



Greenfield Heritage Conservation District

Plan Report | March 2014

Township of North Dumfries



Funding provided by the
Government of Ontario

**TAYLOR HAZELL
ARCHITECTS**



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March 2014

FINAL REPORT

Greenfield Heritage Conservation District Plan and Guidelines

Submitted to:

Township of North Dumfries
1171 Greenfield Road R.R. #4
Cambridge, Ontario N1R 5S5

REPORT



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GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES

“A delightful bit of North Dumfries that should qualify for preservation as a reminder of the peaceful calm that once pervaded this whole area: a last-century flour mill and a group of quaint dwellings that housed the families of the men who made their living here, all in a park-like setting beside the winding of the Nith. Such is the village of Greenfield, founded by the Goldie family.”

– Andrew W. Taylor, *Our Todays and Yesterdays* (1970), p. 240.



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1.0 INTRODUCTION

1.1 Acknowledgements

We would like to acknowledge the many people beyond the project team who contributed a significant amount of time and effort in the preparation of both the Greenfield Heritage Conservation District (HCD) Study and the Greenfield Heritage Conservation District Plan. The contributions of the residents have been extremely valuable and we would like to extend our appreciation to those who attended the public meetings and responded to questionnaires throughout the project. Thank you also to the North Dumfries Municipal Heritage Committee (NDMHC) for their support and continued commitment to the project. We wish to extend our gratitude to the endless support and enthusiasm that they have shown throughout the duration of the Greenfield Heritage Conservation District Study and Plan.

- Helena Ball;
- Councillor Benedict Benninger;
- Michelle Drake;
- Andrew McGauley;
- Mary-Jean Page; and
- Rachel Redshaw.

We would also like to extend our thanks to the Township staff, particularly Stephen Stone and Jeff Medeiros for their assistance and involvement in the project.

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Golder Associates Ltd.

GSP Group Ltd.

Taylor Hazell Architects



1.2 Background

In October 2011, the Heritage Resources Centre at the University of Waterloo published a study of the perceptions of cultural heritage value or interest of Greenfield, entitled *Greenfield Village Community Consultation Report*. This report was commissioned by the Township of North Dumfries to collect the impressions and experiences of local residents. It acted as a major impetus for the initiation of the Greenfield Heritage Conservation District Study, and subsequent Heritage Conservation District Plan. It also explored how receptive residents were to the designation of a Heritage Conservation District in their community.

Response to the study indicated that there was community interest in conserving the area's cultural heritage value.

In the fall of 2012, key members of the community and the North Dumfries Municipal Heritage Committee (NDMHC) pursued the initiation of designating Greenfield as a Heritage Conservation District and procured funding from the Government of Ontario to complete the required Study and Plan.

In early 2013, through the community's and NDMHC's efforts, Golder Associates Ltd. in conjunction with GSP Group Ltd. (GSP) and Taylor Hazell Architects (THA), were retained by the Township of North Dumfries to complete the HCD Study. The Study included an inventory and analysis of the proposed District and a review of the historical background associated with Greenfield. The Study is a complimentary report and should be read in conjunction with this document. The Study concluded that Greenfield merited designation and as a result, the Township approved the initiation of the Greenfield Heritage Conservation District Plan.

Golder, GSP, and THA commenced the Plan phase of the HCD in January 2014. Consultation with the public and with the NDMHC was a key aspect of both the Study and Plan phase of the designation process. A meeting with the NDMHC, two public meetings, and a public presentation to Township Council was held as part of the Study phase; one public meeting as well as the statutory public meeting was held for the Plan phase of the project. Meetings with the NDMHC took place at the commencement of the Plan, as well as in March of 2014. The March NDMHC meeting was opened to the public to allow for further community response to the Plan document, prior to the statutory meeting scheduled March 24, 2014. Meetings were well attended by the local residents of Greenfield and significant feedback was garnered through surveys and engagement activities that took place during the meetings.

Drafts of both the Study and the Plan were posted to the Township's website in order to provide the larger public with an opportunity to review and respond to the documents.

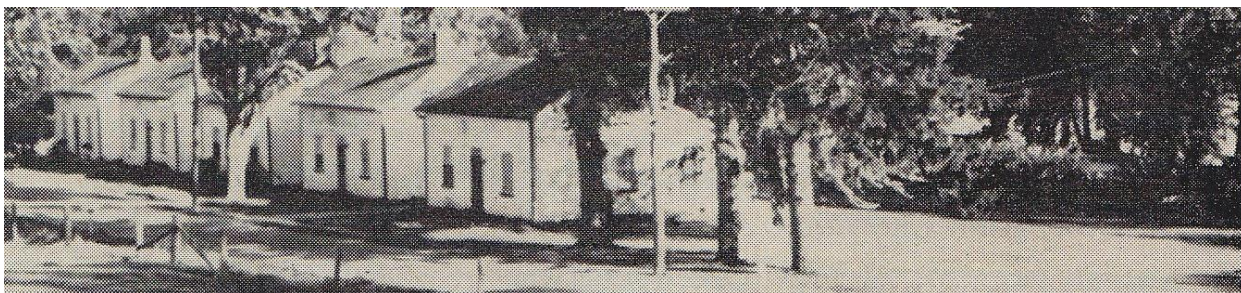


Image 1: Mill worker's cottages, circa 1952



1.3 Benefits of Heritage Conservation District Designation

Designation of a Heritage Conservation District can provide the following benefits to property owners:

- Increased recognition of cultural heritage values and interests;
- Additional information and guidance to property owners undertaking conservation through preservation, restoration, and rehabilitation;
- Potential financial assistance through grants and tax relief programs for rehabilitation and restorations;
- Source of new promotion and tourism initiatives; and,
- Strengthened community stability.

At a fundamental level, the designation of Greenfield as a Heritage Conservation District is proof of the community's commitment to care for and enhance Greenfield's cultural heritage value. Such a commitment, along with a clear and transparent regulatory process, provides certainty in land use planning. Ultimately, it allows for a process of change management that respects the significant cultural heritage value and cultural heritage resources of Greenfield, and North Dumfries.

1.4 Heritage Conservation District Plan

This Heritage Conservation District Plan is intended to meet the requirements of the *Ontario Heritage Act* for the designation of a Heritage Conservation District, including:

- A statement of objectives to be achieved in designating the area as a Heritage Conservation District;
- A statement explaining the cultural heritage value or interest of the Heritage Conservation District;
- A description of the heritage attributes of the Heritage Conservation District and of properties in the Heritage Conservation District;
- Policy statements, guidelines and procedures for achieving the stated objectives and managing change in the Heritage Conservation District; and,
- A description of alterations or classes of alterations that are minor in nature and that the owner of a property in the Heritage Conservation District may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining municipal consent (*Ontario Heritage Act* Section 41.1(5)).

Policies have been developed to govern the conservation of contributing resources and the heritage attributes of Greenfield Heritage Conservation District. These policies set the direction for change management. It is not the intent of these policies to stop or freeze change, but to appropriately manage change in a manner that is consistent with the cultural heritage value of Greenfield Heritage Conservation District.

To support these policies, guidelines have been developed to articulate suggested actions or recommendations. These are more discretionary in use, but should be considered directional. The guidelines were created to fit a wide range of situations, but exhaustive guidelines are not possible considering the range of possible circumstances. Guidelines should be applied as appropriate. Additionally, adherence to the guidelines of the Greenfield Heritage Conservation District Plan is not compulsory, but recommended.



2.0 GREENFIELD HERITAGE CONSERVATION DISTRICT

2.1 Description of Heritage Conservation District

Greenfield is small village-hamlet settlement located in the Township of North Dumfries, in the Regional Municipality of Waterloo, in the Province of Ontario, Canada. Greenfield Heritage Conservation District is located northwest of the Village of Ayr and southeast of the Macdonald-Cartier Freeway (Highway 401) (Figure 1, 2). Greenfield Heritage Conservation District is bound by Northumberland Street to the east and Trussler Road/Town Line Road to the west. Agricultural land forms the northern boundary and wetlands associated with the Nith River forms the southern boundary. Greenfield Road runs through the Greenfield Heritage Conservation District.



Figure 1: Location of the initial Greenfield Heritage Conservation District Study Area within North Dumfries



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A list of protected heritage properties located within Greenfield Heritage Conservation District is included in Appendix A.

2.1.1 Heritage Conservation District Boundaries

The boundaries identified on Figure 2 were adopted by the Council of the Township of North Dumfries for Greenfield Heritage Conservation District. Rationale for the boundary can be found within the Township of North Dumfries Planning Report (Report PA-13-61) (December 16, 2013).



Figure 2: Greenfield Heritage Conservation District Boundaries

2.2 Statement of Cultural Heritage Value

The history of Greenfield, as it relates to key heritage resources present today, centers around early Scottish settler John Goldie and his establishment of several mills, most significantly the Greenfield Mill. Goldie arrived and settled in the former Dumfries Township (Canada West) from Scotland in 1848. He established several successful mill sites that included housing for his family and employees as well as a school. Greenfield Mill, established in 1865, was run by the Goldie family until 1910 and continued operating as a mill until 1965. The influence of the Goldie family extended beyond Greenfield and is significant to the history of the local region. John Goldie's sons had a major impact on the area, with James and John Jr. establishing successful businesses in Galt and Guelph respectively. John Goldie's youngest son, David, remained in Greenfield and oversaw expansion of the mill there. The Township of North Dumfries had a number of mills but few were as extensive or productive as the Greenfield Mill; none have the same integrity. Greenfield was one of four rural settlements located on the River Nith in Township of North Dumfries. The history of Greenfield is fairly typical of other rural mill towns that were founded by Scottish settlers in the 1830s-1840s. However, Greenfield is unique for its



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association with John Goldie's botanical interests and for the success and expansion of the milling operation over a long period of time.

While many other mill centres disappeared, Greenfield was well known for its products such as Goldie Star flour across Canada and abroad. The villages of Nithvale and Jedburgh have been absorbed into Ayr, but Greenfield survives as a distinct community.

Greenfield is unique in that it was not located on a major railway line prior to 1879 but remained competitive, teaming goods to Paris along the Ayr-to-Paris toll road, constructed in 1848. The construction of a railway siding in 1879 to connect the Greenfield Mill with the Credit Valley line in Ayr reflects the considerable size of the Goldie milling business at that time. The rail connection led to further expansion and the mill remained profitable into the twentieth century long after most mills in Dumfries had ceased to operate.

There are many protected heritage resources within Greenfield Heritage Conservation District, centered on the settlement of John Goldie and his establishment of several mills, primarily the Greenfield Mill. Architecturally, the Greenfield Mill, Goldie Manor, River House, and "saltbox" workers' cottages are contributing resources because they typify building styles and construction techniques occurring in early, rural settlements. The Greenfield Mill is particularly significant as a mill site that evolved over 100 years (c. 1865-1965) and includes intact buildings, river dam remnants, sluice gates remnants, mill pond, mill race, remnant railway siding, archaeological resources and industrial artefacts. When considered as a whole, along with the Greenfield School (Union School No. 15), these contributing resources collectively represent a cultural heritage landscape of Euro-Canadian mill settlement in a rural hamlet.

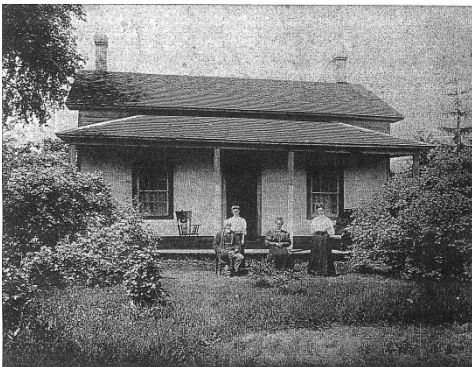


Image 2: River House, date unknown



Image 3: John Goldie House date unknown

There is a distinctly different character to Greenfield when compared to adjacent roads and development. The contextual value of Greenfield is largely marked by rolling topography and the long, semi-enclosed viewsheds looking east and west along Greenfield Road corridor. The diversity of housing types, massing, and set-backs interspersed with agricultural lands and natural areas relate to the historical context of the village and the evolution of development here. Greenfield contains a matrix of landscape typologies ranging from riparian lands surrounding the Nith River and Eden Creek, valleylands and wetlands to flat areas where development has taken place, to rolling, fertile agricultural lands. Mature vegetation planted by Goldie is a significant tangible link to Greenfield's origins. This results in a cross-sectional rhythm for the entire length of Greenfield Road and directly relates to the development patterns of John Goldie and the other early European settlers. Together, these elements contribute to cultural heritage value of Greenfield Heritage Conservation District.



2.2.1 Heritage Attributes

The heritage attributes that articulate the cultural heritage value of Greenfield Heritage Conservation District include:

- Greenfield Road between Trussler Road and Northumberland Street in the Township of North Dumfries
 - Long, semi-enclosed corridor
 - East-west viewshed
 - The streetscape; narrow road width, no street lights, no sidewalks, no curbs or gutters; open swales and vegetation along right-of-way associated with rural settlement
- Intact pattern of Euro-Canadian settlement in a rural hamlet
 - Contributing Resources located along the road
 - Barns and outbuildings
 - Significant views to contributing resources
- Physical associations with the Nith River
 - Nith River as a tributary of the Grand River Canadian Heritage River System
 - Intervention to the Nith River to supply the Greenfield Mill with water power
- Historical associations with John Goldie and the Goldie family
 - Ontario Heritage Trust commemorative plaque of the significance of John Goldie and Greenfield
- Botanical interests of John Goldie illustrated by existing mature vegetation
- Greenfield Mill (3089 Greenfield Road)
 - Historical associations with Goldie Star Flour
 - Intact buildings that have evolved over time
 - Industrial heritage attributes of the former Greenfield Mill, including:
 - River dam remnants
 - Sluice gates remnants
 - Mill pond
 - Mill race
- Historical association to Credit Valley Railway; siding constructed in 1879
 - Remnant railway siding
- Goldie Manor (3144 Greenfield Road)



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- Including barns and outbuildings
- Association with Eden Creek
- River House (White House) (3185 Greenfield Road)
- Five workers' cottages located on Greenfield Road (3161, 3163, 3167, 3169, 3175 Greenfield Road), as well as other contributing resources located within Greenfield Heritage Conservation District
- Former Greenfield School (Union School No. 15, "Beehive School") (3206 Greenfield Road)
- The overall evolved cultural heritage landscape, including the interconnections between the before mentioned heritage attributes.



Image 4: Goldie Manor Barns, 2014



3.0 HERITAGE CONSERVATION DISTRICT, GOALS AND OBJECTIVES

3.1 Overall Heritage Conservation District Objectives

The following have been identified as the objectives of designating Greenfield as a Heritage Conservation District under Section 41 of the *Ontario Heritage Act*:

- To acknowledge and protect the cultural heritage value of Greenfield Road;
- To ensure the long-term conservation and management of contributing resources in Greenfield, including significant properties, landscapes, views, and historical associations; and,
- To establish a planning process that takes a “change management” approach for cultural heritage conservation.



Image 5: Greenfield Mill, 2013



4.0 HERITAGE CONSERVATION DISTRICT PRINCIPLES

Heritage conservation is an activity that cannot be undertaken in isolation. The purpose of heritage conservation is tied to the idea of change management by ensuring that community values are protected during the process of change. It is also tied closely with other municipal objectives and initiatives such as economic development, land use planning, tourism planning, and municipal public works.

In the case of Heritage Conservation Districts, this understanding is seen by the growing recognition that a heritage district has value for more than the sum of its parts. Rather than assembling a collection of individually significant properties and drawing a boundary around them, a Heritage Conservation District can - and should – recognize the contribution of both the humble and the grand and reflect the interaction between the public and private realms. Pulling the inventory and evaluation away from a singular focus on buildings is one way to do this. The *Ontario Heritage Act*, and the Ministry of Tourism and Culture publication the *Ontario Heritage Tool Kit*, reflect this approach and heritage conservation now examines a wider range of heritage resources including cultural landscapes, streetscapes, and areas of archaeological potential. At a more fundamental level, international, Federal and Provincial best practices in conservation now reflect a wider range of values, including not only physical values, but also associative and contextual values. In other words, the physical setting in a Heritage Conservation District is understood as one part of the larger cultural heritage value of the area; it is not just a repository of individual resources but also reflects the meanings and values of the inhabitants. The importance of community values as the focus of cultural heritage conservation has been long recognized, but was only recently implemented in political jurisdictions. The acceptance of values-based approaches was not clearly articulated at municipal or the Provincial level prior to changes to the *Ontario Heritage Act* in 2005.

Heritage conservation is now understood as not just a curated collection of buildings; it is a management framework that involves on-going investment and work. Indeed, there are many benefits to conserving cultural heritage, including:

- Heritage conservation fosters community revitalization;
- Heritage conservation encourages tourism;
- Heritage conservation can enhance property values;
- Heritage conservation may create jobs and develops skills;
- Heritage conservation fosters a sense of place, encouraging distinct and attractive areas for residents, workers, and visitors;
- Heritage conservation enhances local cultural life; and,
- Heritage conservation is sustainable.

A Heritage Conservation District Plan and Guidelines should provide strategies for fostering the community's cultural values and delineate important heritage attributes. The Heritage Conservation District Plan and Guidelines should emphasize integration with municipal planning policies and processes, as well as provide an opportunity to revisit and revise the Heritage Conservation District Plan and Guidelines to meet the contemporary context.



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The development of the *Standards and Guidelines for the Conservation of Historic Places in Canada* in 2003 (revised 2010) has identified the need for consistent language and understanding of key terms and ideas. The *Standards and Guidelines for the Conservation of Historic Places in Canada* states there are three appropriate approaches to heritage conservation – preservation, restoration, and rehabilitation. **Conservation**, in this context, is understood to refer to “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.” These actions include:

- **Preservation** which is understood to mean protecting, maintaining, and stabilizing the existing form, material, and integrity of a historic place. In other words, it means keeping a heritage resource exactly as it is;
- **Restoration** which refers to major rebuilding and repair processes to bring back a heritage resource to a former state. This type of work cannot be based on conjecture, but on available evidence; and,
- **Rehabilitation** which refers to the sensitive adaptation of a historic place or individual component for a continuing or compatible contemporary use, while protecting its heritage value.

Heritage conservation is rarely a one-time effort, but is part of a long term cycle of work that seeks to ensure that the heritage values (and associated heritage attributes) are protected over the long term. The best safeguard for the conservation of a cultural heritage resource is the stewardship and on-going use by caring property owners or tenants.



Image 6: Looking east on Greenfield Road, 2013



5.0 ONTARIO HERITAGE ACT

5.1 Conflict

Potential conflicts or inconsistencies may arise within the planning framework where existing policy does not conform to the objectives of the Heritage Conservation District Plan. In situations of disagreement between the Heritage Conservation District Plan and municipal policy, the Heritage Conservation District Plan shall prevail to the extent of the conflict.

Subsection 41.2(1) of the *Ontario Heritage Act* bestows priority of the provisions of a Heritage Conservation District Plan over public works and other municipal bylaws:

(1) Despite any other general or special Act, if a Heritage Conservation District Plan is in effect in a Municipality, the Council of the Municipality shall not,

(a) Carry out any public work in the Heritage Conservation District that is contrary to the objectives set out in the Heritage Conservation District Plan; or

(b) Pass a by-law for any purpose that is contrary to the objectives set out in the Heritage Conservation District Plan. 2005, c.6, s.31.

5.2 Contravention of the *Ontario Heritage Act*

Contravention of the *Ontario Heritage Act* is a Provincial offence. Illegal demolition in contravention of the *Ontario Heritage Act* is subject to a fine of up to \$1,000,000. Under Section 69.5.1 of the *Ontario Heritage Act*, in addition to any other penalties, the Township of North Dumfries or the Minister of Tourism, Culture and Sport may restore an illegally demolished protected heritage resource as nearly as possible to its previous condition and may recover the cost of the restoration from the property owner.

5.3 Part IV Designation within a Heritage Conservation District

A property that is individually designated (pursuant to Part IV of the *Ontario Heritage Act*) may be included within the boundaries of a Heritage Conservation District. For these “doubly designated” properties, the highest standard of conservation shall apply in the event of a conflict between the heritage attributes identified within a Part IV designation bylaw or the policies and guidelines of the Greenfield Heritage Conservation District Plan with respect to any alterations of the property or demolition or removal of buildings or structures on the property.

As of March 2014, 3185 Greenfield Road (River House) is the only Part IV designated property within Greenfield Heritage Conservation District. The designation bylaw for 3185 Greenfield Road does not include any interior heritage attributes.

5.3.1 Part IV Designation Policy

- a) The policies and guidelines of the Greenfield Heritage Conservation District Plan are applicable to all properties designated under Part IV of the *Ontario Heritage Act* that are located within Greenfield Heritage Conservation District. The highest standard of conservation shall prevail in the extent of a conflict between the Part IV designation bylaw and the Greenfield Heritage Conservation District Plan.



5.4 Heritage Conservation Easement

Properties protected by a Heritage Conservation Easement can be included within the boundaries of a Heritage Conservation District. For these “doubly designated” properties, the highest standard of conservation shall apply in the event of a conflict between the heritage attributes identified within a Heritage Conservation Easement or the policies and guidelines of the Greenfield Heritage Conservation District Plan with respect to any alterations of the property or demolition or removal of buildings or structures on the designated property.

As of March 2014, there are no Heritage Conservation Easement agreements for properties located within the Greenfield Heritage Conservation District.

5.4.1 Heritage Conservation Easement Policy

- a) The policies and guidelines of the Greenfield Heritage Conservation District Plan are applicable to all properties protected by a Heritage Conservation Easement. The highest standard of conservation shall prevail in the event of a conflict between the Heritage Conservation Easement and the Greenfield Heritage Conservation District Plan.



6.0 REGIONAL POLICIES

6.1 Heritage Conservation District in the Region of Waterloo

The Township of North Dumfries is a lower-tier municipality located in the Region of Waterloo. Within its policy and planning documents, the Region of Waterloo has a number of policies pertaining to cultural heritage conservation. Primarily, the function of the Region of Waterloo's policies is to enable the conservation of cultural heritage resources at the lower-tier level, including policies enabling the designation of a Heritage Conservation District pursuant to Part V of the *Ontario Heritage Act* (*Regional Official Plan* Section 3.G.1).

