

# HERITAGE CONSERVATION PLAN OUTLINE

## Introduction

The Heritage Conservation Plan is an asset-specific document that provides long-term guidance for the protection of the heritage values and character-defining elements of a designated building and its associated landscape. The Plan is intended to assist those responsible for managing the asset in accommodating on-going uses and new needs, while respecting the heritage character of the building and its site. The document presents the relevant historical research on the building along with its evolution. It explains the heritage values and describes the character-defining elements that are to be protected. The Plan provides guidance for future work in the form of floor plans and a site plan indicating areas of high, moderate, and low character; along with recommendations for the long-term care of the asset. The guidance, focused on the specific building and its site, is consistent with the *Standards & Guidelines for the Conservation of Historic Places in Canada*.

## Description

Use: To provide conservation guidance for a heritage building and/or site.

Prepared for: Asset manager, project team, consultants and/or regulatory bodies

Prepared by: Heritage conservation professionals.

Contents: The Plan is based on the Heritage Character Statement (HCS) and elaborates upon it, based on further research and analysis (see Contents below).

Nature of the Document: The document contains a combination of text and graphic material, and is updated periodically to stay relevant.

Authority: For federal heritage buildings, the Plan may be used to accompany and support submissions to the FHBRO, with a description of the proposed intervention and potential impact on the heritage values of the site/building.

Cost: The cost varies with the scale and complexity of the building and its site.

For simple buildings, the Plan may be a few pages long. For large complexes of

considerable significance, it may be expanded to become Conservation Guidelines, for example prior to major re-capitalization projects.

Limitations: The Plan is “intervention neutral”; that is, it does not focus on the needs of a specific, individual project; but rather, it provides long-term guidance for how to manage interventions to a heritage building. As the building evolves, the Plan must be periodically updated in order to stay relevant and useful; e.g. every five years or after a major project.

## **REPORT TEMPLATE FOR THE HERITAGE CONSERVATION PLAN**

### **1. Executive Summary**

Provide a concise, one to two page overview and summary of the Heritage Conservation Plan.

### **2. Scope of Work**

Describe the scope of the Heritage Conservation Plan, team members and roles, and methodology for developing the report.

### **3. Description, Location and Context of Heritage Building**

In text and graphics (at several scales), describe the physical context of the building.

### **4. Heritage Building History and Evolution**

Execute historical research and field investigations in order to describe and explain the building history and its evolution over time until the present day. Present the findings in a narrative form, using text and graphics.

### **5. Heritage Values**

Based on the FHBRO Heritage Character Statement, describe and explain the identified historical, architectural and environmental values of the building and its associated landscape. If applicable, include reasons for its commemoration as a National Historic Site of Canada.

### **6. Character-Defining Elements**

Based on the FHBRO Heritage Character Statement, describe and explain (using text and graphics) the character-defining elements of the building exterior, interiors and associated landscape.

### **7. Heritage Character Analysis**

Analyze the building to determine where the heritage values are communicated; that is, where there are character-defining elements (e.g. materials, forms, location, spatial configurations, uses.) Establish a hierarchy of heritage character for the building, including the exterior, interiors and site. Using annotated drawings, indicate the most important

areas of the building with respect to heritage values and character-defining elements; i.e. areas of “High Character.” Using annotated drawings, indicate the areas of the building that are of moderate importance with respect to heritage values and character-defining elements; i.e. areas of “Moderate Character.” Using annotated drawings, indicate the least important areas of the building with respect to heritage values and character-defining elements; i.e. areas of “Low Character.”

#### 8. Strategic Recommendations

Provide guidance with respect to future work that would be beneficial in protecting the heritage values and character-defining elements, where they are impaired or at risk.

#### 9. Appendices

- a. FHBRO Heritage Character Statement
- b. Include this document for reference purposes.
- c. Applicable guidelines from the *Standards & Guidelines for the Conservation of Historic Places in Canada*.
- d. Analyze the *Standards & Guidelines* in order to determine which specific guidelines from each chapter apply to the building, and present them in table format.

#### 10. Bibliography

Provide an annotated list of all of the relevant sources of information that were used in preparing the Heritage Conservation Plan.