plan. They are intended to help the Town with ensuring that any Category ‘B’ or ‘C’ alteration will conserve the cultural heritage value or interest of the property.

Every applicant for a Category ‘B’ or ‘C’ alteration needs to complete the two checklists as part of their submission to the Town. Together, these two checklists provide the Town with the information necessary to answer the key question under Part 5 of the plan: Is the proposed alteration consistent with conserving the heritage attributes and cultural heritage value or interest of Knox Sixteen?

1. Heritage Guidelines Checklist

The Heritage Guidelines Checklist, attached as Schedule 8, sets out the property’s identified heritage attributes and the most relevant conservation standards and guidelines as outlined in Parks Canada’s *Standards and Guidelines*. The property’s heritage attributes are identified in Schedule 1, By-law 2021-142. Parks Canada’s 14 Standards are included in Schedule 7. This checklist incorporates a number of conservation principles including that proposed alterations be minimal, compatible, reversible, and easily distinguishable from the property’s identified heritage attributes.

The Heritage Guidelines Checklist integrates key aspects of this plan, as follows:

1. It incorporates all identified heritage attributes, as set out in Schedule 1, the Notice of Intention to Designate, and the most relevant Parks Canada Standard(s);
2. It considers whether and how the proposed alteration affects the attributes;
3. It considers whether and how the proposed alteration affects the cultural heritage value or interest of the cultural heritage landscape; and

² Parks Canada, *Standards and Guidelines for the Conservation of Historic Places in Canada*, <https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf> – accessed 30 March 2021, p. 50

³ Parks Canada, *Standards and Guidelines for the Conservation of Historic Places in Canada*, <https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf> – accessed 30 March 2021, p. 44

4. It gives priority to preservation over rehabilitation and/or restoration.

The checklist is organized based on the landscape as a whole and the three conservation areas. For each heritage attribute listed in the checklist, an answer is required for two important questions: Is the Standard relevant to the proposed alteration; and if relevant, is the proposed alteration consistent with the Standard?

Every applicant for a Category 'B' or 'C' alteration needs to complete this checklist as part of its submission to the Town. The Town's review of an application for a Category 'B' or 'C' alteration will include a Town staff review of the Heritage Guidelines Checklist, as completed and submitted by the applicant, in order to ensure that the proposed alteration is consistent with the applicable Standard. If the Town review accepts the entirety of the submitted checklist, it may be included in the Town decision. Should the Town review result in different answers to checklist questions, the Town staff will complete a new Heritage Guidelines Checklist that reflects the Town considerations.

2. Heritage Values Checklist

Town decisions on proposed alterations to a protected heritage property must ensure the conservation of the property's heritage attributes and its cultural heritage value or interest. The second checklist forming part of this plan addresses this requirement. As set out in Schedule 9, this second checklist requires information on whether and how the proposed Category 'B' or 'C' alteration affects the cultural heritage value or interest of the Knox Sixteen property.

The Heritage Values Checklist in Schedule 9 demands an answer to the question whether the proposed alteration will have a positive effect, a negative effect or no effect on the Knox Sixteen property's cultural heritage value or interest.

Every applicant for a Category 'B' or 'C' alteration needs to complete the Heritage Values Checklist in Schedule 9 as part of its submission to the Town. If the Town review accepts the entirety of the submitted checklist, it may be included in the Town decision. Should the Town staff review result in different answers to checklist questions, Town staff should complete a new checklist that reflects the Town considerations.

The third column in this checklist addresses the "Type of effect" on the cultural heritage value or interest. There are three possible responses: positive (P), negative (N) or no effect (Nil).

5. Application Process

This section outlines the application process. A visual of the process is also shown in Schedule 3, Decision-Making Tree.

Where the property owner/applicant seeks to alter the property and the alteration is not a Category 'A' action, then a review of the application by the Town staff is required.

5.1 Step 1: Notice to Town

If the proposed alteration is not listed in Schedule 4 as a Category 'A' action, then the property owner/applicant must contact the Town's Planning Services staff and advise them of their proposal. The property owner/applicant should indicate to Town staff whether the proposed action is listed as a Category 'B' alteration in Schedule 5, or a Category 'C' alteration in Schedule 6. Planning Services staff can help with the categorization, and will confirm into which category the proposed action falls.

5.2 Step 2: Consultation with Property Owner/Applicant

Town consent is required for any Category 'B' or 'C' alteration on the basis that the alteration is likely to affect the property's heritage attributes and/or its cultural heritage value or interest. The Town will review the application, which must provide a clear understanding of the specific details of the applicant's proposed alteration.

Before the submission of an application, applicants may be required to meet with Town staff and/or Heritage Oakville committee members to discuss the proposed alterations. This pre-consultation meeting is an important step in the application process, as it provides an opportunity for the applicant and Town staff to determine which category the proposed action falls within (Category 'A', 'B' or 'C'), and to review the policies related to the cultural heritage landscape to ensure that the application meets relevant requirements.

Category 'C' alterations require notice to and review by Town staff; Heritage Oakville Advisory Committee; and, the review and consent of Council, prior to any work being undertaken. Planning Services staff can provide submission deadline dates for Category 'C' alterations, for Heritage Oakville and Council meetings. This information is also available on the Town's website at <https://www.oakville.ca/business/heritage-permits.html>, under the Heritage Permit Application Deadlines Calendar link.

5.3 Step 3: Submission of Complete Application

Category 'B' and Category 'C' alterations must include the following to be considered complete:

- Digital copy of the completed Heritage Permit Application Form, <https://www.oakville.ca/assets/general%20-%20business/HPAfillable.pdf>;
- Digital copy of the completed Heritage Guidelines Checklist (Schedule 8) and Heritage Values Checklist (Schedule 9);
- Digital copy of all drawings; and,
- Digital copy of all photographs.

Town staff may also require the submission of the following:

- Digital copies of a site plan or current survey of the property that shows all buildings, structures, features, critical setbacks and distances from adjacent properties, and the location of all proposed work to structures and/or landscaping;
- Digital copies of a Heritage Impact Assessment;
- Digital copies of a Structural Assessment;
- Digital copies of architectural drawings that clearly illustrate the proposal and show all proposed changes to all buildings, structures, features, landforms, water features or plantings, including 3-D drawings or artist renderings of proposed work for large scale projects;
- Digital copies of photographs of the property, including:
 - Photographs of all impacted areas;
 - Photographs of all applicable portions of the property, including landscaping and structures;
 - Photographs of any impacted views or vistas; and
 - Photographs of the surrounding area, nearby streetscape(s), and/or neighbouring properties for context.
- Physical and/or visual samples of materials proposed to be used.
- Description of the current condition of the heritage attributes as related to the documented condition in Appendix A.

Planning Services staff will issue a notice of receipt of a complete application, once staff has deemed it complete.

5.4 Category 'B' Alterations - Town Review and Consent

Before work starts, the Town must be notified of any proposed Category 'B' alterations. What qualifies as a Category 'B' alteration is outlined in Schedule 5.

Part of this notice, is the submission to Planning Services staff of a Heritage Permit Application (Section 5.3) outlining the work proposed, and the submission of two completed checklists; the Heritage Guidelines Checklist (Schedule 8) and the Heritage Values Checklist (Schedule 9). Planning Services staff will strive to review the application within no more than five business days, and will confirm receipt of a complete application once they deem it complete.

After reviewing the application, should Planning Services staff conclude that the proposed alteration conserves the cultural heritage value or interest of the Knox Sixteen CHL, then Planning Services staff may consent to the application, or consent to the application with terms and conditions. If Planning Services staff conclude that the proposed alteration does not conserve the cultural heritage value or interest of the Knox Sixteen CHL, then Planning Services staff shall not consent to the alteration, and shall refer the alteration to the Heritage Oakville Advisory Committee for review and to Council for review and decision.

5.5 Category 'C' Alterations – Town Council Review and Consent

Before work starts, the Town must be notified of any proposed Category 'C' alterations. What qualifies as a Category 'C' alteration is outlined in Schedule 6.

Part of this notice, is the submission to Planning Services staff of a Heritage Permit Application (Section 5.3) outlining the work proposed, and the submission of two completed checklists: the Heritage Guidelines Checklist (Schedule 8) and the Heritage Values Checklist (Schedule 9). Planning Services staff will strive to review the application within no more than five business days, and will confirm receipt of a complete application once they deem it complete.

Because Category 'C' alterations are alterations that are likely to affect the cultural heritage landscape's heritage attributes and impact its cultural heritage value or interest, before work starts, the application must be reviewed by Town staff and Heritage Oakville; and, it must be reviewed by and receive the consent of Council. After their review, Planning Services staff provides their recommendations to Heritage Oakville. Heritage Oakville then reviews the application and makes their own recommendation to Council. Council reviews the application and recommendations, and makes the final decision.

If Council does not make a decision on an application within 90 days after the notice of receipt of a complete application is served, the Ontario Heritage Act deems Town Council to have consented to the application. If mutually agreed upon, an extension can be granted.