6.1.1 Policies

- a) The Township of North Dumfries shall advise the Region of Waterloo of the designation of Greenfield Heritage Conservation District. Greenfield Heritage Conservation District should be included on the Region-wide inventory of cultural heritage resources;
- b) The Township of North Dumfries should adopt the Region of Waterloo's Terms of Reference for the preparation of Cultural Heritage Impact Assessments as a tool for change management; and
- c) The Township of North Dumfries should participate in Regional cultural heritage conservation initiatives.



7.0 MUNICIPAL POLICIES

The designation of the Greenfield Heritage Conservation District does not mean that changes, reinvestment, and redevelopment will not or should not occur. Rather, designation ensures that contributing resources are not demolished without due cause (i.e. severe structural damage or fire), and that any alterations or additions, redevelopment, and public infrastructure projects are in keeping with the guidelines of the Greenfield Heritage Conservation District Plan.

The following sections provide recommendations for changes to incorporate appropriate policies of the Greenfield Heritage Conservation District Plan into Township of North Dumfries *Official Plan* and Zoning By-law.

7.1 Grand River Conservation Authority

Development applications within Greenfield Heritage Conservation District may require the consent in the form of a Development Interference with Wetlands and Alterations to Shorelines and Watercourses permit from the Grand River Conservation Authority pursuant to Ontario Regulation 150/06. To support applications for development, the Grand River Conservation Authority may require the completion of an Environmental Impact Study or other applicable study.

7.1.1 Grand River Conservation Authority Policies

- a) The Township of North Dumfries shall advise the Grand River Conservation Authority of the designation of Greenfield Heritage Conservation District; and,
- b) The Township of North Dumfries shall cooperate with the Grand River Conservation Authority to ensure that conservation of Greenfield Heritage Conservation District and the Nith River as protected heritage resources.

7.2 Official Plan

The land use designations within the Greenfield Heritage Conservation District are:

- Settlement Residential & Ancillary;
- Environmental Constraint; and,
- Rural/Agricultural.

These land use designations, and the respective policies of the *Official Plan*, are generally appropriate for the conservation of the rural settlement character of the Greenfield Heritage Conservation District. Expansions to the Greenfield Settlement Area boundary are prohibited by the policies of the *Official Plan*.

The Township of North Dumfries is currently undergoing a comprehensive review of its *Official Plan*, anticipated to be completed in fall of 2014. Proposed policy revisions regarding cultural heritage resource management seek to update language, terminology and approach to reflect contemporary best practice in cultural heritage conservation. However, criteria for the designation of heritage properties and Heritage Conservation Districts established within the 2008 *Official Plan* remain within the proposed revisions.

7.2.1 Official Plan Policies

- a) Greenfield Road shall be designated as a Scenic Road Corridor within the *Official Plan*.



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- b) The Township of North Dumfries *Official Plan* shall be amended to identify the boundaries of the Greenfield Heritage Conservation District;
- c) A statement shall be incorporated into the Township of North Dumfries *Official Plan* to the effect that the Greenfield Heritage Conservation District Plan and Guidelines shall be consulted on all site alteration or development proposed within or adjacent to the Greenfield Heritage Conservation District and all decisions must be consistent with the Greenfield Heritage Conservation District Plan; and,
- d) Any proposed Official Plan Amendment that may apply to Greenfield Heritage Conservation District must demonstrate that the cultural heritage value and the contributing resources of Greenfield Heritage Conservation District shall be conserved.

7.3 Zoning

In the Greenfield Heritage Conservation District Study, it was determined that the current zoning categories identified within Township of North Dumfries Zoning By-law 689-83 that apply within the Greenfield Heritage Conservation District are appropriate. The permitted uses, densities, and other regulations are similar to what exists in the neighbourhood today.

- Zone 1 is an agricultural zone, which permits farming and related uses.
- Zone 3 is a residential zone which permits residential uses in the form of single detached dwellings, home occupations, bed and breakfast establishments, group homes, and accessory uses.

The (f) overlay symbol is applied to several properties on the south side of Greenfield Road. This overlay is used in the North Dumfries Zoning By-law to denote areas subject to unstable soil conditions or flood. Where this symbol is appended to a zone, regulations on the size and placement of development apply in addition to the regulations of the parent zone. A map of the current zoning (as of March 2014) can be found in Zoning By-law 689-83.

7.3.1 Zoning Policies

- a) The current Zoning of properties located in the Greenfield Heritage Conservation District shall apply;
- b) Any proposed Zoning By-law Amendment that may apply to Greenfield Heritage Conservation District must demonstrate that the cultural heritage value and the contributing resources of Greenfield Heritage Conservation District shall be conserved.

7.4 Site Plan Control

The Site Plan Control process helps ensure appropriate siting and massing of new development and addresses efficiency of land use, servicing, safety, attractiveness and compatibility. In accordance with section 8.8 of the *Official Plan*, all lands within the Township of North Dumfries are deemed to be a Site Plan Control Area, excluding the follow forms of development:

- Farming and farming related development; and
- Single, semi-detached and duplex dwellings, except where lands are within or abutting lands designated Open Space.



Site Plan Control has been used in the Township of North Dumfries to regulate environmental concerns as well as compliance with setback, scale and form of development. Site Plan Control should continue to be required to ensure that redevelopment is appropriately reviewed and that the Design Guidelines included in the Greenfield Heritage Conservation District Plan are being applied.

7.4.1 Site Plan Control Policies

- a) When a Site Plan Application is received for lands within Greenfield Heritage Conservation District, the application must demonstrate that it is consistent with the Greenfield Heritage Conservation District Plan and Guidelines.

7.5 Severances and Minor Variances

The Committee of Adjustment has the responsibility to address applications for lot severances and minor variances in the Township of North Dumfries. The Committee of Adjustment process is a mechanism for evaluating requested changes in property (lot severances, additions or lot line adjustments) and relief from zoning regulations (such as building setbacks, height, and parking) which are minor in scope, and ensuring that these changes are in keeping with the general intent of the Township of North Dumfries *Official Plan*, Zoning By-law, and other applicable plans or policies.

Within the Greenfield Heritage Conservation District, the following policies have been developed in the circumstance that severance becomes a possibility within or adjacent to Greenfield Heritage Conservation District.

7.5.1 Severance and Minor Variance Policies

- a) The decision of the Committee of Adjustment shall be consistent with the policies and guidelines of the Greenfield Heritage Conservation District Plan when reviewing applications within or adjacent to the Greenfield Heritage Conservation District; and,
- b) A Cultural Heritage Impact Assessment may be required where there is potential for the application to impact an identified contributing resource or the heritage attributes of Greenfield Heritage Conservation District to ensure that the application is in keeping with the Greenfield Heritage Conservation District Plan.

7.6 Building Permits

A Building Permit is required for any new structure that is larger than 10 square metres (108 square feet) consisting of a wall, roof and floor (or any of them), structures containing plumbing, and structures designated in the Ontario Building Code. As such, Building Permits are required for many interior renovation projects and additions as well as exterior and façade projects including porches, additions, structural alterations to doors or windows, decks, basement excavation, and chimney reconstruction for example. Building Permits shall continue to be required within the Greenfield Heritage Conservation District. The Chief Building Official of the Township of North Dumfries is involved in the review of Building Permit applications, including protected heritage resources within the Greenfield Heritage Conservation District to provide comments and determine any requirements for a Heritage Permit, if necessary.

7.6.1 Building Permit Policies

- a) Obtaining a Heritage Permit does not negate the necessity of other permits required under other legislation (such as the *Ontario Building Code* or the *Planning Act*); and,



- b) Obtaining a permit under other legislation (such as the *Ontario Building Code* or the *Planning Act*) does not negate the requirement for obtaining a Heritage Permit.

7.7 Guidelines

In support of achieving the objectives of the Greenfield Heritage Conservation District, Guidelines have been developed to assist property owners and municipal staff in ensuring the long-term protection, conservation, and management of heritage attributes and the cultural heritage value of Greenfield Heritage Conservation District.

7.7.1 Guideline Policies

- a) Guidelines, as developed in Section 11 of the Greenfield Heritage Conservation District Plan, shall be used in the evaluation of Heritage Permits. Proposed development or site alterations are encouraged to be consistent with the Guidelines of the Greenfield Heritage Conservation District Plan; and,
- b) When considering change or an alteration to a contributing resource, property owners are encouraged to consult with the Township of North Dumfries early in the design process to understand the objectives of the Greenfield Heritage Conservation District Plan as well as the resources available to them.

7.8 Property Standards

Property standards set the minimum standard for building and property maintenance for a municipality. The Township of North Dumfries has adopted By-law 2392-09 to such effect.

7.8.1 Property Standards Policies

- a) Property standards, as outlined in By-law 2392-09, shall be applicable to properties located within Greenfield Heritage Conservation District;
- b) By-law 2392-09 should be amended to recognize protected heritage resources;
- c) In addition to the minimum standards for the maintenance and occupancy of a property, the property owner of a protected heritage resource located within Greenfield Heritage Conservation District shall:
 - a. Ensure that their property, including structures and features located thereon, does not negatively impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District
- d) In addition to the minimum standards for the maintenance and occupancy of a property, the property owner of a contributing resource located within Greenfield Heritage Conservation District shall:
 - a. Maintain, conserve, and protect their contributing resource; and,
 - b. Ensure that their property, including structures and features located thereon, does not negatively impact other contributing resources and the heritage attributes of Greenfield Heritage Conservation District.

7.9 Emergency Plan

As required by the *Emergency Management Act*, every municipality in Ontario is required to develop and implement an emergency management program that is adopted by Council. Township of North Dumfries has developed the *Township of North Dumfries Emergency Plan*. In it, “emergencies” are defined as “situations, or



the threat of impending situations abnormally affecting the lives and property of our society which, by their nature, or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. firefighting, police activities, normal hospital routines, ambulance routines” (*Township of North Dumfries Emergency Plan*, 7). The inclusion of property is an important component of the definition of an “emergency.” This implies that designated properties of cultural heritage value or interest should be considered in the declaration and management of an emergency.

7.9.1 Emergency Policies

- a) *Township of North Dumfries Emergency Plan* shall be revised to include specific reference to the Greenfield Heritage Conservation District, and other properties designated under the *Ontario Heritage Act*, for consideration in the review of emergency preparedness and response policies;
- b) *Township of North Dumfries Emergency Plan* should include a reference to the role that the North Dumfries Municipal Heritage Committee, or qualified heritage professional, may play in pre-disaster planning and post-disaster relief in cultural heritage conservation efforts; and,
- c) The Township of North Dumfries’ Register of Cultural Heritage Resources shall be updated on an on-going basis to ensure that decisions in the event of an emergency or disaster regarding protected heritage resources are made with the most comprehensive information available.

7.10 Archaeology

The *Provincial Policy Statement* (2005) states that (potential) archaeological resources are a key consideration in the planning process:

Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the significant archaeological resources have been conserved by removal and documentation, or by preservation on site. Where significant archaeological resources must be preserved on site, only development and site alteration which maintain the heritage integrity of the site may be permitted (*Provincial Policy Statement* Section 2.6.2, 2005).

The establishment of a Heritage Conservation District in itself would not require the preparation of an archaeological assessment. However, a development or Heritage Permit application by a proponent could prompt the requirements for an archaeological assessment.

Based on the *Regional Municipality of Waterloo Archaeological Facilities Master Plan* (1989), the Greenfield Heritage Conservation District is an area of high archaeological potential because properties located therein are within 100 metres of a pre-1856 historic road and/or within 150 metres of a water source. In accordance with Provincial Requirements, Archaeological assessments will be required when necessary.

7.10.1 Archaeology Policies

- a) If a proposed development or site alteration within Greenfield Heritage Conservation District may impact archaeological resources or an area of archaeological potential, the Township of North Dumfries will ensure that no approvals will be granted until the necessary archaeological assessments as required by the Province of Ontario have been undertaken;



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- a) The Township of North Dumfries will encourage the conservation of archaeological resources as identified by the Township, the Region, the Province, or other groups or agencies, and will continue to enforce municipal and Provincial legislation with respect to the discovery of items of archaeological or historic interest on a property; and,
- b) Where burial sites are encountered during any excavation or other action, the provisions of the *Cemeteries Act* and its regulations will apply. Where there are First Nations burials, they will be addressed by consultation with all relevant First Nations communities.



Image 7: Looking west along Greenfield Road, 2013



8.0 HERITAGE CONSERVATION DISTRICT POLICIES

This section and the following sections of the Greenfield Heritage Conservation District Plan provide policies that are intended to inform the decision making process for change management. Guidelines, that support the policies, are provided in Section 11 of the Greenfield Heritage Conservation District Plan respectively.

8.1 Resources in Greenfield Heritage Conservation District

All properties, landscape features, and other elements located within Greenfield Heritage Conservation District are considered to be protected heritage resources through their designation under Part V of the *Ontario Heritage Act*.

Protected heritage resources that contribute to or support the cultural heritage value of Greenfield Heritage Conservation District have been identified as contributing resources. Protected heritage resources that do not contribute or support the cultural heritage value of Greenfield Heritage Conservation District have been identified as non-contributing resources. A change management approach informs the policies for contributing resources located within Greenfield Heritage Conservation District. It is the intent of the policies and guidelines of the Greenfield Heritage Conservation District Plan to hold contributing resources to a higher standard of conservation than non-contributing resources.

8.1.1 General Policies

- a) Greenfield Heritage Conservation District shall be conserved; and,
- b) Contributing resources located within Greenfield Heritage Conservation District shall be conserved.

8.2 Greenfield Road

Greenfield Road between Trussler Road and Northumberland Street is a significant heritage attribute within the District, greatly contributing to the overall cultural heritage value of the HCD.

Section 3.3.11 of the *Official Plan* provides for the preservation of Scenic Road Corridors. A Scenic Road Corridor may be identified through the *Official Plan* where the road is adjacent to an identified heritage landscape or built structure or is located within an approved Heritage Conservation District. Scenic values include views from Township or Regional Roads to prominent heritage buildings or natural landscape features. Scenic Road Corridors are to be maintained and preserved by the Township, where feasible.

The criteria for the identification of a Scenic Road outlined within the Township of North Dumfries' *Official Plan* (Section 3.3.11.1) includes:

- a) The unique structural, topographic and visual features;
- b) They are adjacent to an area containing unique vegetation or species, including mature tree cover or enclosure;
- c) Continuous lands function as a wildlife corridor;
- d) The adjacent landscape or built structure have been identified as heritage features of historical or architectural significance; or,
- e) The road is located within an approved or proposed Heritage Conservation District.



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Based on the work undertaken as part of the Greenfield Heritage Conservation District Study and Plan, Greenfield Road meets at least four of these criteria (a, b, d and e). It is likely that Greenfield Road functions as a wildlife corridor (though investigations related to this project did not inventory habitat or wildlife) due to the significant matrix of natural vegetation, riparian corridors, and agricultural fields that surround the road.

Greenfield Road exemplifies the qualities of a Scenic Road per the Township's Official Plan in the following ways:

- *The unique structural, topographic, and visual features*

There is a distinctly different character to Greenfield when compared to adjacent roads and development. The contextual value of Greenfield is largely marked by rolling topography and the long, semi-enclosed viewsheds looking east and west along Greenfield Road corridor.

- *It is adjacent to an area containing unique vegetation or species, including mature tree cover or enclosure*

Greenfield contains a matrix of landscape typologies ranging from riparian lands surrounding the Nith River and Eden Creek, to flat areas where development has taken place, to rolling, fertile agricultural lands. The semi-enclosed nature of Greenfield Road is greatly due to the vegetation that lines the edge of the roadway. The vegetation provides a sense of enclosure, where mature trees and woodlots punctuate the edges of the streetscape, creating vegetated 'walls' along the road, contributing to the narrow, intimate scale of the streetscape.

Not only do the trees within the District contribute to the scenic quality of the community, many of them also have significant historical connections to the Goldie family and are subsequently a tangible link to Greenfield's origins.

- *The adjacent landscape and built structures have been identified as heritage features of historical or architectural significance*

There are many contributing resources within Greenfield Heritage Conservation District, centered on the settlement of John Goldie and his establishment of several mills, primarily the Greenfield Mill. Architecturally, the Greenfield Mill, Goldie Manor, River House, and five workers' cottages are contributing resources because they typify building styles and construction techniques occurring in early, rural settlements of this era. Specifically, the Greenfield Mill is significant as a mill site that evolved over 100 years (c. 1865-1965) and includes intact buildings, river dam remnants, sluice gates remnants, mill pond, mill race, remnant railway siding, and industrial artifacts. When considered as a whole, along with the Greenfield School (Union School No. 15), these contributing resources collectively represent a cultural heritage landscape of a Euro-Canadian mill settlement in a rural hamlet.

The Greenfield Heritage Conservation District Plan recognizes that the value of the rural character of Greenfield Road to the Greenfield Heritage Conservation District warrants its designation as a Scenic Road Corridor and recommends it be recognized as such in the Official Plan.



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A Cultural Heritage Impact Assessment may be required to articulate the methods and approach to conserve the scenic value of Greenfield Road, as well as contributing resources and the heritage attributes of Greenfield Heritage Conservation District, during the process of change.

8.2.1 Greenfield Road Policies

- a) Greenfield Road shall be identified in policies and schedules of the Township of North Dumfries' *Official Plan* as a Scenic Road;
- b) Greenfield Road shall be conserved;
- c) Public works within Greenfield Heritage Conservation District meeting the definition of "maintenance," as defined by the Greenfield Heritage Conservation District Plan, shall be permitted to proceed without Heritage Permit approvals;
- d) Public works within Greenfield Heritage Conservation District exceeding the definition of "maintenance," as defined by the Greenfield Heritage Conservation District Plan, shall require Heritage Permit approvals prior to proceeding. A Cultural Heritage Impact Assessment may be required for works exceeding the definition of "maintenance," as defined by the Greenfield Heritage Conservation District Plan; and,
- e) Any changes to Greenfield Road as a result of changes to Provincial engineering standards that are required to be implemented for health and safety reasons will be undertaken in such a manner to permit the conservation of heritage attributes of contributing resources while still ensuring the health and safety of the public.

8.3 Trees and Vegetation

Trees and vegetation contribute significantly to the Greenfield Heritage Conservation District. The trees and hedgerows on both public and private property reflect the rural settlement patterns of Greenfield. John Goldie's botanical interests and pursuits are also embodied in the mature vegetation found in the District.

8.3.1 Trees and Vegetation on Public Property Policies

The care, maintenance, and replacement of Greenfield's street trees are integral to sustaining the verdant canopy that is a defining attribute of the District. As such, it is recommended that:

- Any municipal or regional authority contemplating tree removal must consider the policies and guidelines of the Greenfield Heritage Conservation District;
- Any tree removal within the public right of way shall be subject to the approval from the Township Planning Department in addition to Public Works;
- Any trees on public property that are removed due to poor health, public safety, infrastructure works, or any other unavoidable circumstance shall be replaced with two trees within a reasonable distance to where the removal(s) occurred, where space permits and when capital works budget allows;
- Consideration should be given to the caliper size of replacement/infill trees, where feasible, in order to respect the size of existing mature trees, and respect the cultural heritage value of the Greenfield Heritage Conservation District;



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- An approved Tree Management Plan developed by a Certified Arborist or Registered Professional Forester must be developed in conjunction with any proposed road, servicing, or general construction that may impact tree root zones on public a property or has the potential to have adverse effects on the health and growing condition of the tree;
- Tree Management Plans and recommended replacement plantings shall be provided to the Consulting Engineer and be included within all tender and construction documentation; and,
- An approved Tree Preservation Plan completed by a Certified Arborist or Registered Professional Forester shall accompany all Site Plan Applications and/or Cultural Heritage Impact Assessments where construction activities on private property are adjacent to or may impact trees found on public property.

A multitude of changing environmental conditions threatens our trees and is significantly altering the species composition of our urban forests. Pests such as the Asian long horn beetle, the emerald ash borer, and gypsy moths are devastating specific tree populations throughout Ontario. Subsequently, it may not be reasonable to require trees that must be removed, due to mortality or health and safety concerns, to be replaced with like species. It is recommended that:

- If it is not appropriate to replace a dead or hazard tree with the same species, the replacement tree species shall approximate the same visual character of the tree to be removed, or in the case of infill, replicate the existing form of the existing canopy, to retain the consistency and pattern of the canopy structure.



Image 8: Mature trees along Greenfield Road, 2013



8.3.2 Trees and Vegetation on Private Property Policies

Beyond the public right of way, trees on private property greatly contribute to the character of Greenfield Road. On private property, the conservation and management of trees is generally at the discretion of the property owner. Currently there is no municipal by-law for the preservation of trees on private property. Trees identified as having significant heritage value or interest can be individually designated under the *Ontario Heritage Act*.

The Ontario Heritage Tree Alliance (OHTA) provides a ranking system for the designation process for use in this process. They utilize Paul L. Aird's definition of a heritage tree, which is as follows:

A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features; a living relic that displays evidence of cultural modification by Aboriginal or non-Aboriginal people e.g., strips of bark or knot-free wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail; a prominent community landmark; a specimen associated with an historic person, place, event or period; a representative of a crop grown by ancestors and their successors that is at risk of disappearing from cultivation; a tree associated with local folklore, myths, legends or traditions; a specimen identified by members of a community as deserving heritage recognition.¹

Therefore, it is recommended that:

- The Township consider a heritage tree designation at the request or nomination by the community and that the Townships staff, in conjunction with the North Dumfries Municipal Heritage Committee considers listing the tree(s) within the Greenfield Heritage Conservation District on the *Inventory of Heritage Resources* and that the North Dumfries Municipal Heritage Committee determine what level of protection could be provided for trees selected for heritage protection and which legislative tools are relevant for protective measures.
- An approved Tree Preservation Plan completed by a Certified Arborist or Registered Professional Forester shall accompany all Site Plan Applications and/or Cultural Heritage Impact Assessments where construction activities on private property may impact trees found on private property.

