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Ms. Jane Clohecy  
Commissioner  
Community Development Commission  
Town of Oakville  
Oakville, Ontario  
**BY EMAIL**

September 30, 2016

**RE: Work Plan for Glen Abbey Cultural Heritage Evaluation Report**

Dear Ms. Clohecy:

On behalf of Letourneau Heritage Consulting Inc., in association with Contentworks, This Land Archaeology Inc., and DTAH, please find attached the initial cost estimate to prepare a Cultural Heritage Evaluation Report (CHER) for Glen Abbey Golf Course in Oakville, Ontario. This proposal has been prepared with the understanding that a scope change will be provided for the DTAH costing (along with greater detail on the visual assessment methodology and details on DTAH team members) and with the understanding that at this stage, the cost estimate only reflects the costs associated with preparing the CHER. If additional team members are deemed appropriate to add to the team, there will be an updated cost estimate provided.

**Approach**

A CHER is a planning tool. Its purpose is the identification and evaluation of a property (i.e., built heritage resource, cultural heritage landscape, and/or archaeological site) through research, documentary evidence, and community input in order to provide a basis for the management and conservation of important cultural heritage properties and their attributes. In this instance, LHC has brought together a multidisciplinary team of experts specifically to examine the Glen Abbey property from several different heritage conservation perspectives. These include historians, landscape architects, planners, archaeologists, First Nations engagement specialists, and historical geographers. The majority of the team are recognized experts in their fields, and all senior personnel have been previously qualified or are eligible to be qualified as expert witnesses.

While the approach for CHERs are generally standardized, based on our comprehensive experience, we have found that due to site specific conditions, CHERs have to also be contextualized. We also understand that CHERs must be balanced. In this instance, the CHER will build upon previous work completed for the Town of Oakville, but will also subject it to rigorous scrutiny in terms of its methodology and findings. To assist for comparison purposes only and to gauge the level of significance, this CHER will also be more comprehensive than most other types of evaluations as it will include an *Ontario Heritage Act 9/06* Assessment; an *Ontario Heritage Act 10/06* Assessment; an evaluation of the property against the criteria for National Historic Site of Canada Designation using the Historic Sites and Monuments Board of Canada's 2008 document *Criteria and Guidelines for evaluating subjects of potential national historic significance*, as well as an analysis to identify any relevant views, viewscapes, and/or viewcones.

The CHER will include the following information:

### ***CULTURAL HERITAGE LANDSCAPE POLICY ANALYSIS***

The team will review heritage conservation best practices as they relate to cultural heritage landscapes, and will review the existing work completed to date by and for the Town of Oakville in terms of its methodology and findings. This review will consider how cultural heritage landscapes are identified, and evaluated. It will look at best practices from across Canada and, where appropriate, internationally.

### ***SITE SPECIFIC ANALYSIS***

A site specific analysis will be undertaken to consider the Glen Abbey property. It will include:

#### ***Property Overview***

A basic overview of the property will be provided, including existing conditions, general topography and physical description, and a description of the identified and potential cultural heritage resources. The property will be located using longitude and latitude as well as the Civilian UTM Grid Reference System. The property will be clearly mapped. Its existing planning framework will be identified.

#### ***Property Context***

The physical context of the property, including its context, adjacent properties, physical features, and general surrounding landscape will be described.

#### ***Research***

A background history for the property will be developed. This will integrate primary and secondary research on the property including (but not limited to): research at the Land Registry Office, local historical repositories, local archives, provincial and federal archives, online sources, maps, and a review of local histories. This also includes a site visit by all team members to review and document the property. The project plan includes two site visits in accordance with the MTCS recommendation for property evaluation. The research will include a detailed comparative analysis of the property against other major golf courses in Canada and will provide a timeline discussing any previous times that the cultural heritage interest of the property was identified by the Town.

### ***ENGAGEMENT***

The project will include specific public consultation with identified stakeholders, including identified individuals and organizations from the first Phase of the Town's project. It also include engagement with the interested First Nations communities, and we have included provisions for two public meetings, public consultation follow-up, a meeting with Oakville's MHC, and a Council presentation on the findings.

### ***EVALUATION***

As noted, to assist for comparison purposes only and to gauge the level of significance, the property, (including any potential cultural heritage landscapes) will be evaluated using an *Ontario Heritage Act 9/06* Assessment, an *Ontario Heritage Act 10/06* Assessment, the criteria for National Historic Site of Canada designation, as well as include an analysis to identify any relevant views, viewscapes, and/or viewcones. The property will be assessed as a comprehensive unit that include all structures and any other potential cultural heritage resources on site (including known or potential archaeological resources). To this end, we have engaged the services of a licensed senior archaeologist who can speak directly to archaeological issues both within the report and as an expert witness.

## **RECOMMENDATIONS AND NEXT STEPS**

The report will provide you with some recommendations and next steps for work on the property. To this end, as discussed, the report will not recommend a specific path for the municipality, but recommend whether or not the property meets the criteria as a cultural heritage property or site. Where appropriate, recommendations for any policy changes will be provided for the municipality's consideration.

The report will also include a list of definitions that are being employed within this assessment.