The following are the steps that an application for consent to a Category 'C' alteration would typically go through. Please note that this process is subject to change as per provincial regulations and should be confirmed with staff prior to submission.

1)	Applicant contacts Planning Services staff to advise of proposed Category 'C' alteration and arrange pre-consultation meeting to discuss proposed work
	↓
2)	Applicant meets with Town staff (and members of Heritage Oakville if deemed necessary by staff) at a pre-consultation meeting prior to submission of application
	↓
3)	Applicant submits all required components of the application to Planning Services staff
	↓
4)	Planning Services staff prepares report and recommendation on the application attaching completed checklists pursuant to Schedules 9 and 10 to this plan.
	↓

5)	Heritage Oakville Meeting – Planning Services staff presents the report and recommendation on the application. Heritage Oakville makes a recommendation on the application and forwards the recommendation to Council for decision				
	↓				
6)	Planning and Development Council Meeting – Council makes decision to either:				
	Consent to application	<u>OR</u>	Consent to application with terms and conditions	<u>OR</u>	Refuse application
	↓				
	Applicant either:				
	Accepts consent	<u>OR</u>	Accepts consent with terms and conditions OR Files objection to consent with terms and conditions with Town and Town refers objection to the CRB± for a hearing	<u>OR</u>	Accepts refusal OR Files objection to refusal with Town and Town refers objection to the CRB± for a hearing
	±CRB - Conservation Review Board (tribunal that provides hearing reports setting out findings of fact and recommendations to a municipality or the Minister of Culture)				

5.6 Conditions of Town Consent

Town review of Category ‘B’ and ‘C’ applications may conclude that an alteration is acceptable, so long as the alteration complies with any specified terms and conditions. Where the Town decision references terms and conditions of consent, these terms and conditions are binding and enforceable by the Town.

6. Appendix A - Current Condition Assessment of Heritage Attributes

The following table articulates the findings of the condition assessment, which was undertaken at the time the property was identified as a cultural heritage landscape. Planning Services staff assessed the Knox Sixteen cultural heritage landscape's heritage attributes, as identified in the Notice of Intention to Designate, (Schedule 1).

The table provides a narrative description of the attributes' condition, along with a photograph and overall rating for that element. In certain cases, attributes have been broken down to permit description of specific areas or parts. The primary attribute (as listed in Section 3.0) is always listed in the table's left column. The rating system considers the physical condition and processes of the landscape, and applies ratings of 'Poor', 'Fair', or 'Good'. Functionality in this case refers to the physical condition of the attribute, as well as its ability to contribute to and sustain the CHL.

Rating	Meaning
Poor	The attribute is not functional.
Fair	The attribute is functional but requires some degree of improvement.
Good	The attribute is functional.

Attributes supporting the Cultural Heritage Landscape's cultural heritage value or interest, including:			
Attribute	Description	Photograph	Rating
Its defined geographical area which has been modified by human activity	The cultural heritage landscape was established with defined physical boundaries, which were expanded and modified by human activity over time. The extent of the geographical area of the CHL is easily identified by the natural boundary of the steep, densely treed slope of the Sixteen Mile Creek ravine, the metal fence enclosing the cemetery lands, Dundas Street West, a significant historic military road, and Lions Valley Park Road, one of the historic		Good

Attributes supporting the Cultural Heritage Landscape’s cultural heritage value or interest, including:

Attribute	Description	Photograph	Rating
	<p>entrances into the lost village of Sixteen Hollow.</p>		
<p>Its unique spatial organization</p>	<p>The CHL’s unique spatial organization articulates the interrelationships between the property’s topography; its natural elements; the historic church; and, the hardscaping features including its variety of grave markers and monuments, decorative metal fences and gates; and, benches.</p>		<p>Good</p>
<p>Its placement at the top of Sixteen Mile Creek ravine’s natural embankment</p>	<p>The CHL’s placement at the top of the Sixteen Mile Creek ravine, overlooking the former site of Sixteen Hollow, is significant, as a conscious decision that the building committee would have made when it selected the location for the church and cemetery.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's cultural heritage value or interest, including:

Attribute	Description	Photograph	Rating
<p>Its prominent location at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow.</p>	<p>The CHL's prominent location on the southwest corner of Dundas Street West, which was constructed to facilitate the early development of Upper Canada, and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow, an early 19th century resource village.</p>		<p>Good</p>
<p>Its steep, densely treed slope, area along the western edge of the property.</p>	<p>The CHL's steep, densely treed slope area is significant as part of the Sixteen Mile Creek ravine to which to property remains physically, functionally, visually and historically linked.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's historical/associative value:

Attribute	Description	Photograph	Rating
<p>The 1846 church</p>	<p>Constructed in the Gothic Revival style, which, at the time of the church's construction, was the most common architectural style for religious buildings in Ontario.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's historical/associative value:

Attribute	Description	Photograph	Rating
The c.1846 cemetery	Including its design, evolution and associations with historically significant individuals.		Good
The c.1846 cemetery's grave markers and monuments, including:	Their location and orientation, which provides information on the many changes in burial practices from the 19 th to 21 st centuries.		Good
The c.1846 cemetery's grave markers and monuments, including:	The range of size and sophistication, from modest to elaborate, which reveals information about the deceased's place and status within the community, and which document the many changes and trends in burial practices from the 19 th to 21 st centuries.		Good
The c.1846 cemetery's grave markers and monuments, including:	The variety of styles, materials and symbolism represented, which provides a snapshot of the evolution of cemeteries from the 19 th to 21 st centuries. They also provide information on the individual's values, religion, background and status within the community.		Good

Attributes supporting the Cultural Heritage Landscape's historical/associative value:

Attribute	Description	Photograph	Rating
<p>The c.1846 cemetery's grave markers and monuments, including:</p>	<p>The shape and form, including decorative elements, which are illustrative of the many changes in burial customs and trends over the centuries. Some also provide information on the individual's age, background, religion and personal affiliations.</p>		<p>Good</p>
<p>The c.1846 cemetery's grave markers and monuments, including:</p>	<p>The surviving inscriptions, which provides personal information about the deceased, and information on the changing nature of burial practices over the past 175 years.</p>		<p>Good</p>
<p>The c.1846 cemetery's grave markers and monuments, including:</p>	<p>The various construction methods and techniques, including early handmade marble stones to more contemporary machine made granite markers, with etchings and images.</p>		<p>Good</p>

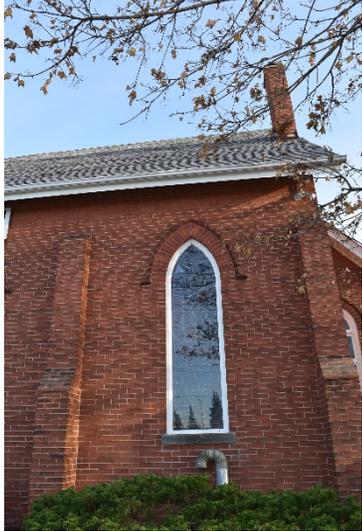
Attributes supporting the Cultural Heritage Landscape's historical/associative value:

Attribute	Description	Photograph	Rating
<p>The decorative metal fences and gates, including:</p>	<p>One which runs the length of the north and east sides of the cemetery, and another which surrounds the Triller family plot.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
<p>The church's exterior attributes, including:</p>	<p>Its shape, form and massing which reflects the popularity of mid to late 19th century Gothic Revival style religious buildings.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
The church's exterior attributes, including:	The above grade stone foundation, which was added to the church when it was expanded and reclad in 1899, and has become a character-defining element in its own right.		Good
The church's exterior attributes, including:	The red brick cladding laid in stretcher bond, which was added to the church when it was expanded and reclad in 1899, and has become a character-defining element in its own right.		Good
The church's exterior attributes, including:	The brick buttresses which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good

Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
The church's exterior attributes, including:	The steeply pitched end gable roof, with projecting eaves which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good
The church's exterior attributes, including:	The pointed arch configuration of the formal front entryway, including the historic, single, three-pane segmented pointed arch wood window, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good
The church's exterior attributes, including:	The pointed arch configuration of the windows including the associated wood trim, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good

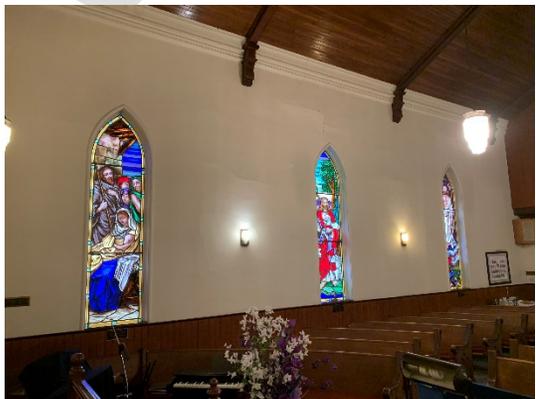
Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
The church's exterior attributes, including the pointed arch configuration of the windows including:	The pointed arch brick lintels, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good
The church's exterior attributes, including the pointed arch configuration of the windows including:	The stone sills, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good
The church's exterior attributes, including the pointed arch configuration of the windows including:	The decorative brick hood moulds and label stops, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good
The church's exterior attributes, including the pointed arch configuration of the windows including:	The stained, painted stained, textured, and leaded and/or copper foil coloured glass panes, which reflects the mid to late 19 th century popularity of Gothic Revival style religious buildings.		Good

Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
<p>The church's exterior attributes, including the pointed arch configuration of the windows including:</p>	<p>The wood, single pane storm windows, which reflects the mid to late 19th century popularity of Gothic Revival style religious buildings.</p>		<p>Good</p>
<p>The church's exterior attributes, including</p>	<p>The projecting dog-tooth course, a decorative brick feature that is a significant architectural feature, which in Oakville may be unique to Knox Presbyterian Church Sixteen.</p>		<p>Good</p>
<p>The church's exterior attributes, including</p>	<p>The red brick chimney is a significant architectural feature that is consistent with late-19th century construction methods.</p>		<p>Good</p>

Attributes supporting the Cultural Heritage Landscape's design/physical value:

Attribute	Description	Photograph	Rating
The church's exterior attributes, including	The stone date marker which reads "Knox Church Sixteen 1899" is a significant architectural feature that is consistent with late-19 th century church construction methods.		Good
The church's interior attributes, including	The single-span, modified vault ceiling, clad in unembellished wood strip/strapping is a significant architectural feature that is consistent with 19 th century church construction methods.		Good
The church's interior attributes, including	The plaster and lath walls are significant architectural features that are consistent with mid-19 th century construction methods.		Fair

Attributes supporting the Cultural Heritage Landscape's contextual value:

Attribute	Description	Photograph	Rating
<p>Its views within the cemetery and towards Lions Valley Park Road and Dundas Street West.</p>	<p>Many of the CHL's views have remained unchanged, or have change very little, since the 19th century and they continue to be significant.</p>		<p>Good</p>
<p>Its park-like setting.</p>	<p>The CHL's natural heritage features, including the steep, densely treed slope of the Sixteen Mile Creek ravine, and its neatly manicured lawn with large trees, mature shrubs and flowers combine and provide a park-like setting.</p>		<p>Good</p>
<p>Its placement and variety of mature trees and shrubs.</p>	<p>The CHL's mature trees and shrubs are a combination of naturally grown and intentionally planted flora. They represent a variety of ages and species, and together they add visual interest to the property. Many were planted next to monuments as acts of remembrance. Collectively, they support the CHL's tranquil setting, and they help to define and support the character of the property.</p>		<p>Good</p>

7. Schedules

Schedule 1 – By-law 2021-142

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2021-142

A by-law to designate the cultural heritage landscape of Knox Presbyterian Church Sixteen and Cemetery as property of cultural heritage value or interest

WHEREAS pursuant to Section 29, Part IV of the *Ontario Heritage Act*, R.S.O. 1990, chapter O.18, the council of a municipality is authorized to enact by-laws to designate a real property, including all buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS the council of the Corporation of the Town of Oakville, by resolution passed on September 13, 2021, has caused to be served on the owners of the lands and premises in:

Knox Presbyterian Church Sixteen and Cemetery
Cultural Heritage Landscape
1150 Dundas Street West, Oakville, Ontario

and upon the Ontario Heritage Trust, notice of intention to designate the Knox Presbyterian Church Sixteen and Cemetery Cultural Heritage Landscape as a property of cultural heritage value or interest, and further, has caused the notice of intention to be published in the *Oakville Beaver*, being a newspaper of general circulation in the municipality;

AND WHEREAS no notice of objection to the proposed designation was served on the municipality by October 25, 2021, being the last date for filing an objection;

COUNCIL ENACTS AS FOLLOWS:

1. That the following real property, more particularly described in Schedule "A", is hereby designated as being of cultural heritage value or interest, for the reasons set out in Schedule B:

Knox Presbyterian Church Sixteen and Cemetery
Cultural Heritage Landscape
1150 Dundas Street West, Oakville, Ontario
PCL 22-1, SEC T14; PT LT 22, CON 1 TRAFALGAR, SOUTH OF DUNDAS
STREET, PART 1, 2, 4, 20R1938; OAKVILLE. S/T EASEMENT IN GROSS OVER
PTS 2 & 3 20R16284 & PT 7 20R16495 AS IN HR485818.

2. That the attached Schedules form part of the by-law.
3. And that the Town Solicitor be authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" at the Land Registry Office.

PASSED this 1st day of November, 2021.

MAYOR

CLERK



SCHEDULE "A" TO
BY-LAW 2021-142

In the Town of Oakville in the Regional Municipality of Halton, property description
as follows:

Knox Presbyterian Church Sixteen and Cemetery
Cultural Heritage Landscape
1150 Dundas Street West, Oakville, Ontario
PCL 22-1, SEC T14; PT LT 22, CON 1 TRAFALGAR, SOUTH OF DUNDAS
STREET, PART 1, 2, 4, 20R1938; OAKVILLE. S/T EASEMENT IN GROSS
OVER PTS 2 & 3 20R16284 & PT 7 20R16495 AS IN HR485818.

SCHEDULE "B" TO
BY-LAW 2021-142

STATEMENT OF SIGNIFICANCE

Description of Property –

Knox Presbyterian Church Sixteen and Cemetery (Knox Sixteen) is located at the southwest corner of Dundas Street West and Lions Valley Park Road. It is surrounded by residential development to the east, Sixteen Mile Creek valley to the south and west, and Dundas Street West to the north. Municipally, it is identified as 1150 Dundas Street West. The 0.603 hectare (1.49 acre) property is the location of Knox Sixteen's church and cemetery. The property is adjacent to Lions Valley Park, the location of the now lost village of Sixteen Hollow.

Statement of Cultural Heritage Value or Interest

Knox Presbyterian Church Sixteen and Cemetery is an Organically Evolved (Continuing) cultural heritage landscape. As the original location of the community's first church and cemetery, the Knox Sixteen CHL has significance because of its direct associations with an institution (the church) that is significant to a community. Further, it yields, or has the potential to yield, information that contributes to an understanding of the earliest members of the area's Presbyterian community; to the 19th century community (Sixteen Hollow), its evolution and its eventual disappearance; and, to the current Presbyterian community.

Historical and Associative Value:

Knox Presbyterian Church Sixteen and Cemetery has historical and associative value because of its direct association with the lost village of Sixteen Hollow and the area's development throughout the 19th, 20th and 21st centuries, including its earliest residents and the earliest members of the Presbyterian community. Many individuals who played a significant role in the development of the church and community are buried in the cemetery, including some of the first European pioneers who settled in Trafalgar Township. Knox Sixteen yields, or has the potential to yield, information that contributes to an understanding of its parishioners and their religious needs and burial practices over almost two centuries of history. Further, the property yields, or has the potential to yield, information about the lost village of Sixteen Hollow, the former Trafalgar Township, and Oakville.

Design and Physical Value:

The Knox Presbyterian CHL has design value as a representative example of a mid 19th century protestant church and cemetery. The CHL has design and physical value for its 1846 church and cemetery. The church is an early and representative

example of Gothic Revival architecture, which at the time was the most common style for religious buildings in Ontario. Knox Presbyterian Church Sixteen and Cemetery displays a high degree of craftsmanship and artistic merit, and is unique as one of the only remaining structures associated with the lost village of Sixteen Hollow. As the final resting place of some of Sixteen Hollow's earliest residents, Knox Sixteen's cemetery is an excellent example of an intact, mid-19th century protestant church cemetery. The cemetery includes early and representative examples of headstones, as well as unique monuments that display a high degree of craftsmanship. Still in active use, the cemetery contains a variety of grave markers and monuments that document the many changes in burial practices from the 19th, 20th and 21st centuries. These changes are manifest in the material, size, shape, design, inscriptions, symbols, construction techniques, and location of the grave markers and monuments.

Knox Sixteen's cemetery also has design and physical value for its natural heritage features, including the steep, densely treed slope of the Sixteen Mile Creek ravine and the property's neatly manicured lawn with large trees and mature shrubs. Family members of the deceased have planted many of these, and together they provide shade and visual interest to the cemetery. In addition to the natural heritage features, the cemetery has significant hardscaping features, including decorative metal fences and gates, one which runs the length of the north and east sides of the cemetery, and another which surrounds the Triller family plot; and, multiple benches, affording visitors a place of quiet reflection. Knox Sixteen cemetery's natural and hardscaping attributes reflect its almost 175-year evolution. It has cultural heritage value for its park-like setting within a rapidly expanding urban area, which contributes to a tranquil, scenic space that supports individuals and communities through their experiences of loss, grief, and commemoration. These natural and hardscaping attributes are integrated with the grave markers, monuments and other structures within the cemetery. Together, they combine to create a tranquil, natural setting which is steeped in history and memory.