¹ *The Forestry Chronicle*, 2005, 81(4): 593 *Heritage, natural heritage, cultural heritage, and heritage tree defined*. Paul L. Aird

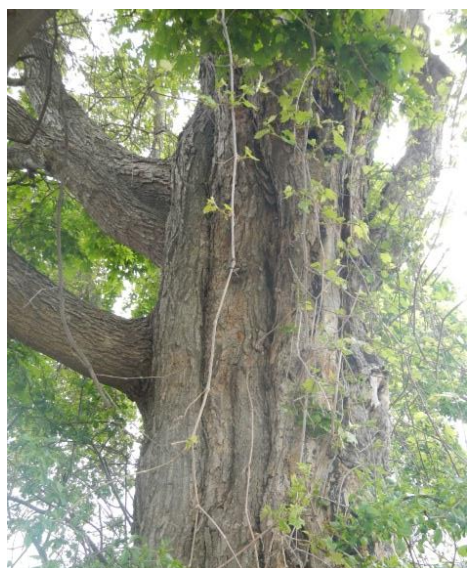


Image 9: Mature tree on private property, 2013



Image 10: Trees on private property contribute to the streetscape of Greenfield Road, 2013

8.3.3 Woodlands Policies

The Region of Waterloo's By-Law Number 08-026 - Respecting the Conservation of Trees in Woodlands, regulates the injury, destruction, and removal of protected tree species from woodlands on private and public property. A woodland is defined as land that is located within the boundaries of The Regional Municipality of Waterloo that is at least one hectare or more in area with at least:

- (i) 1,000 trees, of any size, per hectare;
 - (ii) 750 trees, measuring over five centimetres in diameter, per hectare;
 - (iii) 500 trees, measuring over 12 centimetres in diameter, per hectare; or
 - (iv) 250 trees, measuring over 20 centimetres in diameter, per hectare.
- a) Where the injury, destruction, and/or removal of trees from a woodland is desired within Greenfield Heritage Conservation District, the applicant must demonstrate that, in addition to the requirements of the by-law, the injury, destruction, and/or removal is consistent with the Greenfield Heritage Conservation District Plan and Guidelines.



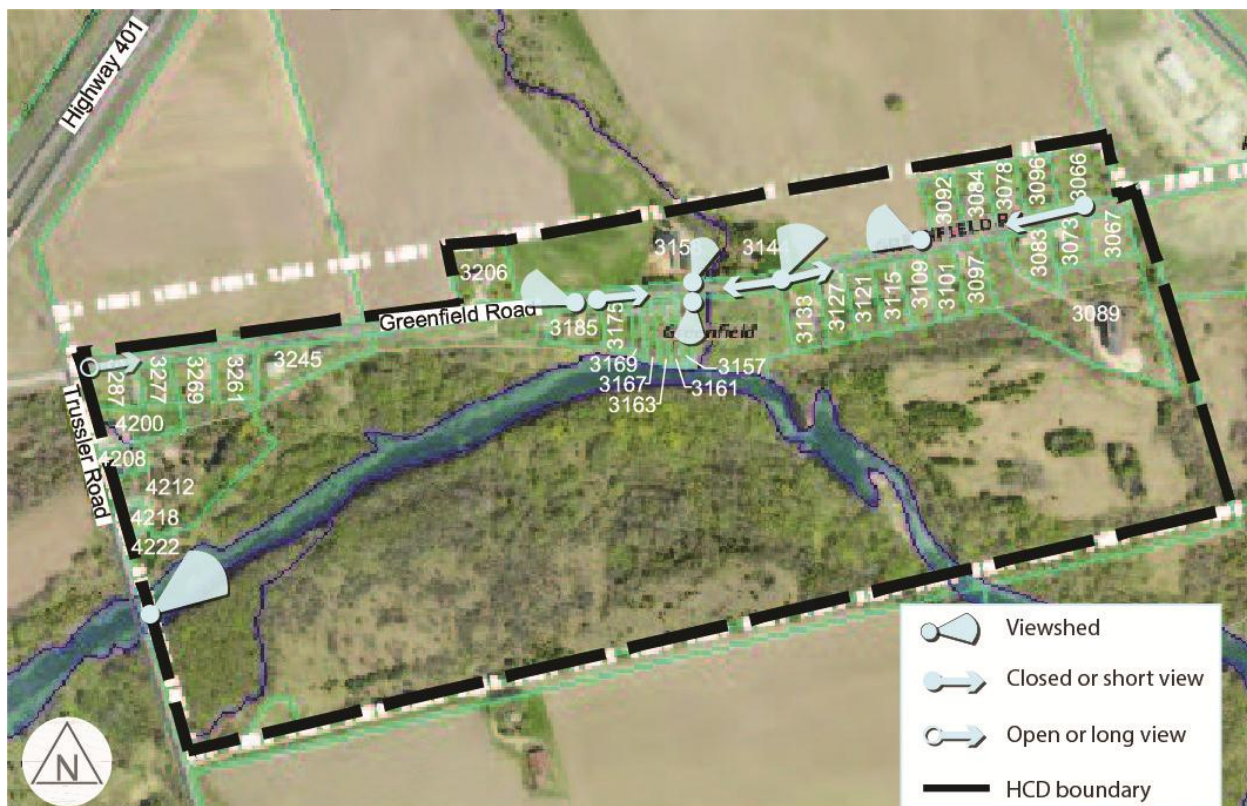
8.4 Views

Views can take on a number of different forms and can highly influence the sense of unity within and identity of a place. The views and vistas within and out of Greenfield Heritage Conservation District are contributing resources that support, maintain, and define its cultural heritage value and narrative. The views within Greenfield Heritage Conservation District, along Greenfield Road, are largely framed by the buildings and vegetation lining the road. The undulating topography of the landscape and the slight bend in the road near to Eden Creek also influence the length and termini of the views. Several defining views have been identified within Greenfield Heritage Conservation District, including the east-west vistas along Greenfield Road which encapsulate its story and its development over time and contribute to our understanding of Greenfield as it stands today; views to the agricultural lands to the north provide context and contribute to the rural feeling of Greenfield Heritage Conservation District; views to Eden Creek and the Nith River are not only scenic, but also provide a tangible link to the Greenfield Heritage Conservation District's milling history.

8.4.1 Views Policies

- Significant views, as identified within the Greenfield Heritage Conservation District Plan, shall be conserved; and,
- Works on adjacent properties shall not negatively impact identified views and viewsheds.

Where proposed development or site alteration, within or adjacent to the Greenfield Heritage Conservation District, has the potential to impact a significant view, the completion of a Cultural Heritage Impact Assessment may be required.





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Figure 3: Views associated with Greenfield Heritage Conservation District



Image 11: View of the Nith River looking east, 2013



Image 12: View of agricultural fields looking northwest, 2014



Image 13: View of Greenfield Road looking east, 2013



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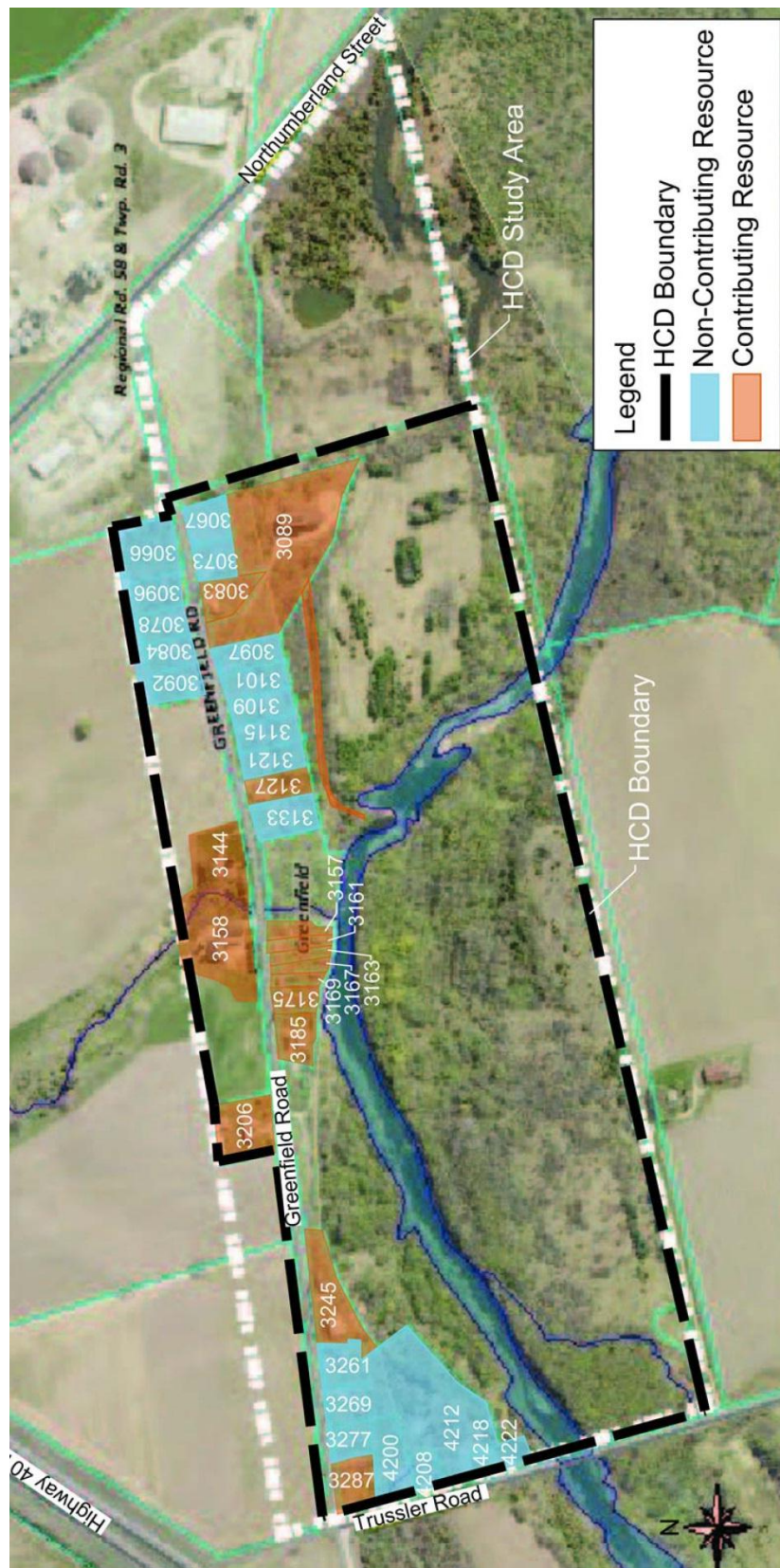


Figure 4: Contributing and Non-Contributing Built Resources



8.5 Contributing Resources

The most significant protected heritage resources located within Greenfield Heritage Conservation District have been identified as contributing resources. These illustrate, support, and define to the cultural heritage value of Greenfield, and are articulated in the Statement of Cultural Heritage Value. Contributing resources have been identified on Figure 4: Contributing and Non-Contributing Built Resources.

The Heritage Permit process (Section 9.0) identifies classes of alterations for contributing resources that require municipal approvals, as well as classes of alterations which do not require municipal approvals. Interior alterations do not require a Heritage Permit unless the affected interior elements are included as heritage attributes of the protected heritage resource within a Part IV of the *Ontario Heritage Act* designation. Maintenance, as defined by the Greenfield Heritage Conservation District Plan, for contributing resources do not required a Heritage Permit. A Cultural Heritage Impact Statement may be required to conserve contributing resources and/or the heritage attributes of Greenfield Heritage Conservation District during the process of change.

8.5.1 Contributing Resources Policy

- a) Contributing resources shall be conserved;
- b) Works meeting the definition of “maintenance,” as defined by the Greenfield Heritage Conservation District Plan, shall not require municipal approvals;
- b) Classes of alterations for contributing resources requiring or not requiring a Heritage Permit shall be identified in Section 9.0 of the Greenfield Heritage Conservation District Plan;
- c) In support of a Heritage Permit, the preparation of a Cultural Heritage Impact Assessment may be required for alterations or interventions with the potential to impact a contributing resource, an adjacent contributing resource, and/or a heritage attribute of Greenfield Heritage Conservation District;
- d) Alterations that have the potential to adversely impact heritage attributes of a contributing resource or those of an adjacent contributing resource shall not be permitted barring exceptional circumstances;
- e) Additions or alterations to contributing resources should be sympathetic, subordinate, distinguishable, and contextual in relation to the existing resource and its context, as well as the heritage attributes of Greenfield Heritage Conservation District;
- f) The administration of the *Ontarians with Disabilities Act*, the Ontario Building Code and related codes and regulations will be undertaken in such a manner to permit the conservation of heritage attributes of contributing resources while still ensuring the health and safety of the public. Preference should be given to reversible interventions;
- g) The conversion of contributing resources from a defined use within a zoning by-law to a different use may be permitted provided that the proposed change does not adversely impact the cultural heritage value of the contributing resource or the heritage attributes of Greenfield Heritage Conservation District and other applicable municipal requirements are met. The preparation of a Cultural Heritage Impact Assessment may be required;



- h) Interventions or alterations for energy efficiency (e.g. solar panels, windows) should be encouraged but shall not compromise, diminish, or negatively impact contributing resources or the heritage attributes of Greenfield Heritage Conservation District; and,
- i) Guidelines established within Sections 11.0 of the Greenfield Heritage Conservation District Plan should be followed for proposed development or site alteration, including addition or major renovation, to contributing resources. These Guidelines should be used in the review and evaluation of Heritage Permit applications and Cultural Heritage Impact Assessments.

8.6 Demolition of Contributing Resources

Demolition of contributing resources within the Greenfield Conservation District is strongly discouraged. It is recognized, however, that there are some circumstances where demolition may be necessary, such as in the interest of public health and safety (i.e. severe structural instability resulting from fire or other catastrophic events). The *Ontario Heritage Act* allows municipalities to prevent demolition of protected heritage resources, or establish conditions for demolition. Such conditions may include the requirement for an approved Site Plan for new development in keeping with guidelines of a Heritage Conservation District Plan or a specific time frame for construction of a new structure on the property.

A Demolition Permit is required when all or part of an existing building is proposed for demolition in the Township of North Dumfries. A review is undertaken by the Municipal Heritage Committee for all applications that pertain to buildings that are designated or listed on the Township's *Inventory of Heritage Resources* prior to issuing or denying a Demolition Permit request. Under the *Ontario Building Code*, demolition involves the complete removal of a structure; under this definition, it would be possible to remove all of the heritage attributes of a protected heritage resource without it being considered a demolition. To this end, some municipalities have adopted a specific definition of demolition for applications for demolition under the *Ontario Heritage Act* to ensure that the heritage attributes of protected heritage resources are conserved.

8.6.1 Demolition of Contributing Resources Policy

- a) The North Dumfries Municipal Heritage Committee shall review all Demolition Applications for protected heritage resources located within Greenfield Heritage Conservation District. Comments of the North Dumfries Municipal Heritage Committee shall be forwarded to Council for their decision;
- b) The demolition or relocation of a contributing resource located within Greenfield Heritage Conservation District is strongly discouraged. The demolition or relocation of a contributing resource may only be permitted in exceptional circumstances;
- c) Any proposal for a permit under the *Ontario Building Code* that includes the complete removal of a building or structure located upon real property identified as a protected heritage resource is considered as demolition or removal under Section 27(3) of the *Ontario Heritage Act* and that such applications are required to adhere to the requirements of Section 27 (3), Section 27 (4), and Section 27 (5) of the *Ontario Heritage Act* (which governs the demolition and removal of a building or structure);
- d) Any proposal for a permit under the *Ontario Building Code* that includes the removal of a structural element (such as a wall) of a building or structure located upon real property identified as having cultural heritage value or interest by the municipality under Section 27 (1.2) of the *Ontario Heritage Act* ('listed' property), and that this removal will result in the structure or building being unable to stand without support, is



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considered as demolition or removal under Section 27(3) of the *Ontario Heritage Act* and that such applications are required to adhere to the requirements of Section 27 (3), Section 27 (4), and Section 27 (5) of the *Ontario Heritage Act* (which governs the demolition and removal of a building or structure);

- e) Documentation of a contributing resource must be completed prior to demolition to create a record of the resource and its components;
- f) Replacement of contributing resource lost due to circumstances, such as severe structural instability, fire, flood or other reasons, shall be consistent with policies and guidelines of the Greenfield Heritage Conservation District Plan;
- g) The Chief Building Official shall be directed that, prior to the issuance of a Demolition Permit, Site Plan Approval, a Building Permit, and/or a Heritage Permit for a proposed development or site alteration shall be obtained to mitigate against premature demolition and to ensure that the Municipal Heritage Committee and Council have an opportunity to review the development plans prior to removal of a contributing resource; and,
- h) Property owners/authorized applicants are encouraged to reclaim (salvage) suitable building materials, such as windows, doors, moldings, columns, bricks, for potential reuse in a new building on the property or as replacement components for other contributing resources within Greenfield Heritage Conservation District which require repair and restoration over time.

8.7 Non-Contributing Resources

Some of the protected heritage resources within Greenfield Heritage Conservation District have been identified as non-contributing resources. These are resources, including real property, that do not contribute to the cultural heritage value of Greenfield Heritage Conservation District. Non-contributing resources have been identified on Figure 4: Contributing and Non-Contributing Built Resources.

The Heritage Permit process (Section 9.0) identifies classes of alterations for non-contributing resources that require municipal approvals, as well as classes of alterations which do not require municipal approvals. The intent of the requirement of Heritage Permits for particular classes of alterations for non-contributing resources is to ensure that proposed development or site alteration does not adversely impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District.

8.7.1 Non-Contributing Policies

- a) Proposed development or site alteration to non-contributing resources shall be permitted provided that the proposed development or site alteration does not diminish or adversely impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District;
- b) The administration of the *Ontarians with Disabilities Act*, the *Ontario Building Code*, and related acts, codes, and regulations will be undertaken in such a manner to permit alteration while still ensuring the health and safety of the public;
- c) The conversion of non-contributing resources may be permitted, provided other municipal requirements are met and the proposed conversion does not require proposed development or site alteration that may result in adverse impacts on adjacent contributing resources or the heritage attributes of Greenfield Heritage Conservation District. The preparation of a Cultural Heritage Impact Assessment may be required; and,



- d) Demolition of non-contributing resources within Greenfield Heritage Conservation District shall be permitted. Obtaining a Demolition Permit shall be required.

8.8 New Development

These policies acknowledge the potential for future infill, lot severance, redevelopment of a non-contributing resource, and catastrophic disaster. As such, the following policies are intended to ensure that any new development within Greenfield Heritage Conservation District does not negatively impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District.

8.8.1 New Development Policies

- a) Proposed development or site alteration that is not sympathetic to contributing resources and the heritage attributes of Greenfield Heritage Conservation District and/or may result in a negative impact shall be not be permitted;
- b) Council will endeavour, through its approval process, to discourage proposed development or site alteration that detracts or negatively impacts contributing resources or the heritage attributes of Greenfield Heritage Conservation District;
- c) The replacement of non-contributing resources and/or structures or dwellings lost due to circumstances such as severe structural instability, fire, flood, or other catastrophic reasons shall be sympathetic, contextual, and respectful to contributing resources and the heritage attributes of Greenfield Heritage Conservation District. The replication of a lost structure or dwelling is not required; however, the replacement structure or dwelling shall conform to the guidelines of the Greenfield Heritage Conservation District Plan;
- d) Guidelines, as developed in Section 11 of the Greenfield Heritage Conservation District Plan, should be used in the evaluation of Heritage Permits for new development. Proposed development or site alterations are encouraged to be consistent with the Guidelines of the Greenfield Heritage Conservation District Plan; and,
- e) When considering change or an alteration to a contributing resource, property owners are encouraged to consult with the Township of North Dumfries early in the design process to understand the objectives of the Greenfield Heritage Conservation District Plan as well as the resources available to them.

8.9 Public Realm, Public Works and Infrastructure

By taking a cultural heritage landscape perspective for Greenfield Heritage Conservation District, numerous heritage attributes located within public realm have been identified.

Under Section 41.2(1)(a) of the *Ontario Heritage Act*, the Council of a municipality shall not carry out or permit to be carried out public works within a Heritage Conservation District that are contrary to the objectives of the applicable Heritage Conservation District Plan.

8.9.1 Public Realm, Public Works and Infrastructure Policies

- a) The existing public realm of Greenfield Heritage Conservation District shall be conserved;



- b) Approvals for municipal public works projects within Greenfield Heritage Conservation District may require Heritage Permit approvals or the completion of a Cultural Heritage Impact Assessment;
- c) Mature street trees and roadside vegetation shall be protected and preserved during the process of change unless they present a public safety hazard and/or are in a serious state of decline due to age or disease. Any trees on public property that are removed due to poor health, public safety, infrastructure works, or any other unavoidable circumstance shall be replaced with two trees within a reasonable distance to where the removal(s) occurred, where space permits and when capital works budget allows;
- c) Existing road right-of-ways and widths of paved surfaces should not be increased;
- d) The introduction of sidewalks, street lights, or street furniture is not appropriate; and,
- e) The existing informal road edges such as grassed verges and open swales shall be maintained; curb treatments shall not be introduced;
- f) Hydropoles and overhead utilities line both the north and south side of Greenfield Road. This utility infrastructure is typical of a rural community and should continue. Burying overhead utilities is strongly discouraged, as it could have significant implications on the overall streetscape, including the damage and destruction of trees as well as potential conflict with buildings identified as contributing resources;
- g) The policies of Section 8.2 of the Greenfield Heritage Conservation District Plan which govern Greenfield Road shall apply.

8.10 Adjacency

Under Section 2.6.3 of the *Provincial Policy Statement* (2005):

Development and site alteration may be permitted on adjacent lands to protected heritage property where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Properties adjacent to the Greenfield Heritage Conservation District shall be subject to these policies to ensure that contributing resources and the heritage attributes of Greenfield Heritage Conservation District are not adversely impacted by proposed development or site alteration.

A Cultural Heritage Impact Assessment will be required for proposed development or site alteration that has the potential to impact an adjacent contributing resource and/or heritage attribute of Greenfield Heritage Conservation District.

8.10.1 Adjacency Policies

- a) The Township of North Dumfries shall ensure that the contributing resources and the heritage attributes of Greenfield Heritage Conservation District are protected; adjacent development or site alteration shall not negatively impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District;
- b) A Cultural Heritage Impact Assessment may be required to assess the potential impact(s) of a proposed development or site on adjacent contributing resources and/or heritage attributes of Greenfield Heritage Conservation District; and,



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- c) For the purposes of the Greenfield Heritage Conservation District, adjacent shall be defined as: in terms of evaluation of potential impacts of proposed development or site alteration on contributing resources and/or the heritage attributes of Greenfield Heritage Conservation District, adjacent can include real properties or sites that are contiguous; real properties or sites that are directly opposite a protected heritage resource separated by a laneway, easement, right-of-way, or a roadway; and/or real properties or sites upon which a proposed development or site alteration has the potential to impact identified visual character, streetscape, views, or scenic qualities as defined within a statement explaining the cultural heritage value or interest of a protected heritage resource (including but not limited to a Statement of Cultural Heritage Value or Interest, heritage designation by-law, heritage character statement, Heritage Conservation District Plan, and/or statement of significance).



