Council-Adopted Built Heritage Inventory Process

1. **RESEARCH** - Compile available research and information and complete a desktop review of the study area.

2. **SURVEY** - Undertake surveys and document all properties within a study area using the standardized Built Heritage Inventory Form.

3. **IDENTIFY** - Prepare a Historic Context Statement (HCS) for the study area, in consultation with residents and the HMHC, where applicable. The HCS should identify key themes and heritage attributes of the area. An early public engagement session is recommended to introduce the project to the community and to gather their thoughts and historic information on the study area, which will help guide the development the HCS.

4. **EVALUATE** - Conduct a preliminary evaluation using the City and provincial criteria and classify each property in the study area as either a Significant Built Resource, Character-Defining Resource, Character-Supporting Resource or Inventoried Property, as outlined in the "Preliminary Evaluation" section of the Built Heritage Inventory Form. Candidates for listing on the Municipal Heritage Register and for designation under the *Ontario Heritage Act* are identified based on their individual classifications.

5. **CONSULT** - Present the draft recommendations to the Inventory and Research Working Group of the HMHC for their preliminary feedback. Prepare notifications to affected property owners regarding the recommendations and outline opportunities for input, discussion and delegations at the HMHC and Planning Committee meetings the recommendations will be considered. Hold a public information session to discuss the draft recommendations with the owners and members of the public. Keep the Ward Councillor apprised of the recommendations as they come forward.

6. **ADVISE** - Bring forward recommendations for the consideration of the Hamilton Municipal Heritage Committee, Planning Committee and Council for listing on the Register and candidates for designation under the *Ontario Heritage Act*; and,

7. **UPDATE** - Update the heritage database and mapping with Inventory, Register and designation work plan additions.