

# Listed Property Research Records: Frequently Asked Questions

## **How to Contribute: Listed Property Research Record**

Recent provincial changes to the Ontario Heritage Act enacted by the Province of Ontario through Bill 23 require that listed properties remain on municipal heritage registers for no longer than two years. Properties must be either designated individually under Part IV of the Act or removed from the Register. The City has embarked on a project to prioritize the nearly 4,000 listed properties. A subset of these properties will be designated individually under Part IV of the Act before December 31, 2024.

To assist the City in bringing forward listed properties to be considered for designation, the City is welcoming the submission of Listed Property Research Records.

## **What is a Listed Property Research Record?**

A Property Research Record is a research document prepared for a heritage property. These reports are designed to be completed by interested community members with experience conducting historical research. Intended as a research document, records will not include a cultural heritage evaluation of a property as defined by the Ontario Heritage Act.

## **How will Property Research Records be Used?**

Research records will provide valuable assistance to professional staff who are responsible for evaluating properties under the Ontario Heritage Act, preparing recommendations for consideration of City Council, and if necessary, defending designated properties which are drawn into a legal appeal process.

## **Will the submission of a Property Research Record guarantee prioritization for designation?**

The submission of a Property Research Record does not guarantee that a listed property will be prioritized for designation. Listed properties will be selected for evaluation by Staff through a data-informed, citywide prioritization process. Further, in the wake of changes stemming from Bill 23, some listed properties may no longer meet the Provincial Criteria for designation.

## **What Happens if a Listed Property with a Property Research Record is not Recommended for Designation prior to January 1, 2025?**

Listed properties not designated prior to the deadlines prescribed in the Ontario Heritage Act will be removed from the Register. Research Records will be retained on file for all formerly listed properties and may be used to inform future research and evaluation work.

**Will the City continue to accept new nominations for heritage listing and/or designation beyond 2025?**

Nominations for new listings and/or designations will continue to be accepted and considered by Staff beyond January 1, 2025. For more information on the City's nomination process and the nomination form, email Heritage Planning at [heritagesurvey@toronto.ca](mailto:heritagesurvey@toronto.ca).

# Listed Property Research Records: Terms of Reference

## Purpose

The purpose of the Listed Property Research Record is to provide background research that will assist the City in determining whether a property, collection of properties, or landscape feature has cultural heritage value. It will be used by Staff as part of the implementation of the Bill 23 amendments to assist in the designation of properties under Section 29 of Ontario Heritage Act or will be retained on file for those properties that are believed to hold cultural heritage value and are eligible for designation but will not be designated prior to January 1, 2025. To be effective, the content and format of Property Research Records should follow the terms of reference described below.

## Description

A Listed Property Research Record includes primary and secondary research and a visual inspection and record of a listed property (undertaken from a vantage point on public property). The record will be used by Staff to assist in the understanding of a property's cultural heritage value.

## Property Research Record

Records should be prepared by an individual who has experience conducting historical research. The work should be factual, accurate, thorough, and complete.

## Which Properties can benefit from a Listed Property Research Record?

Property Research Records should be completed for properties non-designated (listed) properties as identified [here](#). Before beginning a Listed Property Research Record, please email Heritage Planning at [heritagesurvey@toronto.ca](mailto:heritagesurvey@toronto.ca) to ensure your efforts are directed towards a high-priority property which has not already been identified by another researcher.

## Required Content

### Executive Summary

This section includes a summary of the results of the research work undertaken and key findings.

### Researcher's Name

The name and contact information, including e-mail address(es) of the researcher or organization that has undertaken the research.

## Location Plan

Location of the site and the subject heritage property/properties shown on:

- [City's property data map](#)
- Aerial photograph

## Description of the Property and Visual Inspection

This section will include an overview of the property and note any known additions or alterations. It will also include a description of the property's location and existing conditions as observed through a visual inspection of the property as undertaken from a vantage point on public property, and the date. The section must:

- Identify the location of the property on the street (which side of the street and relative proximity to the closest intersection).
- Identify and describe all existing buildings and/or structures on the property, including the date(s) of construction, number of storeys, typology, and plan.
- Identify and describe any other features that may be of interest, including landscape features.
- Identify whether the property is within an area of [archaeological potential](#).

## Current Photographs/Images

This section will include photographs, both general and of each building, structure, or landscape feature. For larger properties or properties with several features, a map or annotated aerial photograph may be required. Photographs must be taken from the public right of way unless the property owner has given permission to enter private property. Below are the guidelines for photographs/images:

- Current photographs/images taken within 3 months of the submission date showing the existing context and features of existing and potential heritage resources on the property. The context includes other buildings and existing landscaping (mature trees, fences, walls, driveways) on the subject property. Photographs will include the following (but will be limited to what is visible from public property):
  - Each visible building elevation (north, south, east, west)
  - Existing context including other buildings on and adjacent to the site and existing landscaping.
  - A photograph of the property as seen from the public realm around the property including each public right of way, lane, or shared driveway, park, and publicly accessible open space, as appropriate to the site.
  - A photograph showing the relationship of the site to the adjacent properties (e.g.: streetscape view)

## Historic Photographs

Historic photographs should be provided where available. If historic photographs cannot be located, it must be confirmed that the noted sources in the Primary and Secondary Research section below have been checked and no photographs were present.