9.0 HERITAGE PERMIT SYSTEM

In accordance with Section 42(1) of the *Ontario Heritage Act*, the Township of North Dumfries has established a Heritage Permit System. The Heritage Permit System has been established so that the Township of North Dumfries may review alterations and verify whether or not the proposed changes will benefit the heritage attributes of a protected heritage resource. A copy of the current Heritage Permit application (as of March 2014) is included in Appendix B.

Property owners, or agent, of a protected heritage resource must apply to the Township if they wish to alter their property. The property owner must receive the written consent of the Township to proceed with alterations, and conditions may be applied. Activities falling within the definition of “maintenance” do not require approvals. Additionally, within a Heritage Conservation District, the *Ontario Heritage Act* empowers Municipalities to define alterations or classes of alterations that a property owner may carry out or permit to be carried out without obtaining Heritage Permit approvals. Classes of alterations requiring or not requiring Heritage Permit approvals are identified in Table 1.

A property owner is able to appeal the decision of Council's refusal or conditions for approvals for a Heritage Permit. For protected heritage resources located within a Heritage Conservation District, the Ontario Municipal Board is the appeal body.

A property owner/authorized agent is able to appeal the decision of Council's refusal or conditions for approvals for a Heritage Permit. For protected heritage resources located within a Heritage Conservation District, the Ontario Municipal Board is the appeal body beyond Council. Applications are processed within 90 days of receipt of a complete application unless the property owner/authorized agent and Council have agreed to an extended timeline in writing.

In extenuating circumstances, immediate or temporary repairs may be required to ensure the protection and conservation of a contributing resource or heritage attribute of Greenfield Heritage Conservation District. These situations are uncommon but do occur. Extenuating circumstances are understood to be those situations where a failure to act immediately could result in the irreversible destruction or loss of a contributing resource or a heritage attribute of Greenfield Heritage Conservation District, and which are considered to be a health, safety, or security issue by the Chief Building Official or Fire Chief. Deferred maintenance shall not constitute an extenuating circumstance. All reasonable efforts should be made to ensure that the contributing resource or heritage attribute of Greenfield Heritage Conservation District are not adversely impacted as a result of the immediate or temporary repairs undertaken, and can be appropriately restored at a time when permanent repairs are possible.

9.1 Heritage Permit Policy

- a) The policies and guidelines of the Greenfield Heritage Conservation District Plan shall be used in the review and evaluation of Heritage Permit applications for protected heritage resources located within the Greenfield Heritage Conservation District;
- b) Works falling within the definition of “maintenance,” as defined by the Greenfield Heritage Conservation District Plan, do not require Heritage Permit approvals;
- c) For the purposes of the Greenfield Heritage Conservation District, maintenance shall be defined as: means the routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected



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heritage resource, and its heritage attributes. Actions undertaken under the scope of maintenance should use the same type of material to maintain the cultural heritage value of a protected heritage resource, in keeping with the design, colour, texture, and other distinctive features that is to be maintained. Typical maintenance actions include: periodic inspections; general property cleanup of rubbish and refuse; general gardening; painting; replacement of broken glass in windows with same; replacement of asphalt shingles with same; and/or any work defined as maintenance within Part IV of the *Ontario Heritage Act* designation by-law or easement agreement;

- d) Alterations or classes of alterations requiring or not requiring Heritage Permit approvals are identified in Table 1, which shall be used to identified if Heritage Permit approvals are required for a proposed change;
- e) The Council of the Township of North Dumfries authorizes the Chief Building Official, or designate, to approve, approve with conditions, or deny, as appropriate, Heritage Permit applications within the Greenfield Heritage Conservation District save-and-except the following major alterations, which require Council approval following a recommendation by the North Dumfries Municipal Heritage Committee:
 - a. Applications for demolition of contributing resources;
 - b. Applications in which the property owner/authorized agent does not agree with the decision of the Chief Building Official; and,
 - c. Applications referred to Council by the Chief Building Official.
- f) The North Dumfries Municipal Heritage Committee may be consulted on any Heritage Permit application at the discretion of the Chief Building Official, or designate;
- g) The Council of the Township of North Dumfries shall not permit alterations to a protected heritage resource that is in contravention of the Greenfield Heritage Conservation District Plan;
- h) A Cultural Heritage Impact Assessment may be required in support of a Heritage Permit application. A Cultural Heritage Impact Assessment may be requested at the discretion of the Chief Building Official, Planner, or North Dumfries Municipal Heritage Committee;
- i) In addition to proposed development or site alteration on private property, public works and public realm improvements are subject to the requirements of the Heritage Permit approvals process within Greenfield Heritage Conservation District;
- j) Obtaining a Heritage Permit does not negate the necessity of other permits required under other legislation (such as the *Ontario Building Code* and/or the *Planning Act*). Obtaining a permit under other legislation (such as the *Ontario Building Code* and/or the *Planning Act*) does not negate the requirement of obtaining Heritage Permit approvals; and,
- k) In the event of extenuating circumstance requiring an immediate or temporary response to ensure the protection and conservation of a protected heritage resource, the Chief Building Official is authorized to provide “emergency approvals” of the necessary work. North Dumfries Municipal Heritage Committee may be consulted on any “emergency approvals” at the discretion of the Chief Building Official.



9.2 Heritage Approvals Process

The following chart illustrates the typical steps that a property owner should take when contemplating any alterations, additions, or other work to their buildings and properties within the Greenfield Heritage Conservation District. Township staff have delegated authority to make decisions relating to specific works. APPENDIX E, Heritage Attributes of Contributing Resources provides descriptions of the heritage attributes associated with the contributing resources identified within the Greenfield Heritage Conservation District to further aid in the decision making process related to Heritage Permits.

Table 1: Heritage Permit: Classes of Alterations

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Maintenance For the purposes of the Greenfield Heritage Conservation District Plan, maintenance shall be defined as the routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected heritage resource, and its heritage attributes. Actions undertaken under the scope of maintenance should use the same type of material to maintain the cultural heritage value of a protected heritage resource, in keeping with the design, colour, texture, and other distinctive features that is to be maintained. Typical maintenance actions include: <ul style="list-style-type: none"> ■ periodic inspections; ■ general property cleanup of rubbish and refuse; ■ general gardening; ■ painting; ■ replacement of broken glass in windows with same; ■ replacement of asphalt shingles with same; and/or ■ any work defined as maintenance within Part IV of the <i>Ontario Heritage Act</i> designation by-law or easement agreement 		No	No	No Heritage Permit Required
Interior Renovation		No	No	No Heritage Permit Required
Outbuilding	Erection of a small outbuilding not requiring a Building Permit and is not visible from the street and/or will not impact the identified heritage attributes of a contributing resource	No	No	No Heritage Permit Required



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Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Windows	Window replacement, same material, size, and design	No	No	Approval Authority Delegated to Township Staff
	Window replacement, different material, size, or design, where window is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Window open removal or addition, including skylight, where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Shutter replacement, same material, size, and design	No	No	
	Shutter replacement, different material, size, or design	No	No	
	Shutter removal or addition	No	No	
Doors	Door replacement, same material, size, and design	No	No	Approval Authority Delegated to Township Staff
	Door replacement, different material, size, or design where door is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Addition of storm or screen door	No	No	
	Door opening removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
Roof	Re-roofing, same material and colour	No	No	Approval Authority Delegated to Township Staff
	Re-roofing, different material or colour	Yes	No	
	Alteration to roofline	Yes	No	
Porch/Verandah	Porch/verandah replacement, same materials, size, and design	No	No	Approval Authority Delegated to Township Staff
	Porch/verandah replacement, different materials, size, and design where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Porch/verandah removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	



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Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Cladding, Soffit & Fascia, and Trim	Soffit and/or fascia replacement, same materials	No	No	Approval Authority Delegated to Township Staff
	Soffit and/or fascia replacement, different materials	No	No	
	Replacement of siding/cladding, same material, colour	No	No	
	Removal/installation of cladding/siding, different material, colour where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Replication of decorative trim, same material, colour	No	No	
	Decorative trim removal or addition, different material, colour	No	No	
Other Exterior Alterations	New or increased parking areas (especially front yard)	Yes	Yes	Approval Authority Delegated to Township Staff
	Repaving of existing parking area without expansion, same material	No	No	
	Repaving of existing parking area without expansion, different material	No	No	
	Addition or alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource (e.g. solar panel)	Yes	No	
	Chimney repointing, same material, design	No	No	
	Chimney replacement, different material, design	Yes	No	
	Chimney removal or addition	Yes	No	
	Repair to eaves trough, same material, design	No	No	
	Repair to eaves troughs, different material, design	No	No	
	Addition of/change to eaves trough	No	No	



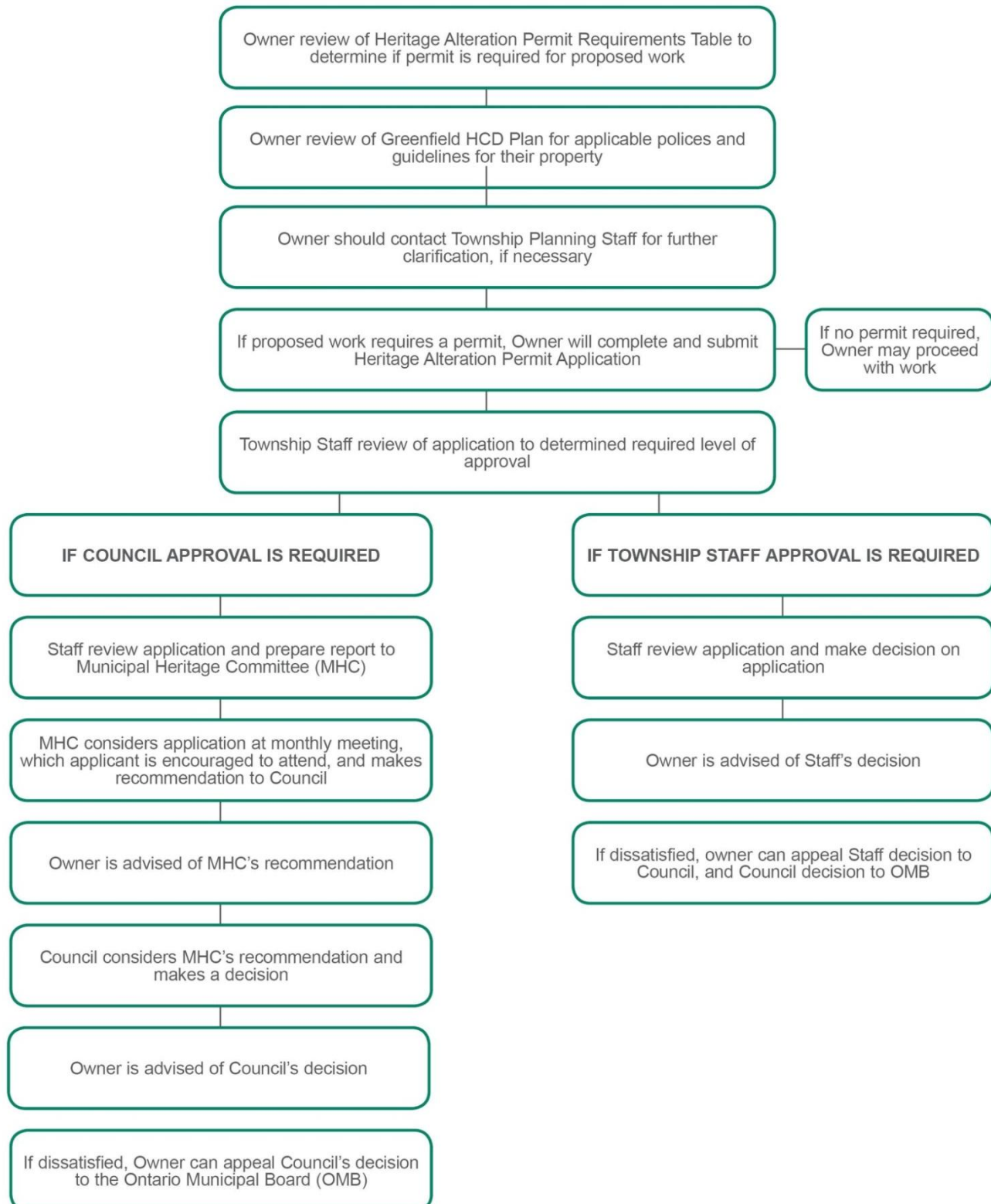
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Type of Work		Type of Work		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Major Interventions	Erection of a new building or structure (requiring a Building Permit) on same property, where new building or structure is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	Yes	Council Approval Required
	Addition or major alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	Yes	
	Demolition of an existing structure (Demolition Permit)	Yes	Yes	
	Relocation of an existing structure to another location	Yes	Yes	



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Figure 5. Heritage Alteration Permit Application Review Process





10.0 IMPLEMENTATION

10.1 Township Staff

Within Township of North Dumfries, the Chief Building Official is responsible for the management of Heritage Permits for existing Part IV of the *Ontario Heritage Act* designated properties. One member of the Township of North Dumfries planning staff has been assigned to attend the North Dumfries Municipal Heritage Committee meetings. As a committee of Council, it is essential that a strong relationship between staff and the North Dumfries Municipal Heritage Committee be fostered.

10.1.1 Township Staff Policy

- a) Township staff are encouraged to maintain a presence on the North Dumfries Municipal Heritage Committee.

10.2 Education and Information Programs

Education and information programs can help residents, property owners, municipal staff, and Councillors become aware of the opportunities and obligations of Heritage Conservation District designation. These programs can help address questions, concerns, and myths about heritage conservation. They can also provide interpretive and educational benefits. This also can provide an opportunity to promote the cultural heritage values and heritage attributes of protected heritage resources located within Greenfield Heritage Conservation District as well as its historical and cultural context.

10.2.1 Education and Information Policy

- a) The Township of North Dumfries will explore opportunities with the Grand River Conservation Authority to establish trails along the Nith River and develop interpretive signage;
- b) The Township of North Dumfries is encouraged to promote in a sustainable manner the cultural heritage value of Greenfield Heritage Conservation District through local and Regional initiatives; and,
- c) The Township of North Dumfries should develop and maintain a “Homeowner’s Guide” for residents and property owners that outlines the general objectives of Greenfield Heritage Conservation District, as well as a summary of the Heritage Permit system and available resources.

10.3 Monitoring Program

Monitoring is an important part of any heritage management plan. The European Union’s HerO network has recognized that reality often differs from expectations, and that both objectives and needs sometimes change due to new challenges and circumstances for protected heritage resources (HerO, 2010). It is important to ensure that any Heritage Conservation District Plan and Guidelines document continues to be effective and meaningful. Monitoring a Heritage Conservation District Plan’s application can help identify areas in which may need revision or updating.

As HerO noted, monitoring serves in general four main objectives:

- 1) Observing and analysing developments, progress and changes to make them “visible” (i.e. how many historic buildings have been properly rehabilitated);
- 2) Reviewing the performance to control the success and check the results;



- 3) Providing information to the general public to raise the awareness and to give advisory services to citizens, property owners and investors about the development of the historic urban area and its cultural heritage (enhance appreciation of the heritage i.e. by a public report about the benefits of safeguarding cultural heritage); and
- 4) Supporting the objective decision making and taking corrective actions by providing information to decision makers and affected people (HerO, 2010, 17).

Indicators that can be used in monitoring the effectiveness of a heritage conservation district plan include (but are not limited to):

- Number and type of Heritage Permits (per year);
- Number of demolition requests (Demolition Permits) (per year);
- Number of “emergency approvals” (per year);
- Number of protected heritage resources damaged (e.g. flood or fire);
- Approvals timelines (number of days);
- Legal appeals and challenges;
- Property Standards orders (per year);
- Property value changes (based on market performance); and,
- Complaints.

Monitoring programs can be annual or multiyear.

10.3.1 Monitoring Program Policy

- a) The Township of North Dumfries should develop and adopt a Monitoring Program for Greenfield Heritage Conservation District;
- b) The Monitoring Program should provide ongoing and annual results, with the ability to track trends over a multi-year period; and,
- c) The Greenfield Heritage Conservation District Plan should be reviewed by 2030.

10.4 Heritage Incentive Programs

The Waterloo Regional Heritage Foundation provides funding for owners of properties designated under the *Ontario Heritage Act* in support of restoring heritage resources. More information is available at <http://www.wrhf.org/grants/index.shtml>.

10.4.1 Heritage Incentive Program Policy

- d) The Township of North Dumfries is encouraged to support the conservation of protected heritage resources using available means; and,
- e) The Township of North Dumfries is encouraged to explore heritage incentive programs.



11.0 CONSERVATION AND DESIGN GUIDELINES

It is the intention that together the Cultural Heritage Landscape and [Built] Heritage Resources Guidelines found in Section 12.0 and Section 13.0, respectively, will encourage the conservation of both tangible and intangible heritage attributes. Because clear and applicable guidelines can be developed for the conservation of physical heritage attributes, emphasis has been placed on the tangible or physical heritage attributes to be conserved. By encouraging the conservation of these tangible heritage attributes the aim is to ultimately maintain the associations with less tangible heritage attribute of Greenfield Heritage Conservation District.

12.0 CULTURAL HERITAGE LANDSCAPE CONSERVATION AND DESIGN GUIDELINES

12.1 Introduction

The Greenfield Road streetscape has been identified as a significant heritage attribute that contributes to the cultural heritage value of the Greenfield Heritage Conservation District. Greenfield Road is the thread that weaves the whole Heritage Conservation District together, providing both a physical and historical link to the other contributing resources. It is from Greenfield Road that the majority of visitors will experience the cultural heritage value of Greenfield Heritage Conservation District; its long corridor enfolded within a verdant canopy; its views to the agricultural lands beyond the district; and the vistas of the winding Nith River. The roadway itself, a narrow, two-lane, paved road, typifies a rural settlement, with no curbs or gutters, modest gravel shoulders and open, shallow drainage swales. Overhead utilities stretch the length of Greenfield Road on both the north and south side, though there are no streetlights present on the utility poles.

12.2 Trees and Vegetation

The semi-enclosed nature of Greenfield Road is greatly due to the vegetation that lines the edge of the roadway. A great number of trees are located in close proximity to the edge of the road. Mature vegetation provides a sense of enclosure, where large trees and woodlots punctuate the edges of the streetscape, creating vegetated 'walls' along the road, contributing to the narrow, intimate scale of the streetscape.

Not only do the trees within the District contribute to the scenic quality of the community, many of them also have significant historical connections to the Goldie family. The following guidelines are put forward to assist in the conservation and perpetuation of the trees found within Greenfield, for both public and private property.

12.2.1 Trees and Vegetation Guidelines

- Maintain the health of trees and shrubs through an appropriate pruning and fertilizing schedule;
- Do not cut down or damage publicly owned street trees that are adjacent to private property. If a publicly owned tree appears to be in poor condition, health, or is severely damaged or requires major pruning, contact the Township;
- Use care when cutting grass and using power lawn equipment around trees to avoid damage to the trunk and to surface roots;
- Where new street trees have been planted by the Township, it is recommended that the adjacent property owner assists in the monitoring and watering of the tree, particularly in periods of dry weather; and



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- Where possible, select indigenous tree species when planting a new tree. Indigenous species would have been widely available during the early settlement of Greenfield. The Grand River Conservation Authority's Forestry department offers a number of resources (refer to Appendix F) for the selection of native trees appropriate for planting in the Greenfield District.



Image 14: Trees and vegetation within Greenfield, 2013



12.3 Gateways

While there is a sense of arrival when you enter into Greenfield Heritage Conservation District due to the change in topographic character and the proportions of the streetscape, the tangible gateways, which are small standard municipal signs at the eastern and western boundaries, do not reflect Greenfield's unique and distinct cultural heritage value. Significant opportunity exists to enhance this gateway signage in order to better celebrate the past, present and future and to further identify the Greenfield Heritage Conservation District.

12.3.1 Gateway Guidelines

- Decorative gateway or entry signage should be installed at the borders of Greenfield Heritage Conservation District, along Greenfield Road; and,
- Signage shall be designed to be consistent with and complimentary to the overall cultural heritage value of Greenfield Heritage Conservation District in relation to the scale, colour, and materials.



Image 15: Existing gateway signage into Greenfield, at Trussler Road, 2013



12.4 Massing and Setback

The most significant influence a structure will have on a street is its overall size and shape as perceived from the road. Structures that are not contiguous with their neighbours and stand out due to variation in size and/or location can result in that structure being seen as distinct or unique. While this quality can be beneficial in the instance of a landmark building or feature where additional focus is desired, it can conversely have a deleterious effect, where inconsistent massing or setbacks disrupt an otherwise consistent rhythm and scale of a streetscape.

In the case of Greenfield Heritage Conservation District, the massing and setback of the residential protected heritage resources reflect the development periods of the area. Development most closely related to the early milling history of Greenfield (1830-1890) has small setbacks from the road and resources are typically small or moderate in size. Many of the worker's "saltbox" cottages are located tight to the road, and have narrow side yards, further contributing to Greenfield Road's sense of intimacy and visual enclosure. The second, more recent phase of development is associated with the Post-War Period, when the economy of Greenfield Heritage Conservation District began to evolve. Upon the closure of the Mill in 1965, residential development began to resemble typical suburban or rural residential development. Protected heritage resources constructed after 1965 are set back further from the road and generally have moderately-sized side yards, contributing to a more open character along these areas of Greenfield Road. Recent development is also larger in scale; structures built within the last twenty years particularly epitomise a trend towards larger dwellings.

12.4.1 Massing and Setback Guidelines

- New development/infill construction should be 1-2 storeys in size with a scale comparable to and complementary with adjacent dwellings; and,
- The setback for new development/infill construction should be the average of the setbacks located on either side.



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Image 16: The unified massing and setback of the worker's cottages creates a consistent visual rhythm along the road



Image 17: The larger setbacks of more recent development creates an open, wider feeling along the streetscape



12.5 Vehicle Parking and Driveways

Front driveways have become an integral feature of residential landscapes, whether suburban or rural. The dominance of the automobile in our society has created a shift in the way our streets and homes are designed, with prominence oftentimes being given to the vehicle and parking. Greenfield Heritage Conservation District's driveways and lanes typify a rural settlement, with long narrow driveways extending to the residences. The larger setback of modern development generally accommodates parking areas in such a way that they are not visually intrusive on the streetscape. Parking associated with contributing resources is also mitigated through large setbacks or landscaped areas to screen property parking. The worker's "salt box" cottages have a very limited setback from the road, but the associated driveways kept to the sides of the cottages and extend to the back yard, ensuring that the majority of parking is kept away from the streetscape.