Contextual Value:

Knox Presbyterian Church Sixteen and Cemetery is prominently located along Dundas Street West, a significant historic military road whose construction was ordered to facilitate the early development of Upper Canada, and consequently Trafalgar Township. For the past 175 years, Knox Sixteen has retained its original function in its original location. As such, Knox Presbyterian Church Sixteen and Cemetery has contextual value because it defines, maintains, and supports the character of the area; it remains physically, functionally, visually, and historically linked to its surroundings; and, it is a highly visible local landmark. The CHL's park-like setting with its open space surrounding the church and the many mature trees and shrubs dotted throughout the property define the boundary of this historic place, which was once an integral part of an important scenic rural road and a bustling

resource village. The property remains linked to its surroundings, including the historic access road to the lost village of Sixteen Hollow; Sixteen Mile Creek ravine and valley including Lions Valley Park and, the surrounding 20th and 21st century suburban neighbourhoods.

Description of Heritage Attributes

The heritage attributes of the Knox Presbyterian Church Sixteen and Cemetery's Cultural Heritage Landscape relate to its overall cultural heritage value, its historical/associative, design/physical and contextual values. These include:

Heritage attributes supporting the CHL's overall cultural heritage value or interest:

- Its defined geographical area which has been modified by human activity;
- Its unique spatial organization that articulates the interrelationships between the property's topography; its natural elements; the historic church; and, the hardscaping features including its variety of grave markers and monuments; its decorative metal fences and gates; and, benches;
- Its placement at the top of Sixteen Mile Creek ravine's natural embankment;
- Its prominent location at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow; and,
- The steep, densely treed slope area along the western edge of the property, which is part of the Sixteen Mile Creek ravine.

Heritage attributes supporting the CHL's historical/associative value:

- 1846, Gothic Revival church;
- c.1846 cemetery;
- c.1846 cemetery's grave markers and monuments, including its:
 - location and orientation;
 - range of size and sophistication, from modest to elaborate;
 - variety of styles, materials and symbolism represented;
 - shape and form, including decorative elements;
 - surviving inscriptions;
 - various construction methods and techniques;
 - decorative metal fences and gates, including:
 - one which runs the length of the north and east sides of the cemetery; and,
 - one which surrounds the Triller family plot.

Heritage attributes supporting the CHL's design/physical value:

The church's exterior heritage attributes, including:

- 1-½ storey shape, form and massing;
- above grade stone foundation;

- red brick cladding laid in stretcher bond;
- brick buttresses;
- steeply pitched end gable roof, with projecting eaves;
- pointed arch configuration of the formal front entryway, including the historic, single, three-pane segmented pointed arch wood window;
- pointed arch configuration of the windows including the:
 - associated wood trim;
 - pointed arch brick lintels;
 - stone sills;
 - decorative brick hood moulds and label stops;
 - stained, painted stained, textured, and leaded and/or copper foil coloured glass panes;
 - wood single pane storm windows;
 - projecting dog-tooth course, a decorative brick feature;
 - red brick chimney; and,
 - the stone date marker which reads "Knox Church Sixteen 1899".

The church's interior heritage attributes, including:

- single-span, modified vault ceiling, clad in unembellished wood strip/strapping; and,
- plaster and lath walls.

Heritage attributes supporting the CHL's contextual value:

- park-like setting;
- placement and variety of mature trees and shrubs; and,
- views, including:
 - 1) looking southwest from the northeast corner of the property toward the church.
 - 2) looking southwest from beside the church towards the cemetery;
 - 3) looking north from the cemetery towards the church;
 - 4) from the church's front façade looking south towards the cemetery and Lions Valley Park Road; and,
 - 5) from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley.

Schedule 2 – Glossary

“**Alter**” means to change in any manner and includes to restore, renovate, repair or disturb and “alteration” and “altering” has a corresponding meaning. (*Ontario Heritage Act*, s. 1)

“**Character-defining element**” means the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the *heritage value* of a *historic place*, and which must be retained in order to preserve its *heritage value*. (*Standards and Guidelines*) Note: This term may be used interchangeably with the terms ‘*heritage attribute*’ or ‘*heritage attributes*’.

“**Compatible**” when used together with any building, use, alteration or any other form of change means consistent with the heritage attributes value of a property, and which has little or no adverse impact on its appearance, heritage attributes, and integrity. (*Downtown Oakville Heritage Conservation District Plan and Guidelines*, 2013)

“**Conservation**” means all actions or processes that are aimed at safeguarding the *character-defining elements* of a cultural 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. (*Standards and Guidelines*)

“**Conserved**” means the identification, protection, management and use of *built heritage resources*, *cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments. (*Provincial Policy Statement*, 2020)

“**Cultural heritage landscape**” means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the Ontario Heritage Act, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms. (*Provincial Policy Statement*, 2020)

“**Cultural heritage value**” means the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. (*Standards and Guidelines*)

“**Distinguishable**” means a change that strikes a balance between imitation and contrast, thereby complementing the property in a manner that respects its heritage value or interest.

“**Heritage attributes**” means the principal features or elements that contribute to a protected heritage property’s cultural heritage value or interest, and may include the property’s built, constructed, or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting

(e.g. significant views or vistas to or from a protected heritage property). (*Provincial Policy Statement, 2020*) Note: This term may be used interchangeably with the term ‘*character-defining element*’.

“**Heritage Oakville Advisory Committee**”, or ‘Heritage Oakville’, is a municipal heritage committee that Council established, by by-law, to advise and assist council on heritage related matters. Heritage Oakville reviews heritage permits and other heritage-related matters. [*Ontario Heritage Act, s. 28(1)*]

“**Maintenance**” means the routine, cyclical, nondestructive actions necessary to slow the deterioration of an historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save. (*Standards and Guidelines*)

“**Natural heritage features and areas**” means features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E, 6E and 7E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area. (*Provincial Policy Statement, 2020*)

“**Natural heritage system**” means a system made up of natural heritage features and areas, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include natural heritage features and areas, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying natural heritage systems, but municipal approaches that achieve or exceed the same objective may also be used. (*Provincial Policy Statement, 2020*)

“**Permanent**” means lasting or intended to last indefinitely.

“**Preservation**” means the 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. (*Standards and Guidelines*)

“**Property**” means real property and includes all buildings and structures thereon. (*Ontario Heritage Act, Part IV, 2005, c. 6, s. 14.*)

“**Rehabilitation**” means the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value. (*Standards and Guidelines*)

“**Restoration**” means the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value. (*Standards and Guidelines*)

“Reversible” means a change that permits restoration to the prior state or condition at a later date without damaging the heritage attributes of a property. This is particularly important if a change is related to a new use that may also later change. Reversible alterations are not destructive.

“Structure” means a building or other manufactured thing erected on land by humans that is distinct in visual form and materials from the land itself and natural elements and includes any structure designated under the Building Code, as amended, a building permit for which has been issued under the authority of the Building Code Act. (Town of Oakville, amended Site Alteration By-law 2018-044)

“Subordinate” means an alteration that does not detract from the property or affect its heritage value.

Where this plan uses terms defined under provincial law and policy and Town by-laws and policies, those definitions, as amended, apply to the use of these terms in this plan.

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Schedule 3 – Decision-Making Tree

Please note that the process set out below is subject to change as per provincial regulations and should be confirmed with staff prior to submission.

