

Commemoration Plan

Study Description:

The purpose of a Commemoration Plan is to identify and describe proposed strategies to commemorate identified or potential heritage resources that either exist on a site or are proposed to be removed from a site. Commemoration can take many forms. Most often, it is addressed through the creation of a plaque that focuses on a particular resource or historical event. Increasingly, municipalities are turning to other forms of commemoration including public art installations such as statues, building murals, landscape features, and park scale reproductions. The City of Kitchener encourages consideration of a variety of commemoration options as a key element in helping to share a broad understanding of how heritage connects past, present, and future communities.

The following Terms of Reference shall be used to fulfill the condition regarding the completion and approval of a Commemoration Plan as required for consideration of an application made under the *Ontario Heritage Act* or the *Planning Act*.

Purpose:

The purpose of this Terms of Reference (“TOR”) is to establish clear expectations and requirements for the preparation of a Commemoration Plan submitted to the City of Kitchener. Compliance with these guidelines will help to expedite review times and mitigate the need for further revisions and submissions. Failure to satisfy the requirements set out in this TOR may result in an application being deemed incomplete. If an application is deemed incomplete it will be returned to the applicant to satisfy the necessary submission requirements.

When it is Required:

A Commemoration Plan is a document that may arise from the recommendations of previous heritage studies, including a Heritage Impact Assessment (HIA), where commemoration is identified as being an appropriate option or mitigation measure for a heritage resource. It can form part of a Conservation Plan or be created as a standalone document. Commemoration may be required or recommended for a property which is listed on the City’s Historic Buildings Inventory, listed as a non-designated property of cultural heritage value or interest on the City’s Municipal Heritage Register, designated under the *Ontario Heritage Act*, or forms part of a Cultural Heritage Landscape or Cultural Heritage Corridor. The requirement may also apply to unknown or recorded cultural heritage resources which are discovered during the development application stage or construction.

The City may scope the requisite information to be contained in the Commemoration Plan on a case-by-case basis, and in consultation with any applicable external agencies through the pre-consultation process.

Qualified Person:

The Commemoration Plan shall be prepared by or in conjunction with a qualified and competent professional registered with the Canadian Association of Heritage Professionals (CAHP) and in good standing. The CAHP that has signed the report shall take professional responsibility for its contents and the accuracy of the information contained therein.

Applicable Legislation:

Section 2 of the Planning Act indicates that Council shall have regard to matters of Provincial interest including the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest. Section 3 of the Planning Act requires that decisions of Council shall be consistent with the Provincial Policy Statement.

Policy 4.6.1 of the Provincial Policy Statement requires that protected heritage property which may contain built heritage resources of cultural heritage landscapes, shall be conserved. The Provincial Policy Statement also encourages planning authorities to develop and implement proactive strategies for the conservation of significant built heritage resources and cultural heritage landscapes. The Provincial Policy Statement defines a built heritage resource as a building, structure, installation or any manufactured or constructed part of remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an indigenous community. Conserved is defined as meaning the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, heritage impact assessment, and/or other heritage studies. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

Report Contents:

The Commemoration Plan shall include, but is not limited to, the following sections/information.

A. Introduction:

- ☐ The municipal address of the subject property.
- ☐ Description of the heritage resource(s) on site or previously on site including a statement of their cultural heritage value or interest and a list of all heritage attributes.
- ☐ Description of any other building(s) or structure(s) on the subject property.
- ☐ Brief overview of the proposed development, including approvals being sought.
- ☐ A summary of the recommendations within the associated HIA, if applicable.

B. Commemoration Themes:

- ☐ Identification of potential materials, designs, and themes that relate to the resource's history and significance that can be commemorated and explain their relationship to the resource being commemorated.
 - Themes may be related to the design or physical value, historical or associative value, or contextual value of the resource that is being commemorated. The themes being discussed should provide a clear, overall context for understanding the heritage values of the property and/or resource.
- ☐ Identification of the attributes that may best express the heritage values of the resource(s) and help support the expression of the themes.

C. Commemoration Strategy

- ☐ Develop options for how the themes previously identified can be commemorated. Each option should clearly identify the themes that relate to the heritage resource and identify important attributes of that heritage resource.
 - Rational for why and how the proposed commemoration or design expresses the themes should be provided.
- ☐ Recommendation of location for options with justification. Location should be accessible and easily visible while not impeding important views / the visibility for pedestrians and traffic.
- ☐ Details regarding phasing of the commemoration strategy, if applicable.
- ☐ Brief description of other considerations such as lighting and maintenance.

D. Selection and Design

- ☐ Development Plan, including any relevant drawings or visuals which illustrate the full scope of the project site and provides project details.
- ☐ Design Plans, including:
 - Drawings/renderings for the proposed commemoration piece which illustrate its complete design, any text, images or other content which may be proposed, and specifications such as materials and measurements. Images to be included should be of the highest image quality available.
 - Location plan illustrating where the commemoration piece is proposed to be located, whether free-standing or affixed to a structure/building.
 - Legibility and accessibility should be key considerations in any commemorative design.

E. Conclusions

- ☐ Concluding statement summarizing the commemoration options and identifying the most preferred option and location with justification.

F. Supplementary Information

The following information can be added as an appendix or incorporated into related sections of the Commemoration Plan.

- ☐ Cost estimate for all aspects of commemoration to determine appropriate securities.

Approval Process

One (1) digital pdf copy shall be provided to Heritage Planning staff. The Commemoration Plan will be reviewed by Heritage Planning staff and a recommendation will be made to the Director of Development and Housing Approvals. Approval of the Commemoration Plan by either the Director of Development and Housing Approvals or the Heritage Planner is required prior to issuance of approval of the application.

Additional Information

1. The applicant will be notified of staff's comments and acceptance, or rejection of the report. An accepted Commemoration Plan will become part of the further processing of a development application under the direction of the Planning Division. The recommendations within the final approved version of the Commemoration Plan may be incorporated into development related legal agreements between the City and the proponent at the discretion of the municipality.
2. Deeming an application complete does not guarantee that the contents of the study are acceptable to City staff and/or that the application will be approved.
3. If a request for a Commemoration Plan is not made at an earlier stage in the development process, this does not preclude the City from requesting a Commemoration Plan at a later stage. Once an application has been deemed "complete", the City may require additional information, reports, and/or studies following a more detailed review to assess the implications of an application for approval.
4. The City of Kitchener is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). In our everyday work with businesses institutions, and community partners we anticipate the same commitment to AODA compliance. Therefore, the Commemoration Plan must be AODA compliant and must meet the current provincial standard for compliance. ‘
5. The City reserves the right to request an updated study, or an addendum thereto, should staff determine that changes in the development proposal or changes to legislation warrant further/modified planning analysis.
6. Documents and all related information submitted to the City as part of a complete development application are considered public documents once submitted.

7. This Terms of Reference document is intended to be used for guideline purposes only and will be used to provide technical direction throughout the planning and development process. Completion of a report in alignment with the requirements of this Terms of Reference will not guarantee approval of the development application in question.
8. This TOR is relevant at the time of publishing and will be updated as necessary to reflect current policy, best practices, and accepted standards. It is the applicant's responsibility to ensure the report is prepared in accordance with the most recent version of the TOR issued by the City.