12.5.1 Vehicle Parking and Driveway Guidelines

- Should infill development occur along Greenfield Road, driveways will be designed with a single-lane access from the road, to minimize the visual impact on the streetscape;
- New paved parking areas for existing development should be kept away from the road; where feasible, parking should be directed to the side or the back of a property, where space allows, ensuring there are no visual or physical impacts to adjacent heritage resources;
- Where setbacks are limited, efforts should be made to explore alternative methods of 'paving', such as turf geogrids or to minimize the paved area by implementing a 'two-track' driveway, if parking beside or behind the house is not feasible, in order to preserve the expanse of the front yard;
- Parking should be screened or softened, where feasible, through the use of landscaping; and,
- Paving materials can include asphalt, gravel, concrete, or concrete pavers and should be selected from a natural colour palette. Residents are also encouraged to consider permeable paving options to reflect the sustainable character of the community.

12.6 Fences and Hedges

Historically, fences and hedges along the fronts of properties would have been mainly functional, delineating property, containing livestock, and providing windbreaks to fields and open space. Historical photographs of Greenfield Heritage Conservation District indicate simple wood picket fencing around the worker's cottages and the school. Today, all manner of fencing types are visible from Greenfield Road, with styles range from post and wire around agricultural lands, to ornamental fencing associated with modern development, to split rail and open board fencing to wood privacy fencing. Natural hedgerows of a mixture of trees and shrubs line border agricultural lands, while planted lilac hedges screen residences.

Because of this variation of existing fencing types and functions, the guidelines are put forward to ensure the good maintenance and care of existing fencing is continued and that new fencing within the front of a property is in keeping with the cultural heritage value of Greenfield Heritage Conservation District in terms of scale, materials and colour.

12.6.1 Fencing and Hedge Guidelines

- Fencing should be maintained and cared for appropriately. In the case of metal or wood fences, ensure that a consistent coat of paint is kept up on the surface to prevent rust, rot, or other deterioration;



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- Wood fencing is preferred over vinyl, plastic, aluminum, or other modern materials. Unfinished, pressure-treated lumber fencing, and chain link fencing are discouraged where they are visible from the road and affect the streetscape;
- Size and scale of the fencing should be considered closely when erecting a new fence and be in keeping with the overall massing and scale of the property and Greenfield Heritage Conservation District;
- Setbacks of the fence must also be considered in conjunction with Township by-laws and overall traffic safety and transportation standards. Sightlines over and around the fencing should not impede public safety;
- Fencing should not impede or detract from views to or from contributing resources;
- Landscape hedges should be maintained and cared for appropriately using good horticultural practices.
- Where a new landscape hedge is desired, the size and scale of the plant material should be considered to ensure sightlines over and around the hedge will not impede public safety;
- The size and scale of plant material for landscape hedges should be considered in proportion to the size and scale of the individual property as well as the overall massing and scale of Greenfield Heritage Conservation District; and,
- Where possible, plant species for landscape hedges should be complimentary to contributing resources and the heritage attributes of Greenfield Heritage Conservation District.



Image 18: An example of split rail fencing within the District, 2013



Image 19: A wood picket gate and lilac hedging frame a driveway within the District, 2013



13.0 BUILT CULTURAL HERITAGE CONSERVATION AND DESIGN GUIDELINES

13.1 Conservation of Contributing Resources

The following guidelines have been developed to direct the conservation of contributing resources located within Greenfield Heritage Conservation District.

13.1.1 Contributing Resources General Guidelines

- Confirm whether Heritage Permit approvals are required for the work being considering;
- Where feasible, repair rather than replace all elements of a contributing resource. Where repair is not possible, use available historic material as precedent and avoid the use of standard or generic materials that are not appropriate to the contributing resource;
- Do not restore based on conjecture. Use historic photographs, drawings, and physical evidence to inform interventions. Consider contacting the Municipal Heritage Committee or the local chapter of the Architectural Conservancy of Ontario for possible advice;
- Avoid the introduction of “new” materials and methods of construction if the original is still available and possible to conserve;
- Preference should be given for the restoration of features such as windows, doors, porches, and decorative trim, rather than replacement;
- Where replacement of features (e.g. – doors, windows, trim) is unavoidable, the replacement components should be of the same style, size, and proportions; Avoid the use of vinyl or plastic replicas of replacement features if possible, wood is generally a more appropriate material;
- Similar building forms, materials, scale and design elements from the existing contributing resource should be incorporated in the adaptive reuse project or alteration;
- Avoid concealing original parts of contributing resource, such as entrances and decorative details, when undertaking alterations;
- If in doubt, use discretion and avoid irreversible changes to the contributing resource. A preference should be given to reversible alterations; and
- Keep accurate photos and other records, and samples of original elements that have been replaced.

13.1.2 Façade Guidelines

- Maintain the street-facing façade of the contributing resource. This is not an appropriate location for additions or interventions, such as new window (including dormers) or door openings, or alteration to the roofline;
- The rear of a contributing resource is a more appropriate location for an addition or intervention to reduce the visual impact on the streetscape or contextual value of Greenfield Heritage Conservation District;
- Additions should remain secondary in nature and clearly distinguishable from the existing contributing resource. This can be achieved, for example, through the use of an additional setback and/or the use of



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traditional materials and finishes rather than exact duplicates of form to provide an appropriate transition between an addition and the existing contributing resource. Additions should not be visible from the street. Additions should be reversible;

- The architectural style of the contributing resource should be considered as a guiding influence in the design of an addition or alteration. Strict adherence is not required, but the principles of sympathy, respect, and context should be demonstrated in the design and finishes of an addition or alteration; and
- Should the introduction of new exterior stairs be required for access or emergency exit purposes on a contributing resource, they should be situated at the rear or side of the structure, away from the streetscape, using materials and construction methods and finishes that are compatible with the contributing resource.



Image 20: The facade of the Goldie Manor House, 2013

13.1.3 Roofing and Exterior Cladding Guidelines

- The use of overly bright colours should be avoided in the cladding of a contributing resource, including exterior walls and roofing. Neon and fluorescent colours should be avoided as well;
- Asphalt shingles are the most prevalent roof cladding material within Greenfield Heritage Conservation District. Heritage Permit approvals are not required when replacing an asphalt shingle roof with the same. While steel or metal roofs exist, asphalt shingles remain the preferred roofing option. Clay tiles and flat roofs are not appropriate on residential dwellings in Greenfield Heritage Conservation District;
- Alterations to the roof and roofline of a contributing resource visible from the street should be avoided;
- Where possible, the roofing material should be consistent between a contributing resource and an addition;



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- Retain chimneys. Avoid removing chimneys, even if they are no longer functional, as they contribute to the rhythm of the built form in Greenfield Heritage Conservation District. If a chimney is no longer used, it should be capped and sealed by a knowledgeable tradesperson;
- Contributing resources should be kept in a state of good repair so as to minimize damage caused by environmental factors; appropriate exterior cladding materials include wood, rough cast, brick or fieldstone where appropriate. These materials should be considered before using fiber-cement board, vinyl and aluminum cladding options. Cultured/faux stone and stucco are not appropriate cladding materials;
- The painting of exterior masonry is not encouraged;
- Exterior masonry should not be sandblasted. Sandblasting is likely to permanently damage the surface of the brick or stone and may accelerate deterioration;
- In the repointing of masonry, testing should be completed to utilize the appropriate composition of mortar for historic bricks (e.g. lime-based mortar compared to more contemporary Portland-based compounds);
- The cladding of an addition or alteration to a contributing resource should not attempt to “match” or replicate the cladding of a contributing resource, within reason. A different, but sympathetic material may be selected for the cladding of an addition or alteration. Sympathy, within the context of cladding, could be demonstrated through the selection of an appropriate colour that does not match but complements the historic material; and
- Fiberglass and plastic versions of decorative trims should be avoided. Wooden decorative trim is preferred.

13.1.4 Doors and Windows Guidelines

- Original or historic doors and windows should be conserved. The frames, glass, and decorative details have unique qualities and characteristics that are difficult to replicate;
- Original wood frame doors and windows can often be conserved through the use of new wooden products to match. Replacement should only be considered if restoration or other conservation approaches are not viable. The replacement of wooden windows with aluminum or vinyl windows of the same size, glazing pattern, and type will be permitted if the existing windows have deteriorated beyond repair; however, wooden windows are the preferred replacement. Where replacement is the only feasible option, the details of the door or window to be replaced should be maintained. Wooden flashing and trim detail should be retained and reinstated where possible;
- If a door or window that has a decorative transom must be replaced with new, make every effort to conserve at least the transom at the top of the door or window opening;
- Original door and window openings on the street facing facade should not be blocked up or covered as this can greatly alter the visual character of the contributing resource; and
- Choose storm and screen doors that reflect the age and character of the house. Wood framed doors are much more preferable than aluminum screen / storm doors and have the added advantage of being able to be painted to complement the house.



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13.1.5 Porches and Verandahs Guidelines

- A porch or a verandah is not appropriate for the façade of every contributing resource within Greenfield Heritage Conservation District particularly where there is no historical precedent. The rear elevation of a contributing resource may be a more appropriate location for the addition of a porch or verandah;
- Existing porches and verandahs on contributing resources should be conserved. The removal or substantial alteration to the size, shape, and design of existing porches and verandahs is strongly discouraged; and
- When restoring a porch or verandah that is either intact or completely demolished, research should be undertaken to determine the historic design which may have been much different from its current condition and decide whether to restore the historic precedent.



Image 21: The existing porch on River House, one of the contributing properties in the District, 2013



13.1.6 Utilities and Services Guidelines

- Service equipment, including dryer vents, electrical connections, and air conditioners, should not be located on the façade of a contributing resource; side or rear elevations are more appropriate; and,
- Discussions should occur with utility providers concerning the placement of metres; new metres should be located on side or rear elevations.

13.2 Non-Contributing Resources

Guidelines for non-contributing resources have been included within the Greenfield Heritage Conservation District Plan to encourage property owners to be conscientious of contributing resources and the heritage attributes of Greenfield Heritage Conservation District when considering change, proposed development or site alteration. Additionally, when a non-contributing resource is demolished, the replacement structure is subject to the Guidelines for New Development/Infill Construction.

Changes and alterations to non-contributing resources are permitted to a greater extent than contributing resources.

A “historical complimentary” approach is recommended for alterations to non-contributing resources located within Greenfield Heritage Conservation District. This approach emphasizes design principles that are commonly found on historic structures. These may include: demonstration of architectural style/influence, use of brick or wood cladding, and/or traditional relationship of solid to void on the façade among other principles. Poor copies of existing contributing resource and pastiches should be discouraged.

13.2.1 Non-Contributing Resource Guidelines

- Existing non-contributing resources are not required to adopt a “heritage aesthetic” or complete “heritage renovations;”
- Alterations or additions to non-contributing resources shall not negatively impact adjacent contributing resources or the heritage attributes of Greenfield Heritage Conservation District;
- Additions and alterations to non-contributing resources should be encouraged to utilize the design vocabulary of adjacent contributing resources, where appropriate;
- Some modern buildings should emphasize complementary and harmonious qualities rather than attempt to replicate heritage designs;
- Separate, or detached, garages accessed by side driveways are preferred. Garages should not protrude the façade and front yard parking is discouraged; and,
- A “historical complementary” approach should be encouraged when considering alterations to a non-contributing resource.

13.3 New Development/Infill Construction

The following guidelines are intended to ensure that any new development within Greenfield Heritage Conservation District does not negatively impact contributing resources and the heritage attributes of Greenfield Heritage Conservation District.



13.3.1 New Development/Infill Construction Guidelines

- New development/infill construction should be sympathetic to contributing resources;
- New development/infill construction should be oriented towards the street;
- New development/infill construction should be 1-2 storeys in massing with a scale comparable to adjacent structures;
- The setback for new development/infill construction should be the average of the setbacks located on either side;
- A traditional relationship of solid (wall structure) to voids (windows and doors) should be demonstrated. Glass walls are not appropriate on the façade of a new development/infill construction, but may be located on the rear elevation;
- Hip or gable roofs are the most common within Greenfield Heritage Conservation District and should be demonstrated in new construction/infill development. Mansard roofs, pagoda-style, and flat roofs are not appropriate for residential dwellings;
- Demonstration of more traditional architectural styles/influences is appropriate to Greenfield Heritage Conservation District. Contributing resources demonstrate the Gothic Revival, Regency, and “saltbox” workers cottages styles, which may be a source of inspiration for new construction/infill development;
- Brick and wood siding are the preferred exterior cladding materials for new construction/infill development in Greenfield Heritage Conservation District. Other materials have less historical precedence;
- Bright, neon, and fluorescent colours should be avoided; and
- Parking areas should be located behind or next to the main dwelling. Garages are most suitably located at the rear of a dwelling. Front yard parking should not be permitted.



Image 22: For new development, located a garages are most suitably placed to the rear facade of the dwelling.



14.0 DEFINITIONS

Adjacent: in terms of evaluation of potential impacts of proposed development or site alteration on contributing resources and/or the heritage attributes of Greenfield Heritage Conservation District, adjacent can include real properties or sites that are contiguous; real properties or sites that are directly opposite a protected heritage resource separated by a laneway, easement, right-of-way, or a roadway; and/or real properties or sites upon which a proposed development or site alteration has the potential to impact identified visual character, streetscape, views, or scenic qualities as defined within a statement explaining the cultural heritage value or interest of a protected heritage resource (including but not limited to a Statement of Cultural Heritage Value or Interest, heritage designation by-law, heritage character statement, Heritage Conservation District Plan, and/or statement of significance).

Archaeological Assessment: The combined background research and field study of a property evaluated as moderate to high on Archaeological Potential Maps approved by the Province that identify the presence of and interpretation of the archaeological resources on the property, and make recommendations for the mitigation of impacts on the resources. Archaeological assessments must be undertaken by a Provincially-licensed archaeologist, in accordance with the reporting guidelines established by the Provincial Government, and must address the entire area of the development application (Region of Waterloo *Regional Official Plan* 2010, G-4).

Archaeological Potential: The likelihood to contain archaeological resources. Criteria for determining archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act* (Region of Waterloo *Regional Official Plan* 2010, G-4).

Archaeological Resources: Includes artifacts, archaeological sites and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act* (PPS 2005; Region of Waterloo *Regional Official Plan* 2010, G-4).

Archaeological Resources: Means the remains of any building, structure, activity, place, cultural feature or object, which because of the passage of time is on or below the surface of land or water, and is of significance to the understanding of the history of a people or place (Township of North Dumfries *Official Plan* 2008, 75).

Area Municipality: The term used by the Region of Waterloo *Regional Official Plan* to refer to lower-tier municipalities.

Areas of Archaeological Potential: Means areas with the likelihood to contain archaeological resources. Criteria for determining archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act* (PPS 2005).

Built Boundary: The limits of the developed urban area as defined by the Minister of Infrastructure in accordance with Policy 2.2.3.5 of the *Growth Plan for the Greater Golden Horseshoe* (*Growth Plan for the Greater Golden Horseshoe* 2013).

Built Boundary: The limits of the developed portion of the Urban Area and Township Urban Areas designations as defined by the Province in accordance with the provision of the *Growth Plan for the Greater Golden Horseshoe* (Region of Waterloo *Regional Official Plan* 2010, G-4).



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Built Heritage Resources: Means one or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the *Ontario Heritage Act*, or listed by local, provincial or federal jurisdictions (*PPS 2005*; *Region of Waterloo Regional Official Plan 2010*, G-5).

Built-up Area: All land within the built boundary (*Growth Plan for the Greater Golden Horseshoe 2013*).

Canadian Heritage River System (CHRS): The CHRS was established in 1984 with the mandate to conserve nationally significant rivers. Existing as a secretariat under the auspices of Parks Canada, the CHRS operates under existing federal, provincial, and municipal legislative/policy frameworks. A CHRS designation entails no new protective measures or review processes, although each river is examined every 10 years by the CHRS secretariat. The Grand River and its tributaries (including the Nith River) was designated in 1994.

Caliper: The measurement of the diameter of the trunk of a tree.

Conservation: All actions or processes that are aimed at safeguarding the character-defining elements of an historic place 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 (Parks Canada 2011).

Conserved: The identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained. This may also be addressed through a conservation plan or heritage impact assessment (*PPS 2005*; *Region of Waterloo Regional Official Plan 2010*, G-5).

Contiguous: lands adjoining an Environmental Area including wildlife corridors, Environmental Protection Areas, Environmentally Sensitive Policy Areas, Fish Habitat, or a designated Heritage feature/district which are situated in sufficiently close proximity that development could reasonably be expected to produce one or more of the following impacts: alterations to existing hydrological or hydrogeological regimes; clearing of existing vegetation; erosion and sedimentation into the Environmental Area; or producing a substantial disruption of existing natural linkages, functions or the habitat of a significant species known to inhabit the Environmental Area (*Township of North Dumfries Official Plan 2008*, 75).

Contributing Resource: A property, structure, landscape element, or other feature of a Heritage Conservation District that illustrates, supports, and defines the identified cultural heritage values of the Heritage Conservation District, generally articulated in a Statement of Cultural Heritage Value or Interest. The most significant resources within Greenfield Heritage Conservation District have been identified as contributing resources. Contributing resources are protected heritage resources (protected heritage property).

Cultural Heritage Impact Assessment: a study to determine if cultural heritage resources will be negatively impacted by a proposed development or site alteration. It can also demonstrate how the cultural heritage resource will be conserved in the context of redevelopment or site alteration. Mitigative or avoidance measures or alternative development approaches may also be recommended (*Region of Waterloo Regional Official Plan 2010*, G-6).

Cultural Heritage Landscape: a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such



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as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts (Region of Waterloo *Regional Official Plan* 2010, G-6). Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*, and villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, railways and industrial complexes of cultural heritage value (PPS 2005).

Cultural Heritage Resource: A human work or a place that gives evidence of human activity or has spiritual or cultural meaning, and which has been determined to have historic value. Cultural heritage resources can include both physical and intangible heritage resources, heritage properties, built heritage resources, cultural heritage landscapes, archaeological resources, paleontological resources, and both documentary and material heritage.

Cultural Heritage Resources: The physical remains and the intangible cultural traditions of past human activities. These include, but are not limited to:

- Buildings (residential, commercial, institutional, industrial and agricultural);
- Cultural heritage landscapes (designed, organic/evolved);
- Structures (water tower, bridge, fence and dam);
- Monuments (cenotaph, statue and cairn);
- Archaeological resources;
- Cemeteries;
- Scenic roads;
- Vistas/viewsheds;
- Culturally significant natural features (tree and landform);
- Movable objects (archival records and artifacts); and,
- Cultural traditions (language, stories, music, dance, food, celebrations, art and crafts) (Region of Waterloo *Regional Official Plan* 2010, G-6).

Cultural Heritage Value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The cultural heritage value of a cultural heritage resource is embodied in its character-defining elements, including its materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Demolition: Under the *Ontario Building Code*, demolition includes the complete removal of a building or structure located upon real property identified as a protected heritage resource is considered as demolition or removal under Section 27(3) of the *Ontario Heritage Act*. Such applications are required to adhere to the requirements of Section 27 (3), Section 27 (4), and Section 27 (5) of the *Ontario Heritage Act* (which governs the demolition and removal of a building or structure).

Under the *Ontario Building Code*, demolition includes the removal of a structural element (such as a wall) of a building or structure located upon real property identified as having cultural heritage value or interest by the



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municipality under Section 27 (1.2) of the *Ontario Heritage Act* ('listed' property), and that this removal will result in the structure or building being unable to stand without support, is considered as demolition or removal under Section 27(3) of the *Ontario Heritage Act* and that such applications are required to adhere to the requirements of Section 27 (3), Section 27 (4), and Section 27 (5) of the *Ontario Heritage Act* (which governs the demolition and removal of a building or structure).

Emergency: Situation, or the threat of impending situations abnormally affecting the lives and property of our society, which by their nature, magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriately elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. firefighting, police activities, normal hospital routines, ambulance routines (*Township of North Dumfries Emergency Plan*, 7).

Environmental Constraint: A land use designation applied to lands of Provincial, Regional, or local environmental significance. The Environmental Constraint designation is also applied to lands with potential hazards to urban related development. These potential hazards include lands with steep slopes, organic soils, erosion susceptibility, floodplains, other geophysical limitations and their associated buffers and setbacks (*Township of North Dumfries Official Plan* 2008, 9).

Environmental Impact Statement: A study prepared in accordance with established procedures, to refine the boundaries of an Environmentally Sensitive Policy Area, identify the potential impacts of a development application on an Environmentally Sensitive Policy Area, and recommend means of preventing or minimizing these impacts through avoidance or mitigation (*Township of North Dumfries Official Plan* 2008, 75).

Environmental Impact Statement: A study prepared in accordance with established procedures, to refine the boundaries of elements of the Greenlands Network, identify the potential impacts of a development application on an Environmentally Sensitive Policy Area, and recommend means of preventing or minimizing these impacts through avoidance or mitigation (*Region of Waterloo Regional Official Plan* 2010, G-8).

Environmentally Sensitive Landscape: is a geographically and ecologically definable landscape that is distinguishable from the surrounding areas by the concentration, proximity and/overlap of:

- a) Designated natural features (such as Environmentally Sensitive Policy Areas or Provincially Significant Wetlands),
- b) Associated natural features (such as stream valleys and specialized habitats), and,
- c) Ecological functions (such as groundwater recharge areas and ecological corridors or linkages) which together constitute a heterogeneous landscape mosaic that contributes significantly to Regional biodiversity conservation.

An Environmentally Sensitive Landscape (ESL) may include lands under active human use or management, but should be: predominantly natural, not bisected by major highways, and exclusive of areas irreversibly transformed by concentrated human settlement, or where widespread commitments to development in the form of land use designations have been made in Area Municipal Official Plans. In recognition of the cultural influences that have shaped, and continue to shape, the Region's landscape, ESL's are considered compatible with a number of limited human uses such as legally permitted agricultural, residential, commercial and resource extraction areas.



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In addition to protecting regional and local biodiversity, providing a wide range of ecological functions, and accommodating some human land uses, ESLs also provide continued opportunities for aesthetic enjoyment, low-impact recreation, and scientific, archaeological and/or historical study in the Region's countryside (Region of Waterloo *Regional Official Plan* 2010, G-8).