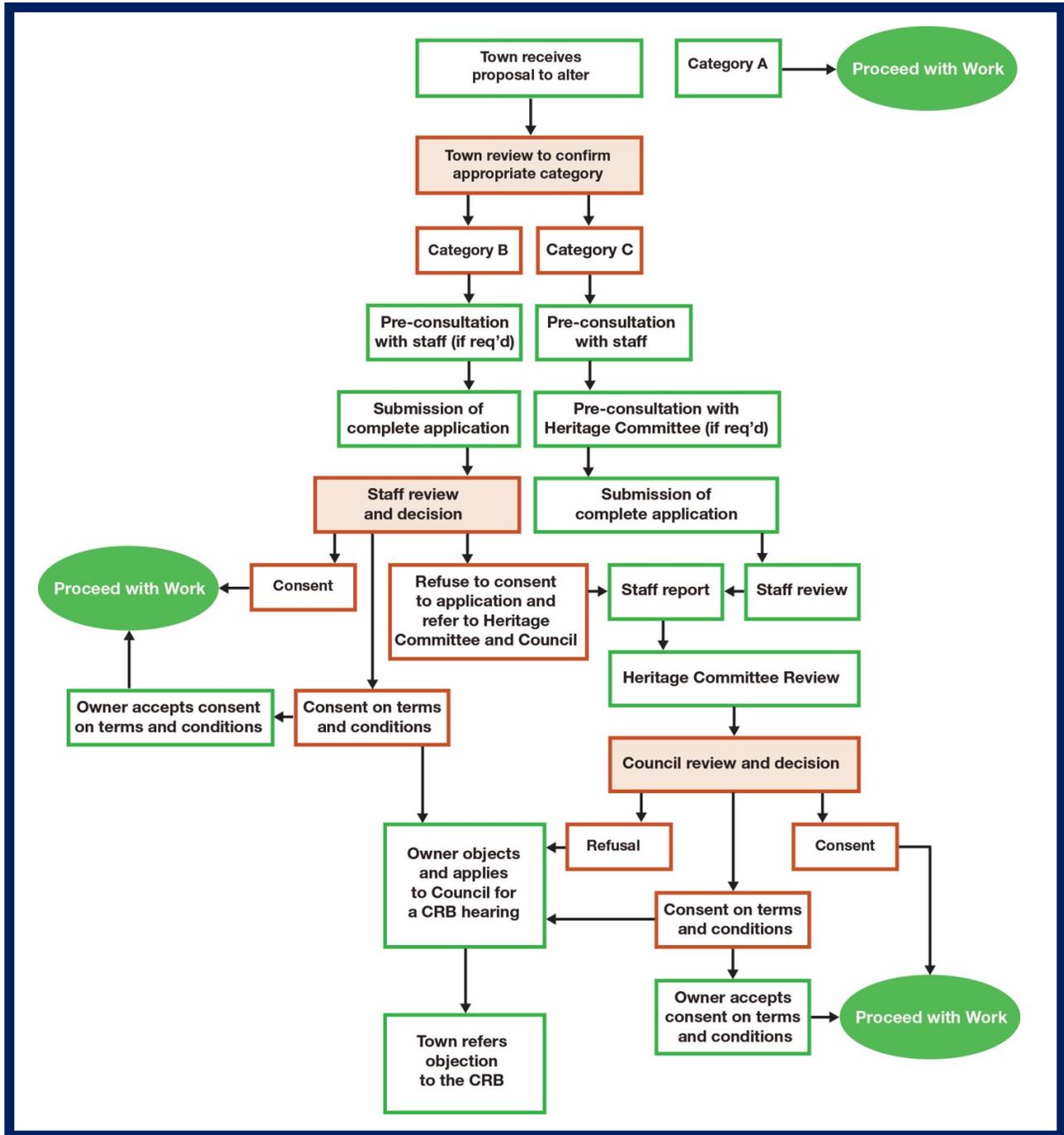


Figure 5: Decision Making Tree

Schedule 4 – Category ‘A’ Actions – Exempt Works

Category ‘A’ actions are actions that will not alter Knox Sixteen in any way; they will not affect the cultural heritage landscape’s heritage attributes; nor will they impact its cultural heritage value or interest. The *Ontario Heritage Act* does not require the property owner/applicant to provide notice to, review by, and/or consent from the Town to undertake Category ‘A’ actions.

Outlined below is a list of Category ‘A’ exempt actions.

1. Maintenance

Maintenance of property

1. Normal use of the property, including rentals;
2. Watering, both automated and hand watering;
3. Daily and seasonal upkeep of garden beds and decorative plantings;
4. Trash removal;
5. Maintenance and mowing of lawns;
6. Manual weed control;
7. Regular maintenance of trees and shrubs, including pruning of dead/damaged limbs, and the removal of self-seeded saplings;
8. Removal of trees and shrubs in accordance with By-law 2017-038, the Town’s “Private Tree Protection By-law”;
9. Replacement of trees with new native species in the same location, as long as the trees are permitted to be removed in accordance with this section *Maintenance of property*, and with due consideration of the *Oakville Strategy for Biodiversity*;
10. Planting and maintenance of decorative flowerbeds and grass areas; and,
11. Driveway and parking lot surface upkeep including filling in cracks and potholes.

Facilities maintenance

12. Repair of facilities with same materials;
13. Snow removal, salting and sanding as needed;
14. Resurfacing of driveways and/or parking lots;
15. Repair of walkways;
16. Repair and repainting of existing signage;
17. Installation of new directional or traffic control signage;
18. Repair of above ground utilities or services;
19. Repair and repainting of existing non-heritage fencing; and
20. Installation of temporary seasonal decorations, including lighting and signage.

General Building maintenance

21. Interior improvements affecting only non-heritage interior attributes;
22. Interior spot patching and painting of plaster and lath walls using the same material and colour;
23. Re-roofing with same materials;
24. Installation of security and amenity lighting;

25. Repair and replacement in-kind of non-heritage eaves trough and downspouts on all buildings;
26. Re-painting of exterior cladding and trim;
27. Installation of storm windows and doors, if applicable; and
28. Repair of non-heritage, exterior stairs and steps with same materials.

2. Alterations That Will Not Affect Heritage Attributes

1. Subsurface works of less than 30 days that will not result in permanent change to the ground surface or land massing;
2. Repaving of parking lots and driveway to existing footprint with same materials;
3. In kind replacement or repair of damaged features after unexpected events including inclement weather, vandalism, electrical, mechanical damage. (Note: repairs that are not 'in kind' may require heritage review); and,
4. Reversible, temporary installations (returned to original condition within 120 days), such as roping off areas; and, temporary installations, including things such as tents, portable washrooms, and signage.

3. Emergency Actions

1. Emergency actions needed to address safety issues resulting from a storm or similar natural event that are not in-kind replacement or repair, so long as impact to heritage attributes are avoided or minimized as practicable and the property owner/applicant prepares and submits to the Town's Planning Services staff, as soon as practicable, a photographic record of the damage incurred to the property and work undertaken; and
2. Emergency actions needed to address site operations resulting from a storm or similar natural event that are not in-kind replacement or repair and may impact the heritage attributes of the property, so long as the property owner/applicant prepares and submits to the Town's Planning Services staff, as soon as practicable, a photographic record of the damage incurred to the property and work undertaken and an application for the applicable heritage approval.

Schedule 5 – Category ‘B’ Alterations – Town Review and Consent

Category ‘B’ actions are alterations that are likely to affect the cultural heritage landscape’s heritage attributes and may impact its cultural heritage value or interest. The *Ontario Heritage Act* requires the property owner/applicant to provide notice to, receive the review of, and/or consent from Town staff before any work is undertaken. As outlined in the Introduction, the intent of the information below is not meant to be prohibitive; instead, it is a reminder that the Town has a process to follow when undertaking Category ‘B’ actions.

See Section 3.2.2 for a definition of the alteration category and Section 5.0 for an outline of the application process.

Category ‘B’ alterations include:

1. Landscape Alterations

1. The addition, removal, replacement of, and/or other changes to permanent hard landscaping features, that are not identified as heritage attributes in the Notice of Intention to Designate (as set out in Schedule 1), as follows:
 - a. parking lots and driveways;
 - b. patios;
 - c. permanent signage;
 - d. light standards;
 - e. paths and walkways; and,
 - f. fences and gates.
2. Removal of trees and shrubs in accordance with By-law 2017-038, the Town’s “Private Tree Protection By-law”.

2. Alterations or Additions to Buildings or Structures within the Cultural Heritage Landscape

1. Addition, removal, and/or replacement of a new permanent building or structure provided that the entire footprint of the alteration, including all open porches and spaces, is less than 15 square metres (or 161 square feet);
2. Addition of any new building or structure that is more than 1 metre tall in the parking lot and grassed area to the west of the parking lot;
3. Repainting the interior plaster and lath walls a different colour;
4. Significant repairs to the interior plaster and lath walls;
5. Significant repairs to the interior wood strip/strapping ceiling; and,
6. Minor revisions to previously approved section 33 Ontario Heritage Act alterations.

3. Additional Considerations: Ecological Restoration Best Practices

1. Installation of permeable paving or natural surfaces;

2. Addition of green infrastructure (natural assets), like rain gardens, bioswales, native trees and shrubs and native pollinator patches; and,
3. Addition of native tree species.

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Schedule 6 – Category ‘C’ Alterations – Town Council Review and Consent

Category ‘C’ actions are alterations that are likely to affect the cultural heritage landscape’s heritage attributes and may impact its cultural heritage value or interest. The *Ontario Heritage Act* requires the property owner/applicant to provide notice to, receive the review of, and/or consent from Town staff before any work is undertaken. As outlined in the Introduction, the intent of the information below is not meant to be prohibitive; instead, it is a reminder that the Town has a process to follow when undertaking Category ‘C’ actions.

See Section 3.2.3 for a definition of the alteration category and Section 5.0 for an outline of the application process.

Category ‘C’ alterations include:

1. Landscape Alterations

1. Addition, removal, replacement of, or other changes to heritage attributes as identified in the Notice of Intention to Designate (Schedule 1); and,
2. Removal of trees and shrubs in accordance with By-law 2017-038, the Town’s “Private Tree Protection By-law”.

2. Alterations or Additions to Buildings or Structures within the Cultural Heritage Landscape

1. Construction of a new permanent building or structure that is greater than 15 square metres (or 161 square feet);
2. Addition of any new building or structure that is more than 1 metre tall;
3. Replacement of the interior plaster and lath walls;
4. Replacement of the interior wood strip/strapping ceiling; and,
5. Addition to or partial removal of a permanent building or structure, that has a total footprint, including all open porches and spaces, that is greater than 15 square metres (or 161 square feet);

3. Additional Considerations: Ecological Restoration Best Practices

1. Restoring stable soil surfaces, stream banks and shorelines through the re-initiation of natural processes, and/or using natural materials;
2. Choosing a mix of species and genotypes that will facilitate the establishment of other native species and provide habitat for species that are:
 - a. already present in protected area;
 - b. are expected to migrate in the protected area; or
 - c. will be reintroduced as part of the restoration plan;
3. Restoring habitat features in hydrology such as floodplains and riparian systems, using natural materials wherever possible.