## Primary and Secondary Research

This section will document the research that was undertaken for the property, including the primary and secondary sources that were consulted, and will record and present the findings of the research in a logical and chronological order. This section will also identify whether the property has been identified as an area of archaeological potential in the City of Toronto's Archaeological Management Plan.

Primary sources must be consulted to identify the property's history of ownership and development. If certain primary sources are determined not to be of relevance or are unavailable, the rationale for the exclusion must be demonstrated. Though some primary sources may not be available for all areas or eras of the City, the primary sources that must be searched include:

- Assessment Rolls (City of Toronto Archives)
- Building Permits (City of Toronto Archives)
- [Goad's Atlas of the City of Toronto Maps](#)
- [Toronto City Directories](#)
- [The Biographical Dictionary of Architects in Canada 1800-1950](#)

Additional resources that may be consulted include:

- [Land Registry Office \(or online equivalent\)](#)
- [Ontario Archives](#)
- [Toronto Public Library](#)
- [Historical Newspapers](#)
- [City of Toronto Aerial Photographs](#)
- [Other historic maps](#)
- Historical society archives
- Diocesan or church records (if the property is a place of worship)

The Primary and Secondary Research section will also include:

- A Historic Overview of the Area and Subject Property
  - Describing the history of development and activity of the site, including any events, communities, individuals, or activities that are historically or currently associated with the property where applicable.
- A chronological timeline as a summary historical narrative where warranted.
- An Architectural Description:
  - Describing the architectural style, typology, and any additions or alterations that have been made since the time of construction.
- An overview of the Context:
  - Describing the area's context and how the subject property fits within it.
  - This section should include a list of all other properties on the City's Heritage Register that are adjacent and/or nearby the subject property.

Ensure that all statements of fact regarding ownership, date of construction, occupation, sale, etc. are cited providing the source, including relevant identifiers such as dates, including day, month, and year as appropriate, page numbers, and location of source. A copy of the source (include screen captures or photographs of the source) are strongly encouraged.

Research sources must be documented. Please use a consistent citation style. All research sources will also be listed in an appendix attached to the summary. If possible, copies of such sources should be included as part of the submission.

### **Visual Resources (Maps, Images, Drawings, and Plans)**

This section will include a visual overview of the property over time, including the pertinent maps, images, drawings, and plans consulted, to assist with understanding the general history of the site and its development over time. Images should be arranged chronologically and will illustrate the historical development and evolution of the site, including chronological construction and/or alterations to the size, features, or primary use of the property and its associated buildings or structures.

Images included in this section should be labelled appropriately with a title of the image, a description of what is being shown, and the source for the image including author, publication, date (day, month, year), volume where appropriate, page number, archival references, location, or website, etc. All visual resources will also be listed in an appendix attached to the report.

### **Community Consultation**

This section will outline what, when, and how community input was undertaken as part of the research methodology for the property and describe the results. At minimum, the relevant Community Preservation Panel must be consulted, and it is recommended that local heritage groups and historical societies be consulted, if available.

Community input is fundamental to understanding the value of a property. Below are included a list of relevant sources of community knowledge on property of interest:

- Community Preservation Panel (consultation mandatory)
- Local heritage group/historical society
- Other (oral histories, individual meetings, etc.)



The following cover sheet should be completed and be submitted with a Listed Property Research Record. Please complete each field to the best of your ability. You may be contacted by Heritage Planning with follow-up questions on the information provided.

**Researcher Information**

Private Individual: Organization (please insert organization contact information if applicable):  
First Name: Last Name: Organization (if applicable):  
Telephone Number: Email Address:

**Property Location**

Street Address (Street Number/Name): Ward:  
Property Name (if applicable): Date Submitted (yyyy-mm-dd):  
Property Type (i.e. house, storefront): Current Use:

**Property Description**

Please provide as much information as possible to assist in the research and evaluation of the property. Each field is not required, however insufficient information may hinder Staff's ability to fully evaluate the property.

Historical Name (if applicable): Associated Persons/Events/Communities:  
Neighbourhood/Community: Original Use:  
Year Built: Alterations/Additions (if known):  
Architect/Builder: Architectural Style:  
Construction Materials:



## **Consultation**

Researchers are encouraged to consult with their local Community Preservation Panel. Please indicated if the Panel has been consulted.

Yes    No                      If yes, date of contact (yyyy-mm-dd):

City Planning collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 136 and the Ontario Heritage Act, sections 27 and 29. The information is used to inform the research, evaluation, and determination of whether the individual property identified merits a recommendation for designation under Section 27 of the Ontario Heritage Act. Questions about this process can be directed to Heritage Planning, City Hall, 100 Queen Street West, 17th Floor East Tower, Toronto, Ontario, M5H 2N2, or by telephone at (416) 392-1975.