Extenuating Circumstance(s): understood to be those situations where a failure to act immediately could result in the irreversible destruction or loss of a contributing resource or a heritage attribute of Greenfield Heritage Conservation District, and which are considered to be a health, safety, or security issue by the Chief Building Official or Fire Chief. Deferred maintenance shall not constitute an extenuating circumstance.

Façade: The main or street-facing elevation of a structure.

Floodplain: For watercourses and small inland lake systems; the area, usually low lands adjoining a watercourse, which has been or may be subject to flooding hazards (Region of Waterloo *Regional Official Plan* 2010, G-10).

Governmental Approval Body: Any agency or division of a level of government that has the authority to approve works on a cultural heritage resource. This includes a Municipal Council, the Ontario Heritage Trust, Federal Heritage Building Review Office (FHBRO), and National Historic Sites and Monuments Board of Canada (HSMBC).

Grass Verges: A narrow strip of grass, plants, or trees located between the roadway surface and the boundary (right-of-way) of the road.

Guideline: A recommended action that may be taken in a given situation. A guideline arises from a policy.

Heritage Attribute: In relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest; "attributs patrimoniaux" (*Ontario Heritage Act*, Section 1), (*for Ontario Heritage Act matters*).

Heritage Attribute: The principle features, characteristics, context and appearance that contribute to the cultural heritage significance of a protected heritage property (*PPS 2005*), (*for Planning Act matters*).

HCD: Heritage Conservation District.

Heritage Conservation: Any activity undertaken for the purpose of:

- A) Identifying heritage resources by finding, selecting and documenting significant attributes or features; or
- B) Protecting heritage resources from destruction and loss through legal and other means; or
- C) Interpreting heritage resources by revealing and communicating their meaning and value; or
- D) Using and managing heritage resources in a responsible way (Township of North Dumfries *Official Plan* 2008, 76).

Heritage Resources: Expressions of living heritage, and real and movable property of cultural or natural heritage importance, where:

- A) Expressions of living heritage mean the intangible expressions of the traditional culture of a community;
- B) Real property means natural and cultural lands, areas and corridors and the features thereof, including buildings and other structures, archaeological and paleontological sites, cemeteries and other burial places, areas of natural and scientific interest, landscapes and vistas; and



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C) Movable property means documents and natural and cultural objects (Township of North Dumfries *Official Plan* 2008, 77).

Human Heritage: Tangible and intangible elements of society including artifacts; historical and archaeological structures and sites; architecture; transportation and settlement patterns; works of art; recorded folk tales; festivals; customs; traditions and values; and landscapes – components in the living context, which provide people with a sense of place, continuity and community (Grand Strategy Heritage Working Group).

Intangible Cultural Heritage: Intangible cultural heritage is transmitted from generation to generation, and is constantly recreated by communities and groups, in response to their environment, their interaction with nature, and their history. It provides people with a sense of identity and continuity, and promotes respect for cultural diversity and human creativity.

Convention for the Safeguarding of the Intangible Cultural Heritage defines intangible cultural heritage as the practices, representations, expressions, as well as the knowledge and skills (including instruments, objects, artefacts, cultural spaces), that communities, groups and, in some cases, individuals recognise as part of their cultural heritage. It is sometimes called “living cultural heritage,” and is manifested inter alia in the following domains:

- Oral traditions and expressions, including language as a vehicle of the intangible cultural heritage;
- Performing arts;
- Social practices, rituals and festive events;
- Knowledge and practices concerning nature and the universe; and,
- Traditional craftsmanship (UNESCO 2003).

Inventory of Heritage Resources: Will be a published inventory of heritage resources in the Township, available to the public. The inventory may be compiled over time and includes heritage resources identified by Federal, Provincial and Regional government ((Township of North Dumfries *Official Plan* 2008, 77).

Linkages: Areas that connect environmental features along which plants and animals can propagate, genetic interchange can occur, populations can move in response to environmental changes and life-cycle requirements, and species can be replenished from other environmental features. Linkages can also include those areas currently performing, or with the potential to perform, through restoration, linkage functions. Although linkages help to maintain and improve environmental features, they can also serve as important environmental features in their own right (Region of Waterloo *Regional Official Plan* 2010, G-12).

Maintenance: The routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected heritage resource, and its heritage attributes. Actions undertaken under the scope of maintenance should use the same type of material to maintain the cultural heritage value of a protected heritage resource, in keeping with the design, colour, texture, and other distinctive features that is to be maintained. Typical maintenance actions include: periodic inspections; general property cleanup of rubbish and refuse; general gardening; painting; replacement of broken glass in windows with same; replacement of asphalt shingles with same; and/or any work defined as maintenance within Part IV of the *Ontario Heritage Act* designation by-law or easement agreement



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Minimum Distance Separation: The separation distance as determined through the Minimum Distance Separation Formulae I and II or any other reduced distance satisfactory to the Township and the Ministry of Agriculture, Food and Rural Affairs through an amendment to an Area Municipal Zoning By-law or Minor Variance application (Township of North Dumfries *Official Plan* 2008, 77; Region of Waterloo *Regional Official Plan* 2010, G-13).

Negative Impact: on a protected heritage resource include, but are not limited to:

- Destruction of any, or part of any, heritage attribute or feature;
- Alteration that is not sympathetic or is incompatible, with the historic fabric and appearance;
- Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or plantings, such as a garden;
- Isolation of a heritage attribute from its surrounding environment, context, or a significant relationship, such as a cultural heritage landscape;
- Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features;
- A change in land use such as rezoning a battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open space;
- Land disturbances such as a change in grade that alters soils and drainage patterns that adversely affect an archaeological resource (Ministry of Tourism, Culture and Sport *Heritage Resources in the Land Use Planning Process* 2006).

Non-Contributing Resources: These are resources, including real property, that do not contribute to the cultural heritage value of Greenfield Heritage Conservation District. Non-contributing resources are protected heritage resources (protected heritage property).

OMB: Ontario Municipal Board.

Policy: A statement or position that is adopted to provide framework for a course of action.

Preservation: The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place, or of an individual component, while protecting its heritage value (Parks Canada 2011).

Prime Agricultural Area: Areas where prime agricultural land predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4-7 soils, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture, Food, and Rural Affairs using evaluation procedures established by the Province as amended from time to time, or may also be identified through an alternative agricultural land evaluation system approved by the province (*Growth Plan for the Greater Golden Horseshoe* 2013).

Prime Agricultural Land: Prime agricultural land includes speciality crop areas and/or Canada Land Inventory Classes 1, 2, and 3 soils, in this priority for protection (*Provincial Policy Statement* 2005; Region of Waterloo *Regional Official Plan* 2010, G-15).



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Protected Heritage Property: Real property designated under Parts IV, V, or VI of the *Ontario Heritage Act*; heritage conservation property under Parts II or IV of the *Ontario Heritage Act*; and property that is the subject of a covenant or agreement between the owner of a property and a conservation body or level of government, registered on title and executed with the primary purpose of preserving, conserving, and maintaining a cultural heritage feature or resource, or preventing its destruction, demolition, or loss (*PPS 2005*). Protected heritage resource.

All properties, landscape features, and other elements located within Greenfield Heritage Conservation District are considered to be protected heritage resources through their designation under Part V of the *Ontario Heritage Act*.

Provincially Significant Wetland: Wetlands evaluated as Class 1, 2, or 3 by the Ministry of Natural Resources (Township of North Dumfries *Official Plan 2008*, 78).

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value (Parks Canada 2011).

Repair: Includes the provision of facilities, the making of additions or alterations or the taking of any other actions that may be required to ensure that a property conforms with the standards of the Property Standards Bylaw (Township of North Dumfries Bylaw Number 2392-09).

State of Good Repair: Means: in conformity with the *Building Code Act* and the *Building Code*, Ontario Regulation 350/06; structurally sound; not broken, rusted, rotten or in a hazardous condition; not unsightly to the extent that it would be deleterious to abutting property owners or to the neighbourhood; in proper working order, if applicable; and, adequately protected by weather-resistant material(s), if applicable (Township of North Dumfries Bylaw Number 2392-09).

Restoration: The action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value (Parks Canada 2011).

Reversible Intervention: An intervention deliberately designed so that it would be removable or replaceable without damage to surrounding historic material.

Significant: Resources that are valued for the important contributions they make to our understanding of the history of a place, an event, or a people (*PPS 2005*; Region of Waterloo *Regional Official Plan 2010*, G-18).

Site Plan: An application under Section 41 of the *Planning Act* which details building location and design as well as other site specific considerations such as walkways, landscaping, lighting and storage areas (Township of North Dumfries *Official Plan 2008*, 78; Region of Waterloo *Regional Official Plan 2010*, G-19).

Swale: A low tract of land, especially one that is moist or marshy.

Tangible Cultural Heritage: Tangible heritage includes buildings and historic places, monuments, artifacts, etc., which are considered worthy of preservation for the future. These include objects significant to the archaeology, architecture, science or technology of a specific culture (UNESCO).

Transom: Refers to the window located above a doorway. Transom window or transom light.



Wetlands: Lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered wetlands for the purposes of this definition (Region of Waterloo *Regional Official Plan* 2010, G-21).

15.0 SOURCES

Reports

Township of North Dumfries. Planning Report. Report PA-13-61. December 16, 2013.

Greenfield Heritage Conservation District Study Report, Golder Associates Ltd., January 2014

Images

Images 2 and 3, Courtesy of Mary-Jean Page

Image 13, Courtesy of Meaghan Hobson



Report Signature Page

COMPANY

Marcus Létourneau, PhD, MCIP, RPP, CAHP
Senior Cultural Heritage Specialist

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Senior Landscape Architect

EE/KG/ML/DW

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APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

PROTECTED HERITAGE PROPERTY LOCATED IN GREENFIELD HERITAGE CONSERVATION DISTRICT

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3066 Greenfield Road		None	Non-Contributing
3067 Greenfield Road		None	Non-Contributing
3073 Greenfield Road		None	Non-Contributing
3078 Greenfield Road		None	Non-Contributing
3083 Greenfield Road		Listed	Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3084 Greenfield Road		None	Non-Contributing
3089 Greenfield Road <i>Greenfield Mill</i>		Listed	Contributing
3092 Greenfield Road		None	Non-Contributing
3096 Greenfield Road		None	Non-Contributing
3097 Greenfield Road		None	Non-Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3101 Greenfield Road		None	Non-Contributing
3109 Greenfield Road		None	Non-Contributing
3115 Greenfield Road		None	Non-Contributing
3121 Greenfield Road		None	Non-Contributing
3127 Greenfield Road		Listed	Contributing
3133 Greenfield Road		None	Non-Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3144 Greenfield Road <i>Greenfield Manor</i>		Listed	Contributing
3157 Greenfield Road		None	Contributing
3161 Greenfield Road <i>Salt Box Cottage</i>		Listed	Contributing
3163 Greenfield Road <i>Salt Box Cottage</i>		Listed	Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3167 Greenfield Road <i>Salt Box Cottage</i>		Listed	Contributing
3169 Greenfield Road <i>Salt Box Cottage</i>		Listed	Contributing
3175 Greenfield Road <i>Salt Box Cottage</i>		None	Contributing
3185 Greenfield Road <i>River House</i>		Part IV Designated (Bylaw 1279-90)	Contributing
3206 Greenfield Road <i>Former Union School No. 15</i>		None	Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
3245 Greenfield Road		Listed	Contributing
3261 Greenfield Road		None	Non-Contributing
3269 Greenfield Road		None	Non-Contributing
3277 Greenfield Road		None	Non-Contributing
3287 Greenfield Road		Listed	Contributing



APPENDIX A


Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
			
4200 Trussler Road		None	Non-Contributing
4208 Trussler Road		None	Non-Contributing
4212 Trussler Road		None	Non-Contributing
4218 Trussler Road		None	Non-Contributing



APPENDIX A

Protected Heritage Properties Located in Greenfield Heritage Conservation District

Address	Photograph	Previous Heritage Recognition	Contributing/Non-Contributing
4222 Trussler Road		None	Non-Contributing

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APPENDIX B

Heritage Permit Application (Current as of March 2014)



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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THE TOWNSHIP OF



NORTH DUMFRIES

HERITAGE PERMIT APPLICATION SUBMISSION REQUIREMENTS

North Dumfries Municipal Heritage Committee
Township of North Dumfries
1171 Greenfield Road, R.R. #4
Cambridge, Ontario N1R 5S5
(519) 621-0340

The following information will outline the requirements entailed with the submission of a Heritage Permit Application and assist applicants with the completion of the form. If further assistance or explanation is required, please contact the North Dumfries Municipal Heritage Committee through our general email northdumfriesheritage@gmail.com.

What is a Heritage Permit Application?

The legislation of the Ontario Heritage Act was designed by the Province of Ontario in order to provide citizens with the ability to protect and conserve cultural heritage properties and resources. Proceeding designation of properties through the legislation of the Ontario Heritage Act, the Township is permitted to oversee and manage physical alterations that are applied to cultural heritage properties and resources in order to ensure protection. The Heritage Permit Application has been established so that the Township may review alterations and verify whether or not the changes will benefit the heritage components of the designated property.

Generally, repairs to heritage attributes are preferred to replacement. In the case that materials are replaced, they must be compatible to the original(s). It is also preferred that replaced materials are able to be reversed to allow for future restoration.

Abiding by the Ontario Heritage Act, an owner of a designated property must apply to the council of the municipality if they wish to alter the property which may affect the heritage attributes of the property. The owner must receive written consent from the council to proceed with alterations. Written consent is received through the approval of a Heritage Permit Application which is applied to all designated properties (under Part IV of the Ontario Heritage Act). It also includes properties that reside within Heritage Conservation Districts (under Part V of the Ontario Heritage Act).

When is a Heritage Permit Application Required?

According to the Ontario Heritage Act, R.S.O. 1990, any alteration to an individual designated property (Part IV) or property within a Heritage Conservation District (Part V) requires a Heritage Permit Application. To clarify, alteration is "to change in any manner and includes to restore, renovate, repair or disturb." Furthermore, a Heritage Permit Application must be approved for any demolition applied to a property designated under Part IV or V of the Act.

Please contact the North Dumfries Municipal Heritage Committee to determine whether or not you require a Heritage Permit Application.

The following list outlines alterations that are detailed in Part IV of the act and may require a Heritage Permit Application:

- Addition and/ or alteration to an existing building or accessory building
- Replacement of windows, or doors, or a change in windows or door openings
- Change in siding, soffit, fascia or roofing material
- Removal and/ or installation of porches, verandahs and canopies
- Removal and/ or installation of cladding and chimneys
- Removal and/ or installation of decks, fences, gates, trellises, arbours and gazebos
- Change in trim, cladding, door, or window colour (s) or painting of masonry
- Repointing brick

Note: *Requirements for Heritage Permit Application for properties in a Heritage Conservation District may differ from individual designated properties. Please see policies and guidelines of the Greenfield Heritage Conservation District for details.*

What information is needed for a Heritage Permit Application?

The information that is needed for the process of the Heritage Permit Application varies based upon the designated property. The purpose of the application is to provide ample information to the North Dumfries Municipal Heritage Committee and North Dumfries Township Council so that they may understand and be informed of the proposed changes.

All relative information must be obtained with the submission of the application form in order for the application to be fully processed. Without a complete application, the application may be deferred until additional relevant information is provided which will evidently delay approval.

At the least, the following components *must* be submitted with the Heritage Permit Application:

I. Heritage Permit Application Form

The applicant must submit a completed, original copy of the form with the signature of the owner of the designated property. This is available at the North Dumfries Township and online at <http://www.northdumfries.ca/en/>. It is also included in this PDF file.

II. Written Description

A thorough, written description of all proposed work must be submitted by the applicant with the application. The description should include a defined list of the proposed work and details such as colours, materials, sizes (etc). This description should reflect drawings/ sketches, photos, construction plans that are with the form.

III. Construction and Elevation Drawings

Construction elevation drawings drawn to scale as well as a sketch made over a photograph of the proposed work must be submitted.

Drawings must include:

1. Overall dimensions;
2. Elevation plan for each elevation of the building;
3. Site plan displaying the location of existing buildings and the future location of any new building or addition;
4. Specific sizes of 'elements of interests' (i.e. windows);

5. Building materials to be used (must be included in written description);
6. Construction methods and means of attachments (must be included in written description).

Please note that there may be components that can be waived at the discretion of the North Dumfries Municipal Heritage Township and the North Dumfries Township Council.

IV. Photographs

Photographs must include general views of the property as well as landscapes around the property (i.e. facing streetscape). Particular components of the property that may be affected through alteration or demolition must be included.

**Electronic copies of construction and elevation drawings, sketches, and photographs, along with hard copies submitted with the application, are encouraged.*

V. Samples

Samples of the materials that will be used for alterations/ new construction (i.e. brick, siding, roofing material, paint chips, etc) is recommended to be brought forth during the North Dumfries Township Council meeting when the application is being reviewed.

VI. Other Required Information

Additional information that may be required will be identified in the first stages of the Heritage Permit Application process. Consultation with the North Dumfries Municipal Heritage Committee before formal submission of the Heritage Permit Application to Council is highly recommended.

What to do I do if the Heritage Permit Application is denied?

The Township of North Dumfries and the North Dumfries Municipal Heritage Committee will work towards finding a solution for every Heritage Permit Application that is submitted. Successful applications often are a result of discussion and revision with the applicant.

If the Township does refuse your application and you do not wish to revise your application, you may appeal the decision to the Conservation Review Board (alterations to individual designated properties under IV) or Ontario Municipal Board (for demolition of an individual designated properties under Part IV or designated property under Part V).

IMPORTANT NOTES

Professional Assistance

The applicant may seek assistance from professionals who are familiar with the assessment of building types, although it is not a requirement.

Building Codes and Other By-laws

Applicants must refer to the Ontario Building and Fire Codes and the Township's zoning and property standards by-laws to ensure that they meet legislation, regulations and by-laws.

HERITAGE PERMIT SUBMISSION & COMMITTEE MEETING SCHEDULE

The North Dumfries Municipal Heritage Committee and Township of North Dumfries Council meet once every month. Please contact the Committee to arrange an appropriate date to review your application before submission. Please contact the Township of North Dumfries to arrange an appropriate date to formally review your application at Council.

How I do proceed with submitting a Heritage Permit Application?

STEP 1: Meet with the North Dumfries Municipal Heritage Committee to review application and complementary documentation. The Committee can assist with historical and architectural research in relation to proposed changes.



STEP 2: Formal submission of the Heritage Permit Application with supporting documentation to Council; applications are due one month prior to Council meeting. Contact the North Dumfries Township for meeting dates and times.



STEP 3: Notice of Receipt will be issued to the applicant once the application is submitted and deemed completed by Council.



STEP 4: Heritage Permit Application will be reviewed at the Township of North Dumfries Council meeting. Applicants must attend meeting to clarify inquiries made by the Council and answer appropriate questions. Failure to attend the Council meeting may result in a deferral which would delay the consideration of the Heritage Permit Application.

Council may:

- 1) Approve the Heritage Permit Application;
- 2) Approve the Heritage Permit Application on Terms and Conditions; or,
- 3) Refuse the Heritage Permit Application.



STEP 5: Applicant may appeal the decision and/ or terms and conditions to the Conservation Review Board or Ontario Municipal Board within 30 days of receiving notice of Council's decision.

Specific Requirements for New Construction, Alterations and Additions to Designated Property

The complementary documentation presented with the Heritage Permit Application should demonstrate that the applicant is aware of the reasons for the property's designation.

Setting

- The position of the heritage building/ structure on the property;
- Lot size in relation to building size;
- Streetscape (property's relation to other properties/ structures on the street)

Building Details

- Proportion and massing;
- Roof type and shape;
- Materials and detailing;
- Windows and doors (including style, proportions, frequency or placement)

Heritage Attributes

The following list outlines heritage attributes that may be included in a Heritage Permit Application:

Windows and Doors

- Repairing or retrofitting the existing units;
- Replacing the units with new units matching the originals in material, design, proportion and colour;
- Replacing the units with new units that are essentially in keeping with the original units.

If historic window units are to be replaced, the application should include:

- Description of the condition of the existing units;
- Reasons for replacing the units;
- Description of the proposed new units

If approval to replace historic window units is given, the following action should be considered:

- A sample of a window removed should be stored on site in case a future owner wishes to construct a replica of the original;
- The masonry opening and/or door framing should not be disturbed;
- Exterior trim should match the original.

Roofing:

The application should include:

- Description of proposed roofing material to be applied;
- If there is a request to install a different roofing material the applicant may wish to investigate what the original material might have been.

Masonry Work:

The application should include:

- A description of the proposed work, materials (type/ style of brick, type of mortar mix, etc.) and methods of repair and application;
- Outline the reasons for the work;

Signage

The application should include:

- A general written description of the proposed signage to be installed;
- A scale drawing of the signage with dimensions, materials, methods of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between historic masonry units or into wood building elements);
- Type of illumination, if applicable.

Awnings

The application should include:

- A sketch view of the proposed awning-perhaps over a photo;
- A scale drawing of the awning on the building with dimensions, materials, operating mechanism, method of construction, colours and mean of attachment (the means of attachment should be arranged to anchor into joints between masonry units or perhaps into wooden building elements);
- Type of illumination, if applicable.

Specific Requirements for Demolition

The information that is provided with the Heritage Permit Application must detail the existing conditions, including existing setting and heritage attributes, of the designated property in addition to the surrounding area, particularly as they relate to the building proposed for demolition. A thorough, detailed rationale for demolition must be provided with the Heritage Permit Application, including an assessment of the current condition of the building, and a cost comparison identifying the difference in cost to repair and restore the building versus cost to demolish and construct a new building.

Heritage Conservation Principles

The Heritage Permit Application must indicate how the proposed alterations, new construction, or demolition complies with the designating by-law for individual properties (Part IV) or the Heritage Conservation District Plan for properties that reside within a Heritage Conservation District (Part V). Furthermore, the proposed work must fulfill Park Canada Standards and Guidelines for the Conservation of Historic Place in Canada (available at www.pc.gc.ca)

For more information please contact: northdumfriesheritage@gmail.com

THE TOWNSHIP OF



NORTH DUMFRIES

HERITAGE PERMIT APPLICATION FORM

North Dumfries Municipal Heritage Committee
Township of North Dumfries
1171 Greenfield Road, R.R. #4
Cambridge, Ontario N1R 5S5
(519) 621-0340

Application No.