Schedule 7 – Parks Canada’s 14 Standards

Parks Canada’s *Standards and Guidelines for the Conservation of Historic Places in Canada* sets out 14 Standards which are to be applied to historic places that have been recognized for their heritage value. These standards can also be applied to new construction which is attached, adjacent, or related to resources such as, but not limited to, archaeological sites such as battlefields or shipwrecks; landscapes with their related natural and built features; and, individual buildings or entire urban districts. The *Standards and Guidelines* indicate that, depending on the proposed intervention or activity, consult the General Standards (1 to 9) along with the related Additional Standards for Rehabilitation (10 to 12) or Additional Standards for Restoration (13 and 14).

The 14 Standards include:

General Standards (all projects)

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place, and identifiable upon close inspection. Document any intervention for future reference.

Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

Summarizing the Standards:

- Respect and conserve heritage value;
- Respect authenticity;
- Minimize change;
- Adhere to the hierarchy of interventions: Maintain, conserve; repair and lastly replace. Repair and replace must be based on industry recognized best practices;
- Undertake an evaluation/condition assessment to determine if change is necessary;
- Before repair or replacement occurs: protect the character-defining element – aka the heritage attribute; stabilize it; and, mitigate damage and loss of information;
- Protect and preserve archaeological resources in place;
- Determine the gentlest change possible;
- Make changes compatible, distinguishable and reversible;
- Document changes made.

Schedule 8 – Heritage Guidelines Checklist

The checklist set out below addresses key input to the Town in relation to an application to the Town under section 33 of the *Ontario Heritage Act* for the Knox Sixteen CHL. Based on the cultural heritage landscape conservation plan for this CHL, this checklist requires information on whether and how the proposed Category 'B' or 'C' alteration affects the heritage attributes of Knox Sixteen, as set out in Schedule 1, the Notice of Intention to Designate. Simply put, it strives to answer the question: Is the proposed alteration consistent with conserving the heritage attributes and cultural heritage value or interest of the Knox Sixteen cultural heritage landscape?

The checklist integrates key aspects of the Knox Sixteen cultural heritage landscape conservation plan, as follows:

- 1) It incorporates all identified heritage attributes, as set out in Schedule 1, the Notice of Intention to Designate, and the most relevant Parks Canada Standard(s);
- 2) It considers whether and how the proposed alteration affects the heritage attributes;
- 3) It considers whether and how the proposed alteration affects the cultural heritage landscape as a whole and the individual conservation areas; and
- 4) It gives priority to preservation over rehabilitation and/or restoration.

The checklist is organized based on the landscape as a whole and the three conservation areas. For each heritage attribute listed in the checklist, an answer is required for two important questions: Is the Standard relevant to the proposed alteration; and if relevant, is the proposed alteration consistent with the Standard? Columns four and five in this checklist addresses these questions and allow for three possible responses: Yes (Y), No (N), or Not Applicable (N/A).

Every applicant for a Category 'B' or 'C' alteration needs to complete this checklist as part of their submission to the Town. Town heritage review of an application for a Category 'B' or 'C' alteration will include a staff review of the Heritage Guidelines Checklist, as completed and submitted by the applicant, in order ensure that the proposed alteration is consistent with the applicable Standard. If the Town review accepts the entirety of the submitted checklist, it may be included in the Town decision. Should the Town review result in different answers to checklist questions, Town staff will complete a new Heritage Guidelines Checklist that reflects the Town considerations.

**Schedule 8 – Heritage Guidelines Checklist
The Whole Landscape**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
1. Its defined geographical area, which has been modified by human activity;	1, 3, 4, 5, 6, 9, and 12.	Conserve the landform and the physical and visual relationships between the <i>structures</i> and landscape by minimizing physical change to the defined geographical area.		
2. Its unique spatial organization that articulates the interrelationships between the property's topography; its natural elements; the historic church; and, the hardscaping features including its variety of grave markers and monuments; decorative metal fences and gates; and, benches;	All 14.	<p>Retain the cultural heritage landscape's unique spatial organization by conserving the historic <i>structures</i> on the <i>property</i>. Conserve architectural <i>heritage attributes</i> including their materials, massing, shape, form and relevant details.</p> <p>Do not introduce <i>structures</i> to the <i>property</i> that would overshadow the 1-½ storey <i>shape, form and massing</i> of the 1846 church and cemetery. Do not introduce <i>structures</i> to the <i>property</i> that would negatively impact and/or cloud the authenticity of the relationships between the historic <i>structures</i>.</p> <p>When <i>altering</i> or adding to the <i>property's</i> topography, natural elements, hardscaping features, and/or its historic <i>structures</i>, ensure their form, material and detailing are <i>compatible</i> with, <i>subordinate</i> to, and <i>distinguishable</i> from the early/original heritage attributes. They must also be <i>reversible</i>, and must not</p>		

**Schedule 8 – Heritage Guidelines Checklist
The Whole Landscape**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		negatively impact the cultural heritage landscape's unique spatial organization.		
3. Its placement at the top of Sixteen Mile Creek ravine's natural embankment;	1, 3, 4, and 5.	The placement of the church and cemetery were conscious decisions made by the church's building committee. Conserve the cultural heritage landscape's physical and functional layout as a <i>heritage attribute</i> which serves a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or properties, or by combining the CHL's features in ways in which they never coexisted. Conserve the cultural heritage landscape's heritage value by adopting an approach calling for minimal intervention.		
4. Its prominent location at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow;	1, 3, 4, 5, 6, 11, and 12.	Conserve, through an approach of minimal intervention, the cultural heritage landscape's prominent location at the intersection of two historic transportation routes, Dundas Street West and Lions Valley Park Road. The CHL's prominent location articulates and informs the direct associations with the now lost village of Sixteen Hollow; it yields information about the Presbyterian Community, past and present; and, it remains physically, functionally, visually and historically linked to its surrounding.		

**Schedule 8 – Heritage Guidelines Checklist
The Whole Landscape**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
5. Its steep, densely treed slope area along the western edge of the property, which is part of the Sixteen Mile Creek ravine.	1, 3, 4, 6, 9, and 12.	Conserve the physical and visual relationships between the <i>structures</i> and landscape by minimizing physical change to the steep, densely treed slope of the Sixteen Mile Creek ravine.		
6. Its views: View 1 – View looking southwest from the northeast corner of the property toward the church. View 2 - View looking southwest from beside the church towards the cemetery; View 3 – View looking north from the cemetery towards the church; View 4 – View from the church's front façade looking south towards the cemetery and Lions Valley Park Road; and, View 5 – View from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley.	1, 3, 4, 5, 9, and 12.	Conserve the property's views as they articulate the cultural heritage landscape's visual character. Retain the historic <i>structures</i> in their original locations. Do not introduce <i>structures</i> to the <i>property</i> which will negatively impact its views. Interventions such as <i>alterations</i> , additions or new uses must have minimal impact on the CHL's heritage attributes; they must be visually <i>compatible</i> and identifiable; they must protect the <i>heritage attributes'</i> essential form and integrity; and, they must be <i>reversible</i> .		
7. Its park-like setting; and,	All 14.	Conserve the cultural heritage landscape's park-like setting as a <i>character-defining element</i> that is representative of the church and cemetery's evolution. Conserve changes to the cultural heritage landscape		