Ultimately, it is understood that the CHER must have a clear and defensible methodology that can withstand public and regulatory scrutiny. As part of our methodology, our team works closely with our clients to ensure that any potential issues are identified early in the process and to discuss the process as it is ongoing to ensure that any corrections or changes are undertaken as soon as possible. We generally provide updates bi-weekly, depending on the preference of the client, so that the projects progress can be clearly monitored. We also ensure the involvement of senior personnel, who will serve as the primary authors on the report. To ensure that all materials are comprehensively reviewed, our work plan includes two full day meetings for the project team. The first will be to consider the methodology and findings completed to date, as well as discuss the comparative analysis of cultural heritage landscape methods. The second will be to discuss the evaluation of the property and if it meets the criteria as a cultural heritage property or site, and discuss any recommendations.

The following is a more detailed work plan for Glen Abbey for your consideration:

### **Proposed Detailed Work Plan for Glen Abbey:**

#### ***Step 1: Administration (Week 1 and ongoing)***

- Start-up meeting with staff from Town of Oakville
  - Review and discuss work plan and project schedule prepared by consultant
  - Review and discuss consultation plan prepared by consultant
  - Town to share any materials with consultant
  - Town to provide any contact information
- Followup by consultants
  - Revisions to workplan, project schedule or consultation plan
- Ongoing project management by consultant
- Project management by consultant
  - Biweekly telephone calls with staff, as required
  - Monthly progress reports by email from consultant to heritage staff
  - Mid-project, in-person meeting with staff and consultants

#### ***Step 2: Research (Weeks 2-11: 8 weeks total)***

- Conduct historical, geographical and architectural research on this property, including:
  - Land registry research
  - Research at local repositories for primary and secondary source material (libraries, archives, museums)
  - Research at provincial and national level repositories for primary and secondary source material, (e.g. Library and Archives Canada; National Air Photo Library; Canadian Golf Hall of Fame & Museum; Archives of Ontario, newspaper accounts, etc)
  - Obtain copies of historical maps and photos
  - Online research
  - Comparative Analysis of the property against other sites

- Conduct two detailed site visits (per MTCS guidance) with all members of the consulting team and document features (photographs and notes only)
- Confirm and update mapping to include features of interest
- Conduct comparative research in secondary sources and heritage inventories to provide a context for judging potential local, provincial, and national significance for this type of site
- Conduct analysis to identify any relevant views, viewscapes, and viewcones
- Review relevant past archaeological investigations and conduct an independent assessment of archaeological potential to determine how known or potential archaeological resources factor into the evaluation of cultural heritage value or interest
- Stakeholder Engagement, including: initial email contact; follow up telephone contact; exchange of information; and potential in-person meetings. Stakeholder engagement may result in acquiring additional research information, as well as information on perceived cultural heritage value or interest under O.Reg. 9/06 and O.Reg. 10/06 criteria. Stakeholder engagement may include:
  - Engagement with property owner;
  - Engagement with aboriginal groups (contact, exchange of information, potential meeting);
  - Engagement with community groups such as ratepayers association, community association, historical societies and heritage advocacy groups; and
  - Engagement with provincial or national groups (for example: Golf Canada, Golf Association of Ontario, National Golf Course Owners Association Canada, National Allied Golf Associations, Canadian Junior Golf Association);
- Public presentations. As requested, consultants will prepare short presentations on the historical, geographical and architectural information gathered to date, to be integrated with other Town consultation processes.

**Step 3: Cultural Heritage Evaluation and Recommendation (Weeks 9-12; 4 weeks total)**

- Consultants will prepare a draft Cultural Heritage Evaluation Report. The report will include:
  - An executive summary, introduction and methodology;
  - A list of sources and stakeholder engagements;
  - Background information on the history, design and context of the property, considered within the relevant context;
  - Current and historical photographs and maps documenting the property;
  - To assist for comparison purposes only and to gauge the level of significance, an evaluation of the property using an *Ontario Heritage Act 9/06* Assessment, an *Ontario Heritage Act 10/06* Assessment, the criteria for National Historic Site of Canada designation, as well as include an analysis to identify any relevant views, viewscapes, and/or viewcones.
  - If needed, a proposed statement of cultural heritage value and/or Statement of Significance for the property that includes a description of the property, a description of its cultural heritage value, and a list of heritage attributes;
  - If needed, policy recommendations for protection of the heritage values and attributes of the property, which could include: amendment of current OHA Part IV designation by-law; planning measures; or commemorative and interpretive approaches.
- Consultants will prepare, on an on-going basis, an evidence binder. The binder will include:
  - Copies of all sources consulted during background research; and
  - A Record of Engagement, identifying: persons (name, title, affiliation) contacted; type of communication; date of communications; consultant team member who initiated communication; and a summary of information discussed or provided during the communication.
- Consultants will submit the draft report for consideration and input by the heritage planner and Town staff.

**Step 4: Revision and consultation using the draft report: (Weeks 14-20 or longer as needed)**

- The consultants will revise and resubmit as needed. Revisions may address factual errors, address new information brought forward, or may take into account the findings of other Town planning and consultation

processes ongoing. However, the report will need to remain the professional opinion of the senior members of the project team.

- The consultants will present the report as requested by Town staff, including presentations to Heritage Oakville and Planning Council.
- The consultants will revise and resubmit the draft report.