Nature of Application

- | | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exterior | <input type="checkbox"/> Interior | <input type="checkbox"/> Signage | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Alteration | <input type="checkbox"/> Relocation | |

Subject Property

Municipal Address: _____

Legal Description (if known): _____

Building/ Structure Type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional

Heritage Designation: ☐ Part IV ☐ Part V (HCD) _____

Property Owner

Name: _____

Address: _____

Telephone (Home): _____ Telephone (Work) _____

Fax: _____ Email: _____

Agent (if applicable)

Name: _____

Address: _____

Telephone (Home): _____ Telephone (Work) _____

Fax: _____ Email: _____

Written Description

The application must be supplemented with a written description outlining the project proposal including any conservation methods that you intend to use. Please provide a thorough account of materials to be used, paint colours, measurements, decorative details, and whether any original elements of the building will be removed or replaced. Please refer to Township of North Dumfries Heritage Permit Application Submission requirements for more information. Attach the written description to your application upon submission.

Review of North Dumfries Heritage Permit Application Submission Requirements

Describe why it is necessary to undertake the proposed work.

Explain how the proposal complies with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan.

Explain how the proposal complies with the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (available at www.pc.gc.ca).

Expected Start Date: _____ **Expected Completion Date:** _____
(Day/ Month/ Year) (Day/ Month/ Year)

Have you discussed this work with the North Dumfries Municipal Heritage Committee? ☐ Yes ☐ No

Have you discussed this work with the Building Division? ☐ Yes ☐ No

If yes, who? _____

Have you applied for a Building Permit for this work? ☐ Yes ☐ No

Other Related Applications (Building/ Planning): Application No. _____

Acknowledgement

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the Township of North Dumfries does not guarantee it to be a 'complete' application. The undersigned acknowledges that North Dumfries Township Council shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/ or resolve any

discrepancies or issues with the application as was submitted. Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available North Dumfries Township Council meeting.

Submission of this application constitutes consent for authorized Committee members and municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application. The undersigned acknowledges that where an agent has been identified the municipality is authorized but not required to contact this person in lieu of the owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the Ontario Heritage Act shall not be a waiver of any of the provisions of any by-law of the North Dumfries Township or legislation including but not limited to the requirements of the Building Code and the Zoning By-law.

The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Township of North Dumfries Council or from the plans or specifications approved by the North Dumfries Township Council is prohibited and could result in a fine being imposed or imprisonment as provided for under the Ontario Heritage Act.

Signature of Owner/ Agent:_____Date:_____

Signature of Owner/ Agent:_____Date:_____

Authorization

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed:

I/We,_____, owner of the land that is subject of this application,

Hereby authorize_____ to act on my/ our behalf in this regard.

Signature of Owner:_____Date:_____

Signature of Owner:_____Date:_____

The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2.) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act.

INTERNAL USE ONLY:

Application Number:_____

Application Received:_____

Application Complete:_____

Notice of Receipt:_____

Notice of Decision:_____

90 Day Expiry Date:_____



APPENDIX C

Heritage Tree Designation



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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Ontario Heritage Tree Program

Nomination and Evaluation Package



Please Note: This document provides information about the Ontario Heritage Tree Program and what the online nominations process entails. All nominations must be submitted online. These forms only provide information on the process and information required when submitting a nomination.

Nomination Package Documents

About the Ontario Heritage Tree Program	Page 3
How to Nominate Heritage Trees for Evaluation and Registration	Page 3
Outline of the Nomination Process	Page 4
Sample nomination form with required information and details for submitting a nomination online	Page 5
Sample Landowner consent form	Page 9
Evaluation Form	Page 10
Evaluation Criteria	Page 13

About the Ontario Heritage Tree Program

Heritage trees are an important component of urban forestry. Their presence not only invokes an emotional response from communities, but they provide an ecological legacy of genetic material.

Trees Ontario's, Ontario Heritage Tree Program identifies and records the location of heritage trees in the province. Heritage trees are identified and assessed based on their age, size, appearance, and most importantly their cultural and historical significance. The identification of these trees will enable Trees Ontario and community minded organizations to locate potential native seed sources of legacy trees. Collecting these seeds will ensure native stock is grown and available for future planting.

Anyone can nominate an eligible tree for Heritage Tree recognition, whether it is on your property, a friend or family member's property, or in a public space. Help Trees Ontario recognize Heritage Trees in the province to ensure their survival and the successional planting of Legacy Trees. Stay tuned to the Heritage Trees website for more information on legacy seed collection opportunities in your community.

All qualifying trees that are nominated and/or recognized will be featured on the Trees Ontario Heritage Tree website.

The evaluation criteria used for the development of the Ontario Heritage Tree program was developed by the Ontario Urban Forest Council (www.oufc.org).

How to Nominate Heritage Trees for Evaluation and Registration

Those wishing to nominate a tree or group of trees for Heritage Tree recognition must first register to become a nominator and submit preliminary information about the historical and cultural significance* of the tree. This information will then be reviewed. If the tree meets the preliminary requirements and is eligible to be nominated, an email containing a username and password will be sent to the registrant. This will grant you access to the full online Heritage Trees nomination form where you can complete and submit your application. In order to complete the nomination process, the nominator is asked to make a \$10 donation, which will go to support the evaluation of the tree and the Ontario Heritage Tree Program.

Following the submission of a Heritage Tree nomination, a Trees Ontario representative will review the application. A notification will be sent to the nominator indicating whether the tree is eligible to be recognized as a Heritage Tree.

If eligible, a certified Heritage Tree expert will contact the nominator and make arrangements to visit the tree and evaluate its potential heritage status. An advisory committee will then review the application and the Heritage Tree expert's recommendations on the status of the tree.

All nominators will be contacted with the results. Each qualifying tree that is nominated and/or recognized will be featured on the Trees Ontario Heritage Tree website. www.heritagetrees.on.ca. * **Note:** Documentation of the heritage and cultural significance of the tree must be submitted with the online application.

Outline of the Nomination Process

The following items provide information on what the online nominations package entails; however, **all nominations must be submitted online**. These forms are samples and only provide information on the process and information required when submitting a nomination.

Heritage Tree Nominations and Recognition Process:

1. The interested party (individual or representative from a group) submits a request to be a Heritage Tree nominator and initial information about the historical and cultural significance of the tree, via the Trees Ontario webpage www.heritagetrees.on.ca
2. A Trees Ontario representative reviews and evaluates the historical and cultural significance of the tree and if eligible, approves request for nominator status. If approved, an email confirmation is sent to the new nominator with login and password details
3. The new nominator completes the full Heritage Tree nomination form online, uploads photos and documentation of heritage and cultural significance and submits landowner consent form back to Trees Ontario
4. Trees Ontario evaluates the submitted nomination form for its completion, accuracy and heritage components. **Note:** All nominated trees must have supporting documentation on cultural and heritage significance of the tree.
5. If nomination is accepted, the newly nominated tree will be featured on the Heritage Tree webpage at www.heritagetrees.on.ca
6. Also if accepted, a "Certified Heritage Tree Representative" (CHTR) appointed by Trees Ontario will visit the tree and assess the tree based on Heritage Tree evaluation guidelines
7. If the CHTR is satisfied that the nominated tree meets the eligibility criteria of a Heritage Tree they will recommend to the Heritage Tree Committee that the tree(s) be recognized as a Heritage Tree. The CHTR will submit the evaluation and nomination forms to the panel
8. The panel will review nomination and recommendations on a monthly basis
9. Following review; the nominator will be informed of status of tree
10. If recognized as a Heritage Tree, Trees Ontario will work with the local nominee to generate coverage and profile about the tree
11. Status of the tree will be updated from Nominated Heritage Tree to Recognized Heritage Tree on the website and in all other related communications

Sample Heritage Tree Nomination Form

Ownership Information

Please provide accurate information about the property and landownership. You will be expected to mail a signed copy of our 'Landowner Consent Form' to Trees Ontario before this nomination for Heritage Status will be processed. Please circle the information below.

Ownership category

- ☐ Private land
- ☐ Public Land
- ☐ Institutional Land
- ☐ Other

If you selected other for the ownership category, please provide detail:

Check if this owner has provided a signed consent form for the nomination. You will not be able to complete the nomination until this has occurred.

☐

First Name

Surname

Email Address

Daytime/Business phone number

Cell phone number

Street, Rural Route, P.O. Box, etc

Address continued, if required


City or Town

Province

Postal Code

Name of organization if relevant

Property Information

Please provide accurate information about the site you are nominating. Trees Ontario requires precise location as well as your assessment of the significance of the site. Where available, you may click the  icon to view details on category selections.

You must provide the precise location of the site.

Name of Property Owner:

Property Street Address:

City or Town:

Enter the decimal latitude and of the tree site:

Enter the decimal longitude and of the site:

Enter the approximate area of the site:

Please provide any relevant details to help us get to the site, (e.g.: road directions or any owner-requested restrictions or limitations to tree access)

Heritage Status

Please provide details about the significance of this site.

Select the type of heritage tree site:

- ☐ Single Tree
- ☐ Tree Pair
- ☐ Avenue of Trees
- ☐ Windrow
- ☐ Grove
- ☐ Arboreal Remnant


In general, what makes the tree(s) on this site significant?

- Unique age, size, species or other characteristics
- Historical event
- Association with a historic person
- A distinguishable entity or landmark

Please describe in several paragraphs the significance of the site. You may refer to the historical background of the tree or property, the individual(s) who planted the tree, names of other people who have recognized the tree(s) as significant.


Are there current official / legal tree protection measures in place for this site? If so, provide any appropriate documentation using the upload option.

Tree Species and Measurements - Multi-tree Site

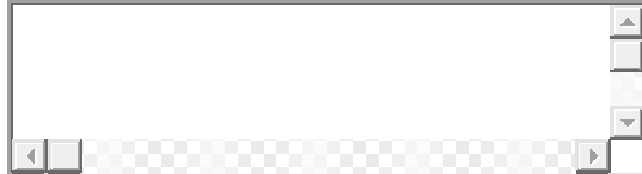
Please provide details about the trees on this site. You may want to use our Microsoft Excel [Circumference Calculation Worksheet](#) to determine the average circumference at breast height. To add a new tree to the list, enter the information into the open fields at the bottom of the table, then click the 'Save' button. Instructions on tree characteristic measurements can be found below the table. Where available, you may click the  icon to view details on category selections.

Species:	
Estimated age of tree:	
Number of Trunks:	
Circumference (cm) at breast height²:	
Height (m)³:	
Spread (m):	
Upload picture of tree(s):	

Supplementary Documents

This final step in the nomination requests that you upload electronic documents and images pertaining to the site you are nominating. If you have relevant documents that are not available in electronic form, please list the documents below and then mail copies directly to Trees Ontario. Where available, you may click the  icon to view details on category selections.

Please describe each of the documents that you are submitting for this nomination: provide the file name and a brief explanation. **If you will be sending the documents by mail, please make a note of this.**



Please upload 2 to 5 dated photos of the trees. Include at least one close-up and one with the surrounding area in the background.

Please upload any copies or references of media coverage about the tree(s), and any letters of support from other groups, municipal councils, provincial authorities, etc. Include any other published or other items of recognition for significance of the nominated tree(s).

Ontario Heritage Tree Program

Sample Nomination Consent Form

Landowner Information	
First name	Surname
Email Address	Daytime/Business phone number
Cell phone number	Street, Rural Route, P.O. Box, etc
City or Town	
Postal Code	Province

Tree Location Information	
Street address	Latitude & Longitude (Decimal Degrees)
City or Town	Description of location on the property

By signing this form, the landowner acknowledges nomination of their tree(s) to be enrolled in the Trees Ontario Heritage Tree Program. The tree(s) will be evaluated by professionals to determine its heritage status.

Following enrolment:

- 1) The tree(s) will become part of a database of Heritage Trees maintained by Trees Ontario;
- 2) The following information about the tree(s) will become public knowledge and will be displayed on the Trees Ontario web site
 - Physical location of the tree(s) shown on an aerial photo base map (Google Maps);
 - Municipal address of the tree;
 - Tree species, size measurements, and reasons for heritage recognition;
- 3) Tree information will be entered into a seed forecasting database and will be updated for health and seed production;
- 4) Tree seed may be collected upon prior notification of the landowner.

Landowner Signature:

Thank you for your willingness to participate in the Ontario Heritage Tree Program.

**ONTARIO HERITAGE TREE PROGRAM
EVALUATION FORM - SINGLE TREE OR TREE PAIR**

Thank you for your participation in the evaluation process for Heritage Tree consideration in your community. The evaluation form used in this program is based on the Ontario Urban Forest Council's (OUFC) Tool Kit.

Kindly take the time to complete this form and send it to:
Trees Ontario, 200 Consumers Rd, Toronto, ON, M2J 4R4

Location/Address of Tree _____
Date _____

Evaluation

/ /
DD/MM/YYYY

Tree Species	Names	Circum-frence (cm)	Diameter (cm) dbh	Height (m)	Spread (m)	Estimated Age
Common						
Scientific						

Participants and	Contact Information		
	phone	fax	e-mail
Nominator:	() -	() -	
Submitter:	() -	() -	
Evaluator :	() -	() -	
Owner	() -	() -	

Owner continues consent or now agrees to nomination and evaluation of tree? Yes_____ No_____

Include a letter of authorization if not already submitted.

Potential Heritage Trees are Evaluated Using the Following Classes:

- 1. Social Class.** Its continuing **historical** and **cultural** importance to local or broader community. Further evaluated on scale, significance and documentation. This subclass is graded and evaluated by Trees Ontario before a nomination is accepted and moved forward to the evaluation process.
- 2. Species Rarity Class.** Its species rarity both **globally** and **locally**
- 3. Prominence Class.** Its prominence due to its **size** and **age**
- 4. Appearance Class.** Its **form** and **structure**
- 5. Integrity Class.** Its structural integrity, health or overall **condition** and expected **remaining longevity**

Role of Evaluator and Evaluation Details

The evaluator's task is to score a nominated tree by circling the appropriate 1 to 4 rating point in each subclass on the evaluation form. Please also identify comments in each subclass. The nomination of this tree has been accepted based on its historical and cultural significance. A nominated tree must fulfill these requirements before it will be evaluated fully. In addition to this, a recognized tree must grade a 3 or 4 in at least two additional subclasses. The evaluator should also consider the longevity of the tree in the final recommendation, which will then be taken to the Heritage Trees committee for review and determination of recognition.

Heritage Tree Evaluation Form

S O C I A L	CHART I Historical and Cultural Significance	4	National/Provincial	Comments:	
		3	Municipal/Regional		
		2	Neighbourhood/Community		
		1	Street		
	Subclass subtotal		Submission Consideration Yes No		
	CHART II * Components of Historical and Culture Significance		Scale/Level of importance	Comments: * Each component is scaled from 1 -4 and evaluated to in pre-assessment of nomination request.	
		Significance			
		Documentation			
Subclass subtotal		Submission Consideration Yes No			
R A R I T Y	CHART III Species Rarity (Globally)	4	Rare	Comments:	
		3	Infrequent		
		2	Common		
		1	Ubiquitous		
	Subclass subtotal		Submission Consideration Yes No		
	CHART IV Species Rarity (Locally)	4	Rare	Comments:	
3		Infrequent			
2		Common			
1		Ubiquitous			
Subclass subtotal		Submission Consideration Yes No			
P R O M I N E N C E	CHART V DBH - % Relative to Typically Encountered Maximum for Species	4	< 110 %	Comments:	
		3	90 % - 110 %		
		2	70 % - 90 %		
		1	> 70 %		
	Subclass subtotal		Submission Consideration Yes No		
	CHART VI Age Relative to Human Activity	4	Pre-settlement	Comments:	
3		Early settlement			
2		Post Urbanization			
1		Pre-construction			
Subclass subtotal		Submission Consideration Yes No			

I N T E G R I T Y	CHART VII Condition Problems (Crown, Trunk, Root) CTLA Rating	4	No apparent	Comments:
		3	Minor	
		2	Major	
		1	Extreme	
		Subclass subtotal		Submission Consideration Yes No
	CHART VIII Expected Longevity	4	> 30 years	Comments:
		3	< 30 years	
		2	< 20 years	
		1	< 5 years	
		Subclass subtotal		Submission Consideration Yes No
A P P E A R A N C E	CHART IX Form (Structure) for Specie or Cultivar	4	Majestic	Comments:
		3	Characteristic	
		2	Atypical	
		1	Lacking	
	Subclass subtotal		Submission Consideration Yes No	
	Final Comments and Recommendations			

Heritage Tree Evaluation Criteria

SOCIAL

Chart I - Historical and Cultural Significance (extent of importance and influence, and continuing cultural importance)

National
Provincial
Municipal/Regional
Neighbourhood/Community
Street

Chart II – Components of Historical and Cultural Significance

Scale/Level of Importance – national, provincial, regional, neighbourhood, street
Significance –audiences impacted and influenced as result of this; what degree
Support Documentation Available – type of information available, quantity, variety

RARITY

Chart III - Species Rarity (Globally)

Rare - possibly endangered, or at risk and/or appear in extremely low frequency
Infrequent - appear in relatively low frequency, often in low site conditions
Common - appear either in stable native and/or naturalized communities
Ubiquitous - appear in abundance in a wide variety of site conditions

Chart IV - Species Rarity (Locally)

Same as above. However, a rarity list specific to the county/region/municipality must be created to reflect the unique species frequency in that specific jurisdiction.

PROMINENCE

Chart V - DBH % Relative to Typically Encountered Maximum for Species
(tree diameter measured at 1.4 meters above ground level)

< 110% - surpassed typically encountered maximum for species
90% - 110% - approaching typically encountered maximum for species
70% - 90% - surpassed mid size diameter for typically encountered maximum for species
> 70% - less than 70% for typically encountered maximum for species

Chart VI - Age (Relative to Human Activity)

Pre-settlement – land and vegetation virgin and pristine as found by pioneers
Early settlement – during time of land clearing for agriculture and settlement
Post urbanization – after lands designated as villages, towns and cities
Pre-construction – before land division and building of current neighbourhood

INTEGRITY

Chart VII - Condition Problems (CTLA 'Trunk Formula' rating)

No apparent
Minor
Major
Extreme

Chart VIII - Expected Longevity (Remaining Serviceable Life of Tree)

> 30 years
< 30 years
< 20 years
< 5 years

APPEARANCE

Chart IX - Form (Structure)

Majestic – full form, balanced, strong branching and best crown development
Characteristic – typical for species with some natural variability in crown
Atypical – less typical with abnormalities possibly due to storm breaks
Lacking – major abnormalities possibly due to poor location



APPENDIX D

Public Consultation Activities



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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MINUTES

GREENFIELDS HCD PUBLIC MEETING NO. 3

Date: February 13, 2014

Location: North Dumfries Community Complex, Dumfries Room

Time of Meeting: 7:00pm – 9:00pm

PRESENTERS

David Waverman (DW) and Marcus Letourneau (ML), **Golder Associates Ltd.**

1.0 ATTENDANCE

Approximately 20 community members attended. Names and addresses were recorded on attendance sheet.

2.0 PURPOSE OF MEETING

- To engage the community in the Plan phase of the project
- Introduce the potential policies and guidelines that could be implemented with Plan
- Identify key attributes and features within the District that the community felt were important to conserve
- Identify the level of stringency/flexibility that the community would like to see in the Plan

3.0 PRESENTATIONS

- Consultant team posted display boards illustrating key attributes, contributing properties, and the Council approved HDC Boundary
- David Waverman and Marcus Letourneau gave Powerpoint presentation of our process to date; the intention of the Plan; and our next steps
- Community feedback was solicited through an engagement activity where the community was asked to identify the key heritage attributes that they felt were “Most Important”, “Somewhat Important”, and “Least Important”

4.0 DISCUSSION

- Marcus led discussion of HCD for the Greenfield area
- The desseence of the discussion was that the community does not want to see significant change within Greenfield
- Responses included:
 - No major road
 - No commercial properties
 - Better acces to the River
 - Opportunity for a public park
 - No streetlights or sidewalks
 - Saltbox cottages are essential
 - Maintain the Goldie Homestead in its original form
 - Residents would like to see a mature version of things as they are now



MINUTES

- Residents noted that they wouldn't mind seeing certain sections of the mill potential restored
 - The mill race and gates should remain, but these are deteriorating
 - Changes that might be appropriate included:
 - Reforestation
 - Walking trails/self-guided walking tours to outline the history of the area
- The community asked about how to deal with issues beyond their control, such as emerald ash borer
 - DW responded, noting there isn't much we can do to stop the approach of EAB, however we can identify that trees are important features in the Plan and address this in our guidelines. We must consider Township budgets at the same time.
- Celebrate Goldie heritage by identifying specific plans such as the Douglas fir or Goldie fern

5.0 QUESTIONNAIRES

- 13 questionnaires were completed by community members

6.0 NEXT STEPS

- Discussion concluded with consultant team's next steps, including completion of the draft Plan Report, presentation of the report to the Municipal Heritage Committee in early March (to be open to the community), with a statutory public meeting being held on March 24th in conjunction with a presentation to Council.

GREENFIELD HCD PUBLIC CONSULTATION EVENT #3 – QUESTIONNAIRE

North Dumfries Community Complex Ayr, Ontario – February 13, 2014

The development of a Heritage Conservation District Plan and Guidelines is being undertaken for Greenfield (see attached map). The Plan's purpose is to assist in the protection, conservation and promotion of the neighbourhood's heritage attributes. Golder Associates Ltd., in association with Taylor Hazell Architects, and GSP Group Ltd., are undertaking the study and plan for the Township of North Dumfries.

Your views about the neighbourhood and its potential heritage designation are important. This questionnaire will help us gain additional insight into your community and its history and characteristics.

- 1) Have you attended the previous public meetings held for the Greenfield Heritage Conservation District Study?

June 26, 2013 Yes _____ No _____

September 25, 2013 Yes _____ No _____

- 2) Do you reside in the proposed Heritage Conservation District?

Yes _____ No _____

- 3) What characteristics, features, or heritage attributes do you feel unique to Greenfield (these could include properties, buildings, landscape elements, etc.)?