**Schedule 8 – Heritage Guidelines Checklist
The Whole Landscape**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		<p>which, over time, have become <i>character-defining elements</i> in their own right. Do not introduce elements from other places or properties, or combine features from the cultural heritage landscape that historically never co-existed. Undertake preventative maintenance. Minimize physical change to the CHL's hardscaping features, as they are <i>character-defining elements</i> that are representative of the church and cemetery's evolution. When necessary, changes should be minimal, documented, and must respect the authenticity of the mid-19th century esthetic. Protect and preserve the cultural heritage landscape's archaeological resources.</p>		
<p>8. Its placement and variety of mature trees and shrubs.</p>	<p>1, 2, 3, 5, 6, 7, 8, 11, and 14.</p>	<p>Conserve the cultural heritage landscape's mature trees and shrubs as <i>heritage attributes</i> that help to define the boundary of this historic place; and, as tributes planted by congregants and family members of the deceased who rest in the cemetery. Maintain the CHL's mature trees and shrubs as they provide shade and visual interest to the property. Recognize the mature trees and shrubs as physical records of the cultural heritage landscape's time, place and use.</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
9. The 1846, Gothic Revival church;	All 14.	Conserve the cultural heritage landscape's 1846 Gothic Revival church, as it has historical and associative value as the original location of the community's first church; and because of its direct association with the lost village of Sixteen Hollow, with the area's development throughout the 19 th , 20 th and 21 st centuries, and with the area's earliest residents and earliest members of the Presbyterian community. Further, the church has design and physical value as an early and representative example of Gothic Revival architecture; because it displays a high degree of craftsmanship and artistic merit; and, because it is unique as one of the only remaining structures associated with the lost village of Sixteen Hollow.		
10. The church's exterior attributes, including its 1-½ storey shape, form and massing;	All 14.	Conserve the church's physical and visual dominance by maintaining its shape and form. Do not introduce <i>structures</i> to the <i>property</i> that are taller than its 1-½ storey massing. Conserve any <i>alterations</i> or additions that have become <i>heritage attributes</i> in their own right. Should a new use be proposed for the cultural heritage landscape there must be no, or minimal, change to the church's massing. Protect the church through regular preventative maintenance using industry-recognized maintenance methods.		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
11. The church's exterior attributes, including its above grade stone foundation;	1, 3, 6, 7, 8, 9, 10, 11, 13, and 14.	Conserve the church's above grade stone foundation by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the stone foundation walls until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i> . Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind and changes must be <i>compatible, distinguishable</i> , based on sufficient physical evidence, and documented.		
12. The church's exterior attributes, including its red brick cladding laid in stretcher bond;	All 14.	Conserve the church's red brick cladding by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the cladding until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i> . Follow the accepted heritage practice of restore first, repair next, replace last. Replacement and new additions must be in-kind, and must be <i>compatible, distinguishable</i> , based on sufficient physical evidence, and documented.		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		
13. The church's exterior attributes, including its brick buttresses;	1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.	Conserve the church's brick buttresses by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the brick buttresses until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i> . Follow the accepted heritage practice of restore first, repair next, replace last. Replacement and new additions must be in-kind, and must be <i>compatible, distinguishable</i> , based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		
14. The church's exterior attributes, including its steeply pitched end gable roof, with projecting eaves;	1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.	Conserve the church's steeply pitched end gable roof, with projecting eaves by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the roof until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined.		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		<p><i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
<p>15. The church's exterior attributes, including its pointed arch configuration of the formal front entryway, including the historic, single, three-pane segmented pointed arch wood window;</p>	<p>All 14.</p>	<p>Conserve the church's formal front entryway including its pointed arch configuration and historic, single, three-pane segmented pointed arch wood window, by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the formal front entryway until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined.</p> <p><i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
<p>16. The church's exterior attributes, including its pointed arch configuration of the windows including the:</p> <ul style="list-style-type: none"> ○ associated wood trim; ○ pointed arch brick lintels; ○ stone sills; ○ decorative brick hood moulds and label stops; ○ stained, painted stained, textured, and leaded and/or copper foil coloured glass panes; and, ○ wood single pane storm windows. 	All 14.	<p>Conserve the configuration of the church's pointed arch windows, including their trim, lintels, stone sills, decorative brick hood moulds and label stops, various types of glass, and storm windows, by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the windows and associated elements until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
<p>17. The church's exterior attributes, including its projecting dog-tooth course, a decorative brick feature;</p>	1, 3, 7, 8, 9, 10, 11, 12, 13, and 14.	<p>Conserve the church's projecting dog-tooth course by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the projecting dog-tooth course until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined.</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		<p><i>Alterations</i> must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
<p>18. The church's exterior attributes, including its red brick chimney; and,</p>	<p>1, 3, 4, 6, 7, 8, 9, 10, 13, and 14.</p>	<p>Conserve the church's red brick chimney by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the chimney until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
<p>19. The church's exterior heritage attributes, including the stone date</p>	<p>1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, and 14.</p>	<p>Conserve the church's stone date marker by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada’s <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
<p>marker which reads “Knox Church Sixteen 1899”.</p>		<p>necessary, stabilize chimneys until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada’s <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
<p>20. The church’s interior heritage attributes, including its single-span, modified vault ceiling, clad in unembellished wood strip/strapping; and,</p>	<p>1, 3, 4, 5, 6, 7, 8, 9, 10, 13, and 14.</p>	<p>Conserve the church’s single-span, modified vault ceiling including its unembellished wood strip/strapping by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the ceiling until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada’s <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 1 – The Church Grounds**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
		insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		
21. The church's interior heritage attributes, including its plaster and lath walls.	1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.	Conserve the church's plaster and lath walls by adopting an approach of minimal intervention and adhering to a schedule of regular preventative maintenance. When necessary, stabilize the plaster and lath walls until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i> . Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i> , based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		

**Schedule 8 – Heritage Guidelines Checklist
Area 2 – The Cemetery and Sixteen Mile Creek Ravine lands**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
22. The c.1846, cemetery:	All 14.	<p>Conserve the c.1846 cemetery by adopting an approach of minimal intervention and by adhering to a schedule of regular preventative maintenance. When necessary, stabilize the cemetery until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined.</p> <p><i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.</p>		
23. The cemetery's grave markers and monuments, including: <ul style="list-style-type: none"> • location and orientation; • range of size and sophistication, from modest to elaborate; • variety of styles, materials and symbolism represented; • shape and form, including decorative elements; • surviving inscriptions; and, 	1, 2, 3, 4, 7, 8, 9, 10, 13, and 14.	<p>Conserve the cemetery's grave markers and monuments by adhering to a schedule of regular preventative maintenance. When necessary, stabilize the cemetery's monuments and makers until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined.</p> <p><i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i>. Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i>, based on sufficient physical</p>		

**Schedule 8 – Heritage Guidelines Checklist
Area 2 – The Cemetery and Sixteen Mile Creek Ravine lands**

Conservation: Preservation, Rehabilitation and Restoration guidelines

Heritage Attribute	Relevant Parks Canada Standards	Summary of Parks Canada's <i>Standards and Guidelines</i>	Relevant Y/N/NA	Consistent Y/N/NA
<ul style="list-style-type: none"> various construction methods and techniques. 		evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		
<p>24. The decorative metal fences and gates, including:</p> <ul style="list-style-type: none"> one which runs the length of the north and east sides of the cemetery; and, another which surrounds the Triller family plot. 	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, and 14.	Conserve the decorative metal fences and gates by maintaining their shape and form, by adopting an approach of minimal intervention and by adhering to a schedule of regular preventative maintenance. When necessary, stabilize the decorative metal fences and gates until such time as the best industry-recognized maintenance, restoration, repair, or replacement methods have been determined. <i>Alterations</i> and additions must conform to all applicable Parks Canada's <i>Standards and Guidelines</i> . Follow the accepted heritage practice of restore first, repair next, replace last. Replacement must be in-kind, and must be <i>compatible, distinguishable</i> , based on sufficient physical evidence, and documented. Where insufficient physical evidence exists, replace missing <i>heritage attributes</i> based upon reputable oral evidence.		

Schedule 9 – Heritage Values Checklist

The checklist set out below addresses key input to the Town in relation to an application to the Town under section 33 of the *Ontario Heritage Act* for the Knox Sixteen CHL. Based on the cultural heritage landscape conservation plan for this property, this checklist requires information on whether and how the proposed Category 'B' or 'C' alteration affects the cultural heritage value or interest of Knox Sixteen, as set out in Schedule 1, the Notice of Intention to Designate. Simply put, it strives to answer the question: Is the proposed alteration consistent with conserving the heritage attributes and cultural heritage value or interest of the Knox Sixteen cultural heritage landscape?

The checklist demands an answer to the question whether the proposed alteration will have a positive effect, a negative effect or no effect on Knox Sixteen' cultural heritage value or interest. The third column in this checklist addresses the "Type of effect." There are three possible responses: Positive (P), Negative (N), or No Effect (Nil).

Applicants for a Category 'B' or 'C' alteration needs to complete this checklist as part of their submission to the Town. It comprises a comprehensive list of heritage values, identifying every heritage attribute related to each. In some cases, heritage attributes are related to multiple heritage values. Town heritage review of an application for a Category 'B' or 'C' alteration will include a staff review of the Heritage Values Checklist, as completed and submitted by the applicant, to ensure that the proposed alteration is consistent with the applicable Parks Canada Standards. If the Town review accepts the entirety of the submitted checklist, it may be included in the Town decision. Should the Town review result in different answers to checklist questions, Town staff should complete a new checklist that reflects the Town considerations.