North Dumfries Community Complex Ayr, Ontario – February 13, 2014

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2

GREENFIELD HCD PUBLIC CONSULTATION EVENT #3 – QUESTIONNAIRE

North Dumfries Community Complex Ayr, Ontario – February 13, 2014

Type of Work	Heritage Alteration Permit Required	
	Contributing Resource	Non Contributing Resource
New or addition		
Interior renovation		
Erection of a new building or structure on same property		
Addition or major alteration visible from the street		
Demolition of an existing structure (Demolition Permit)		
Erection of a small outbuilding not visible from the street and not requiring a Building Permit		
Relocation of an existing structure to another location		
Windows		
Repair of broken window panes to original specifications		
Window replacement, same material, size, and design		
Window replacement, different material, size, or design		
Window open removal or addition, including skylight		
Shutter replacement, same material, size, and design		
Shutter replacement, different material, size, or design		
Shutter removal or addition		
Doors		
Door replacement, same material, size, and design		
Door replacement, different material, size, or design		
Addition of storm or screen door		
Door opening removal or addition		
Roof		
Re-roofing, same material and colour		
Re-roofing, different material or colour		
Alteration to roofline		
Porch/Verandah		
Porch/verandah replacement, same materials, size, and design		
Porch/verandah replacement, different materials, size, and design		
Porch/verandah removal or addition		

GREENFIELD HCD PUBLIC CONSULTATION EVENT #3 – QUESTIONNAIRE

North Dumfries Community Complex Ayr, Ontario – February 13, 2014

Type of Work	Heritage Alteration Permit Required	
	Contributing Resource	Non Contributing Resource
Siding, Soffit & Fascia, and Trim		
Soffit and/or fascia replacement, same materials		
Soffit and/or fascia replacement, different materials		
Replacement of siding/cladding, same material, colour		
Removal/installation of cladding/siding, different material, colour		
Replication of decorative trim, same material, colour		
Decorative trim removal or addition, different material, colour		
Other Exterior Alterations		
New or increased parking areas (especially front yard)		
Repaving of existing parking area without expansion, same material		
Repaving of existing parking area without expansion, different material		
Addition or alteration visible from the street (e.g. solar panel)		
Chimney repointing, same material, design		
Chimney replacement, different material, design		
Chimney removal or addition		
Repair to eaves trough, same material, design		
Repair to eaves troughs, different material, design		
Addition of/change to eaves trough		

GREENFIELD HCD PUBLIC CONSULTATION EVENT #3 – QUESTIONNAIRE

North Dumfries Community Complex Ayr, Ontario – February 13, 2014

We truly appreciate your input. Should you have additional questions or concerns or have a completed questionnaire to submit, please contact:

Consulting Team:

Erin Eldridge, Golder Associates Ltd.
Project Coordinator

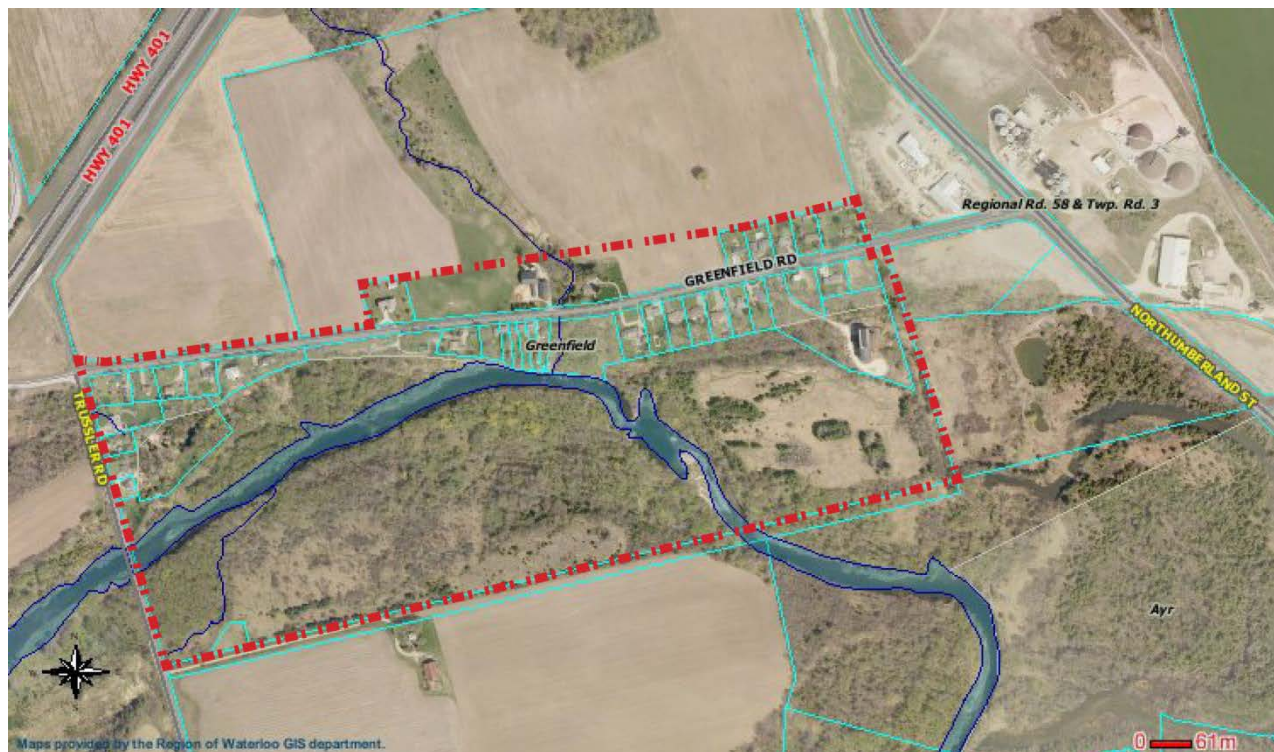
210 Sheldon Drive
Cambridge, Ontario N1T 1A8
T: (519) 620 8182 Ext. 6503
E: Erin_Eldridge@golder.com

Township:

Steve Stone, Township of North Dumfries
Director of Planning

1171 Greenfield Road, R.R.#4
Cambridge, Ontario N1R 5S5
T: (519) 621-0340 Ext. 25
E: sstone@northdumfries.ca

Figure 1: Location of the approved Township Boundary





APPENDIX E

Heritage Attributes of Contributing Resources



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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INDIVIDUAL CONTRIBUTING RESOURCES

As resources that support, maintain, or define the cultural heritage value of Greenfield Heritage Conservation District, contributing resources are held to a higher standard of conservation than non-contributing resources. Through the Heritage Permit process, the alteration of a contributing resource may require municipal approvals prior to work proceeding. This appendix section is intended to help guide future alterations to specific contributing resources, through the identification of the significant heritage attributes unique to the individual contributing resources. It can also aid in the development of Cultural Heritage Impact Assessments..

Specifically identified contributing resources within Greenfield Heritage Conservation District generally relate to the milling history of Greenfield (1830-1965), some of which demonstrate historical associations with the Goldie family. These include: Greenfield Mill, Goldie Manor, River House, former Union School No. 15, and the saltbox cottages. Heritage attributes for the contributing resources located within Greenfield Heritage Conservation District have been identified below.

Greenfield Mill Complex

The Greenfield Mill Complex (3089 Greenfield Road) contains remarkably intact large milling complex that contains buildings and man-made features that reflect changes in milling practices from the nineteenth and twentieth century including the transition from waterpower to steam power.

Buildings from the first phase of development use locally sourced building materials. The four-storey mill building was constructed in 1865 of large regularly coursed fieldstone blocks. The four-storey grain storehouse attached to the rear is timber-frame with walls constructed of stacked-planks. Stacked-plank construction is a technique that was once common in Ontario where sawmills operated, before the railways were established. This technique allowed for large buildings to be easily constructed at a time when skilled carpenters were rare. It was not uncommon for early mills and grain storage bins to be built this way but surviving examples of stacked-plank construction in Ontario are rare. There are examples at the Williamsford Mill, the Neustadt Mill, the Caledonia Mill and the Coldwater Mill.

The Mill is large and sturdily built. It is typical of large mid-nineteenth century mills located on major rivers and their tributaries in southern Ontario. The corners and the windows openings are reinforced with large blocks to allow for an open interior to house the milling equipment. Two storeys constructed in brick were added to the mill in the 1890s. Other alterations were made to accommodate technological developments in milling, such as the change from mill stones to porcelain rollers in 1889, the change from water power to steam power in the 1890s. Remnant of the former railway siding are still visible and there are industrial artefacts on the site including the fire pump house in a separate brick building on the west side of the Mill.

The Mill site includes a long mill race constructed to divert water from the Nith River to power the Mill. Remnants of the dam and sluice gates have survived. The mill pond and head of the mill race are clearly defined despite low water levels. The tail race is less visible but its outline is still discernible. The arched opening where water entered the Mill is now below grade and no longer visible.

The connection between the Goldie family and the Greenfield Mill ends in the early twentieth century but the Mill continued to operate under new ownership. In 1910, the Mill left Goldie ownership but David Goldie's son John continued to run the Mill until 1922. Some renovations were carried out in 1910 to install new machinery to produce 'Force' cereal for the Canadian subsidiary of an American company called Hecker-H-O Co. In 1945 the



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES

property was sold to Best Foods Canada and the Mill was repurposed to manufacture margarine and mayonnaise. In 1965 this facility closed and from that period till the present the Mill building has been used for warehousing and offices by a number of businesses. No major changes have been made to the Mill since that time. The main interior areas of the Mill building and storehouse are in good condition. Unused sections of the building and extant outbuildings have been abandoned and are in a poor state due to lack of maintenance.

Greenfield Mill Complex Heritage Attributes

- Historical associations with Scottish settler John Goldie and his establishment of the earliest water-powered mill on this section of the Nith River;
- Historical association with the Greenfield Milling Company, one of the largest flour mills in North Dumfries that supplied an international market;
- Physical/design value as a four-storey stone mill and attached four-storey stacked-plank storehouse built by David Goldie between 1863 and 1865 and additional brick storeys added in the 1890s;
- Physical design value as rare example of a large intact milling site that evolved from water-power to steam power in the second half of the nineteenth century and continue to operate until 1965. The milling site includes a mill with attached storehouse, separate mill office, remnant dam, sluice gates, mill pond and mill race, as well as industrial artefacts including remnant railway lines and a cast iron fire pump housed in a separate brick structure;
- Physical/design value as a rare example of stacked plank construction from the 1860s used to construct a large grain storehouse attached to a mill building; and,
- Physical/design value as a typical example of a large fieldstone mill constructed in the 1860s, similar to other examples in the Township including the Goldie Mill in Guelph which was constructed around the same time.

Goldie Manor

Goldie Manor (3144 Greenfield Road) was John Goldie's second house in Greenfield. John Goldie lived here from 1854 to 1884. It was constructed in 1858 after an earlier log house on the site was destroyed by fire. It is a simple Ontario Cottage Style house, constructed of brick, one-and-half storeys tall, three bays wide with a centre hall plan and a gable in the centre. Historic photos show the original front porch with turned wood posts and other decorative details. The front entrance is Neoclassical with a raised panel door flanked by divided-light sidelights and transom above. The Gothic Revival window in the peak is typical of Ontario Cottages from this period when that style was fashionable. In some cases the Gothic window and peak were added later but it was not uncommon for Neoclassical and Gothic features to be combined in this popular rural vernacular style. Most likely designed and built by a local builder to the client's taste, this building is a typical example of a rural Ontario farmhouse from the 1850s. It is the earliest brick dwelling in Greenfield Heritage Conservation District.

The Goldie House was owned by the Goldie family until 1910 when it was sold by David Goldie's son George to George Guthrie.



Goldie Manor Heritage Attributes

- Historical associated with Scottish settler and known botanist John Goldie, a person of international reputation and regional significance who published his botanical studies, established a plant nursery in Greenfield (one of the earliest in Ontario), and established a grist mill (one of the earliest in the Township);
- Physical/design value as a typical example of a mid-nineteenth century rural house constructed of locally-made brick with Neoclassical and Gothic Revival influences in a common vernacular style called the Ontario Cottage style;
- Physical/design value as a typical example of the more substantial and architecturally sophisticated structures built by prosperous settlers to replace temporary log houses first erected when skilled labour and building materials were unavailable; and,
- Physical/design value of the two large barns associated with Goldie Manor.

River House

The wood-frame River House (3185 Greenfield Road), sometimes called the White House, was built in 1831 by George Hazel, a farmer who settled here before John Goldie. David Goldie purchased the Hazel farmhouse in 1860 from George's son Adam to house mill employees. Between 1860-69, the River House served as the Head Miller's House. David Goldie moved into the White House after his marriage in 1869. For the next 16 years the White House was the home of David and Isabella Goldie until they moved in 1884 to their newly constructed mansion in Ayr called "The Gore." Photos from the early twentieth century show the house in its original form. It is a typical example of a simple vernacular farmhouse with Regency influences. Later additions and alterations are extensive but the original core of the house is still visible.

River House is designated under Part IV of the *Ontario Heritage Act* (By-law 1279-90).

River House Heritage Attributes

- Historical associations with George Hazel, an early settler and farmer who built the house in 1831;
- Historical associations with the Greenfield Mill as the home of the Head Miller between 1860 and 1869;
- Historical associations with David Goldie, son of John Goldie, and a person of regional significance, as his residence between 1869 and 1884;
- Physical/design value as a typical example of an early nineteenth century rural house built by settlers that was adapted and altered by subsequent owners.

Former Union School No. 15

The former Greenfield School (3206 Greenfield Road; Union School No. 15) built in 1890 survives but has been much altered and converted to residential use. The bell tower has been removed but the original structure may be extant under modern siding. The fenestration and entrances have been altered and all original doors and windows have been removed. The school was built on a one acre lot donated by David Goldie. Historic photographs indicate that the school building has a stone foundation and buff brick walls. The school's official name, Union School No. 15, was carved in a stone originally set in the wall above the entranceway. That name stone is now in a planting bed in front of the former school, which is now a residential dwelling.



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES

Former Union School No. 15 Heritage Attributes

- Historical associations as the first permanent school building in Greenfield. It operated as an elementary school between 1890 and 1967;
- Historical association with David Goldie who donated land for the school;

Workers Cottages

Mill worker's housing on the south side of Greenfield Road consists of small one and a half storey "saltbox" cottages. This building type was once a common type of workers' housing in rural Ontario. Examples at the Forts of the Credit and other rural mill towns were recorded by the Group of Seven painter A. J. Casson.

Though once common, there are few surviving examples of this type of housing remaining in Southern Ontario. They were typically replaced by more substantial homes if communities prospered or abandoned if the associated industries failed. The survival of an intact row of nineteenth century saltbox cottages in a rural setting where the milling site is so intact is very rare in Ontario.

The cottages area also a rare example of a construction technique called "stacked-plank construction." This method of building was utilized in early settlements close to water-powered saw mills. It required a lot of sawn lumber but was easy and quick to build. The thickness of the wall provided some additional insulation. Early photos show that the cottages were originally covered in stucco. The date of the wood siding was not determined but ship-lap wood siding on two of the cottages probably dates from the early twentieth century.

The mill worker's "saltbox" cottage typology is demonstrated by:

- | | |
|-------------------------|------------------------------|
| ■ 3083 Greenfield Road; | ■ 3167 Greenfield Road; |
| ■ 3127 Greenfield Road; | ■ 3169 Greenfield Road; |
| ■ 3157 Greenfield Road; | ■ 3175 Greenfield Road; |
| ■ 3161 Greenfield Road; | ■ 3245 Greenfield Road; and, |
| ■ 3163 Greenfield Road; | ■ 3287 Greenfield Road. |

Workers Cottage Heritage Attributes

- Historical associations with the expansion of the Greenfield Mill by David Goldie in 1863-1865.
- Physical/design value as a rare example of an intact row of detached workers' "saltbox" cottages adjacent to an intact milling complex in a rural setting (3161, 3163, 3167, 3169, and 3175 Greenfield Road). The row of five detached "saltbox" cottages was built by David Goldie to house workers hired to build the new mill and mill race;
- Physical/design value as a rare example of stacked plank construction; and,
- Physical/design value as a typical example of a small one-and-a-half storey "saltbox" cottage dwelling, a common style of residence in early mill towns in Ontario in the 1880s.



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES

Agricultural Buildings

Agricultural buildings, including barns, are important contributing resources to Greenfield Heritage Conservation District. In addition to the barns located on the Goldie Manor property (3144 Greenfield Road), two barns are located within the Greenfield Heritage Conservation District. The fieldstone and timber frame construction of these barns suggests a date of construction prior to 1900.

There is a large bank barn located on the south side of Greenfield Road (3245 Greenfield Road). The barn is timber-framed with fieldstone rubble infill suggesting a date prior to 1900. The agricultural land associated with the barn eventually became used for non-agricultural purposes. The barn is now associated with a dwelling that has been subject to several renovations and additions, and appears to be used as a garage. A row of large cedars along this section of Greenfield Road was been identified by a local historian and resident of the area as specimens planted by John Goldie in the 1850s. Early maps indicate that this land belonged to David Goldie. There is a small barn located at the corner of Greenfield Road and Trussler Road that may be associated with a salt-box cottage on the same property (3287 Greenfield Road). It has a rubble foundation and likely dates from before 1900. It appears to have limited usage and is not connected with any agricultural land.

Agricultural Buildings Heritage Attributes

- Historical association with early agricultural activities in Greenfield; and,
- Physical/design value demonstrated in the fieldstone rubble foundation as an early construction method, coupled with the timber-framed structure of the barns.



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES



APPENDIX F

Street Tree Selection Information



GREENFIELD HERITAGE CONSERVATION DISTRICT PLAN

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SALT RESISTANCE
OF TREES & SHRUBS

Road salt can kill trees, although it mostly just causes the tree unneeded stress. The degree of stress placed on the tree varies with the amount of salt and the salt tolerance of the individual species. It also is dependent on whether the tree is likely to be exposed to **salt spray, soil contamination, or a combination of both**. When planning a roadside tree planting, whether for aesthetic reasons or in creating a windbreak, several factors must be considered: proximity of the trees to the road, the amount of road traffic and therefore the amount of salt, the prevailing winter wind direction, and elevation of the planting site relative to the road surface.

Soil Contamination

Excessive salt accumulation in the soil can occur in areas where salt laden snow is plowed or shoveled off streets or in low lying areas that receive road runoff. The resulting damage to trees and shrubs is threefold, you have chloride which has been absorbed by the tree, scorching leaves and hindering food production, lack of oxygen and water from soil compaction caused by altered soil structure, and soil nutrients necessary for plant survival being chemically tied up by high sodium concentrations. Often, evidence of salt damage through soil contamination is apparent in deciduous trees planted in urban settings such as roadsides and parking lots, as a brown scorching along the outer edges of the leaf.

Salt Spray

Injury caused by salt spray is usually not apparent until the early spring, although long term exposure to salt spray will result in easily recognizable symptoms and patterns of damage. Salt on the buds, needles and smaller and younger branches can actually cause them to lose their cold hardiness and freeze. Deciduous trees may have a lack of budding and leaf out on the outer ends of the branches on the traffic side giving the branches a tufted appearance, while branches on the non-traffic side will appear relatively unaffected. Evergreen trees and shrubs damaged by salt spray will have needles which brown off from the tip in towards the branch beginning near the end of winter and continuing until early spring. In some cases the brown off may be masked by the onset of fresh spring growth, or entire sections of the plant may die back. Often there is no damage to the lowest branches which have been covered by a continuous pack of snow for the majority of the winter.

High Tolerance

Norway maple (non-native)
Horse chestnut
Yellow birch
Gray birch
White ash
European larch
White spruce
Balsam poplar
Cottonwood
White oak
Bur oak
Red oak
Mountain ash
Choke cherry
Staghorn sumac
Common lilac

Moderate Tolerance

Silver maple
Shagbark hickory
Basswood
Green ash
Red cedar
Scots pine
Black cherry
Plum
Smooth sumac
Eastern white cedar
American elm
Gray dogwood

Low Tolerance

Red maple
Sugar maple
Balsam fir
Black walnut
Norway spruce
Red pine
White pine
Douglas fir
Eastern hemlock
Highbush cranberry
Red Osier dogwood
Hackberry
American beech

High Tolerance

Norway maple (non-native)
Horse chesnut
Hackberry
White ash
Kentucky coffeetree
Gray birch
Cottonwood
Staghorn sumac
White oak
White spruce
Yellow birch
European larch

Moderate Tolerance

Black walnut
Red cedar
Black cherry
American elm
Silver maple
Gray dogwood
Green ash
Red oak
Eastern white cedar
Common lilac

Low Tolerance

Red maple
Shagbark hickory
American beech
Bur oak
Basswood
Red pine
White pine
Sugar maple





APPENDIX F

Selected Trees for Greenfield Heritage Conservation District

Suggested Tree Species for Greenfield Heritage Conservation District

Botanical Name	Common Name	Native Species	Suitable for Street Tree	Historical Association
Deciduous Trees and Shrubs				
<i>Acer saccharinum</i>	Silver Maple	Yes	No	✓
<i>Acer saccharum</i>	Sugar Maple	Yes	Yes	✓
<i>Amelanchier laevis</i>	Allegheny Serviceberry	Yes	No	
<i>Betula alleghaniensis</i>	Yellow Birch	Yes	No	
<i>Celtis occidentalis</i>	Hackberry	Yes	Yes	
<i>Cornus alternifolia</i>	Alternative Leaf Dogwood	Yes	No	
<i>Fagus grandifolia</i>	American Beech	Yes	No	
<i>Gymnocladus dioica</i>	Kentucky Coffee Tree	Yes	Yes	
<i>Larix laricina</i>	American Larch	Yes	No	
<i>Ostrya virginiana</i>	American Hophornbeam	Yes	No	
<i>Populus deltoids</i>	Eastern Cottonwood	Yes	No	✓
<i>Prunus serotina</i>	Black Cherry	Yes	No	✓
<i>Prunus virginiana</i>	Choke Cherry	Yes	No	
<i>Quercus macrocarpa</i>	Bur Oak	Yes	Yes	
<i>Quercus robur</i>	Red Oak	Yes	Yes	
<i>Syringa vulgaris</i>	Common Lilac	No	Yes	
<i>Tilia americana</i>	American Basswood	Yes	Yes	
Coniferous Trees				
<i>Picea glauca</i>	White Spruce	Yes	No	
<i>Pinus strobus</i>	White Pine	Yes	No	
<i>Thuja occidentalis</i>	Eastern White Cedar	Yes	No	

The above list of trees has been compiled to provide both the municipality and the residents of Greenfield an overview of species appropriate for planting in the Greenfield Heritage Conservation District. The list is not exhaustive, but is representative of typical species that would have been native or introduced to the region at the time of John Goldie's settlement in Greenfield.

A variety of material has been listed to account for various potential planting locations, including adjacent to the roadway ('street tree') or for planting on private property. Tree replacement and succession will be required within Greenfield due to the age and decline of some of the existing trees as well as the unavoidable threat of existing and future pests and diseases, such as the emerald ash borer (*Agrilus planipennis*).

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