Cultural Heritage Value or Interest	Related attribute(s)	Type of Effect
<p>1. The Knox Sixteen CHL has historical and associative value:</p> <ul style="list-style-type: none"> • For its direct association with the lost village of Sixteen Hollow; • For its direct association with the area’s development throughout the 19th, 20th and 21st centuries; • For its direct association with the area’s earliest residents and the earliest members of the Presbyterian community, including many individuals who played a significant role in the development of the church and community; • Because it yields, or has the potential to yield, information that contributes to an understanding of its parishioners and their religious needs and burial practices over almost two centuries of history; and, • Because it yields, or has the potential to yield, information about the lost village of Sixteen Hollow, the former Trafalgar Township, and Oakville. 	<p>a) Its placement at the top of Sixteen Mile Creek ravine’s natural embankment;</p> <p>b) Its prominent location at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow;</p> <p>c) Its 1846, Gothic Revival church;</p>	
	<p>d) Its circa 1846 cemetery, as the final resting place of the area’s earliest residents and members of the Presbyterian community.</p>	
<p>Comments</p>		
<p>2. The Knox Sixteen CHL has has design and physical value:</p> <ul style="list-style-type: none"> • For its natural heritage features; • For its significant hardscaping features; • For its park-like setting; • As a representative example of an early 19th century protestant church and cemetery, which displays a high degree of craftsmanship and artistic merit; and, • Its significant views. 	<p>a) Its defined geographical area which has been modified by human activity;</p> <p>b) The unique spatial organization that articulates the interrelationships between the property’s topography; its natural elements; the historic church; and, the hardscaping features including its variety of grave markers and monuments; decorative metal fences and gates; and, benches.</p>	

Cultural Heritage Value or Interest	Related attribute(s)	Type of Effect
	c) Its placement at the top of Sixteen Mile Creek ravine's natural embankment;	
	d) Its prominent location at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow;	
	e) It's steep, densely treed slope of the Sixteen Mile Creek ravine and the property's neatly manicured lawn with mature trees and shrubs;	
	f) Its park-like setting;	
	g) Its placement and variety of mature trees and shrubs;	
	h) Its 1846, Gothic Revival church;	
i) Its circa 1846 cemetery, including the cemetery's grave markers and monuments, decorative metal fences and gates, and benches;		

Cultural Heritage Value or Interest	Related attribute(s)	Type of Effect
<p><i>Comments</i></p>	<p>j) Its views, including: View 1 – View looking southwest from the northeast corner of the property toward the church. View 2 - View looking southwest from beside the church towards the cemetery; View 3 – View looking north from the cemetery towards the church; View 4 – View from the church’s front façade looking south towards the cemetery and Lions Valley Park Road; and, View 5 – View from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley.</p>	
<p>3. The Knox Sixteen CHL has contextual value:</p> <ul style="list-style-type: none"> • Because it defines, maintains and supports the scenic character of the area, being prominently located at the intersection of Dundas Street West, a significant historic military road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow; • Because it is physically, functionally, visually, and historically linked to its surroundings; and, • Because it is a local landmark, which is easily visible from Dundas Street West, and because it marks the entrance into Lions Valley Park. 	<p>a) Its defined geographical area which has been modified by human activity.</p> <p>b) Its unique spatial organization that articulates the interrelationships between the property’s topography; its natural elements; the historic church; and, the hardscaping features including its variety of grave markers and monuments; decorative metal fences and gates; and, benches.</p> <p>c) Its placement at the top of Sixteen Mile Creek ravine’s natural embankment.</p> <p>d) Its prominent location at the intersection of Dundas Street West, a significant historic military</p>	

Cultural Heritage Value or Interest	Related attribute(s)	Type of Effect
	road and Lions Valley Park Road, one of the historic entrances into the lost village of Sixteen Hollow.	
	e) Its steep, densely treed slope area along the western edge of the property, which is part of the Sixteen Mile Creek ravine.	
	<p>f) Its park-like setting, with its open space surrounding the church and the many mature trees and shrubs dotted throughout the property, define the boundary of this historic place.</p> <p>g) Its views, including: View 1 – View looking southwest from the northeast corner of the property toward the church. View 2 - View looking southwest from beside the church towards the cemetery; View 3 – View looking north from the cemetery towards the church; View 4 – View from the church’s front façade looking south towards the cemetery and Lions Valley Park Road; and, View 5 – View from the north side of the property, looking west towards Dundas Street West and into the Sixteen Mile Creek ravine and valley.</p> <p>a) Sixteen Mile Creek valley, including Lions Valley Park, as the site of the lost village of Sixteen Hollow.</p>	
	b) The surrounding 20 th and 21 st century suburban neighbourhoods.	
	c) Its placement and variety of mature trees and shrubs.	

Cultural Heritage Value or Interest	Related attribute(s)	Type of Effect
<i>Comments</i>		

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Schedule 10 – Other Conservation Frameworks

Knox Sixteen is subject to other approval authorities. These include, but may not be limited to, Conservation Halton (“CH”) and/or Halton Region (“the Region”). Proposed actions and alterations must comply with all applicable legislation and by-laws, and may require approvals from CH, the Region, and other authorities. It is the property owner/applicant’s responsibility to consider and comply with all applicable legislation, policies, and by-laws.

This information is accurate at the time of writing, however, changes may be made to legislation and policies that are not reflected in this document and it is the property owner/applicant’s responsibility to confirm current requirements, as they are separate from the Conservation Plan processes.

Conservation Halton:

Knox Sixteen is regulated by Conservation Halton because it is adjacent to Sixteen Mile Creek and contains a portion of the valley and erosion hazard associated with that watercourse. Conservation Halton regulates 15m from the greater of the flooding and erosion hazards. In Knox Sixteen’s case the greater concern is the erosion hazard called Stable Top of Bank. Stable Top of Bank is an estimate of the long-term erosion hazard associated with the valley wall. The 15m regulation limit extends beyond the erosion hazard. Because the property is regulated, permission is required from Conservation Halton prior to undertaking any development within CH’s regulated area and must meet CH’s *Policies and Guidelines for the Administration of Ontario Regulation 162/06*, <https://conservationhalton.ca/policies-and-guidelines>. Please note, development within CH’s regulated area can be restricted and, in some cases, not permitted.

Town of Oakville:

Liveable Oakville (archaeology):

Section 5.4 of *Livable Oakville* directs that should development potentially “cause an impact to archaeological resources or areas of archaeological potential, an assessment by a qualified professional will be required in accordance with provincial standards and guidelines.” As such, the property owner/applicant may need to commission archaeological assessments before any proposed subsurface work may commence.

Based on the Province’s criteria for evaluating archaeological potential, as outlined in its *Criteria for Evaluating Archaeological Potential: A Checklist for the Non-Specialist*, Knox Sixteen CHL has high archaeological potential:

- as the location of known archaeological sites (Knox Presbyterian Church Sixteen cemetery);
- because of its proximity to a primary water source (Sixteen Mile Creek);
- because of its proximity to an early Euro-Canadian settlement (Sixteen Hollow); and,
- because of its proximity to an early historic transportation routes (Dundas Street West and Lions Valley Park Road).

Oakville Strategy for Biodiversity

Council’s 2015-2018 Strategic Plan included a goal “to enhance our natural environment and to have programs and services that are environmentally sustainable.” The Strategic Plan identified the development of a biodiversity strategy as a key action to help implement this goal and create a cohesive approach.

Oakville's natural heritage mapping and data was collated to better understand how different areas in the town "provide habitat that support plant and animal diversity"; to identify opportunities to maximize the available habitats; and, "to support native biodiversity within the wide variety of places and spaces across the town."⁴ The resulting *Oakville Strategy for Biodiversity* (OSB) recognizes Oakville as "one of the most biodiverse areas in Ontario", and it provides a framework to identify, protect, restore, and enhance habitats and species that support biodiversity throughout the Town.^{5, 6} The mechanism to do so was the creation of a set of tiers, which were used to broadly classify the different areas within the town, and the different ways these areas serve to support biodiversity.

The OSB categorizes opportunities for biodiversity into four tiers:

Tier 1: Natural Heritage System – the Regional Natural Heritage System (RNHS) protects the most important natural areas supporting biodiversity such as native woodlands, wetlands, thickets and meadows.

Tier 2: Contributing Areas – outside of the RNHS there are areas with native woodlands, wetlands and cultural meadows that contribute to native biodiversity. While these areas may be smaller, they do provide supporting habitat and ecological connections or stepping stones for native species within the urban fabric.

Tier 3: Supporting Areas – areas adjacent to the RNHS can provide an important supporting role for biodiversity when managed carefully. These areas may include residential, commercial or industrial areas that are traditionally managed as lawns presenting the potential for tree planting and naturalization. They may also include drainage ditches and swales, where natural features can be enhanced to better support native biodiversity and improve stormwater control and water quality. Lands which are active parks or cemeteries can provide important buffering to natural areas and may form important linkages between natural areas.

Tier 4: All Areas in Oakville – all areas in Oakville have the potential to support native biodiversity, particularly when they are managed to enhance habitat opportunities for native species.

Although the OSB provides best practices in ecological restoration, it is important to note that it is not an approvals document. As such, the property owner/applicant is encouraged to refer to the *Oakville Strategy for Biodiversity* when planning Category 'B' or Category 'C' alterations, to Parks Canada's *Principles and Guidelines for Ecological Restoration in Canada's Protected Natural Areas* (2008), and to talk to Town staff before work begins.

⁴ Town of Oakville, *Oakville Strategy for Biodiversity*, 2018, p. 16.

⁵ Town of Oakville, *Oakville Strategy for Biodiversity*, 2018, p. 12.

⁶ Town of Oakville, *Oakville Strategy for Biodiversity*, 2018, pp. 17-18.