

# Brampton Commemoration Plan Terms of Reference

Approved by Municipal Council on XXXXX (DATE) through XXXXX (MECHANISM).

## Introduction

The City of Brampton has a rich legacy of cultural heritage resources that “provides a foundation for planning the future of the City as our heritage resources and assets contribute to the identity, character, vitality, economic prosperity, quality of life and sustainability of the community as a whole.”<sup>1</sup> Through its Official Plan policies, the City has committed to “conserve the cultural heritage resources of the City for the enjoyment of existing and future generations.”<sup>2</sup>

A Heritage Commemoration Plan (HCOMP) outlines commemoration and/or interpretation approaches for a property with cultural heritage value or interest that is subject to alteration or removal, or where a commemorative installation is proposed. This plan will describe appropriate commemoration and interpretation strategies that addresses the subject property’s cultural heritage value(s). It will prescribe how the recommended commemoration measures are to be completed. Provincial legislation and policy permits the establishment of a commemoration plan as a requirement through municipal policy.

Commemoration can take many and multiple forms including (but not limited to):

- Restoration of the historic place;
- Rehabilitation of the historic place;
- Replication of significant historic features of the place;
- Adaptive use of historic materials with commemorative intent;
- Commemorative or interpretive plaques;
- Representations of past features through landscape treatments such as paving or interlocking brick patterns or plantings over building footprints;
- Publication of commemorative books such as photography books, “coffee table” books, or local histories that record and present the significant local history of the property;
- Museum exhibits;
- Virtual exhibits, augmented reality, QR code plaques (digital tools should supplement tangible/physical commemorative or interpretive efforts);

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<sup>1</sup> City of Brampton, “Our Brampton...Our Future: 2006 Official Plan,” last modified September 2020, [https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020\\_Consolidated\\_OP\\_2006.pdf](https://www.brampton.ca/EN/City-Hall/Official-Plan/Documents/Sept2020_Consolidated_OP_2006.pdf), Section 2.2.

<sup>2</sup> City of Brampton, “Official Plan,” Section 4.10.

- Public art installations such as statues, murals, and landscape features
- Street naming;
- Ruinification; and/or,
- Public events, such as walking tours or heritage programming.

Brampton encourages consideration of a variety of commemorative options as a key element in helping to share a broad understanding of how heritage connects past, present and future communities. Commemoration is, generally, intended to be a permanent feature. The City of Brampton encourages creative commemorative and interpretive efforts.

### **When is a Commemoration Plan Required?**

An HCOMP may be required when a property determined to have cultural heritage value or interest is recommended for integration into a new development or recommended for demolition, or in other circumstances where a commemorative installation is proposed. It may be recommended at the direction of City Council or City Heritage Planning staff or through recommendations from a Heritage Impact Assessment (HIA, see the City of Brampton Heritage Impact Assessment Terms of Reference). It can be part of a Heritage Conservation Plan or be a stand-alone document. The Plan is required to be submitted to City Heritage Planning staff and approved prior to installation of any commemoration efforts.

It is advisable that you discuss your project in advance with Heritage Planning staff during preliminary consultation meetings. An HCOMP will usually be a condition of approval on relevant properties. However, where it is likely that an HCOMP will be necessary, commemorative planning should be integrated into project design as early as possible. Commemorative features may need to be built into project design from an early stage.

City Heritage Planning Staff can assist in determining when a commemoration plan is required or encouraged.

Applications that may require an HCOMP include, but are not limited to:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Amendments to the Downtown Permit System (DPS);
- Draft Plan of Subdivision;
- Site Plan;
- Consent;
- Minor Variance; and
- Demolition Application.

## Content Requirements

The HCOMP must be prepared following these Terms of Reference. Headings from Table 1 (below) shall be used as the general Table of Contents for the HCOMP. Use a table such as Table 1 to cross reference to relevant appendices –if necessary. The HCOMP will include the following information (at minimum):

*Table 1: Minimum information to include in a HCOMP submitted to the City of Brampton*

Content Requirement	Location in the Report
<p><b>Cover Sheet.</b> A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.</p>	
<p><b>Executive Summary.</b></p> <ul style="list-style-type: none"> <li>a. A brief description of the report’s scope;</li> <li>b. A summary of the proposed commemoration strategies;</li> </ul>	
<p><b>1. Introduction.</b> The introduction to the HCOMP must include:</p>	
<ul style="list-style-type: none"> <li>a. A brief description of the report scope;</li> </ul>	
<ul style="list-style-type: none"> <li>b. A brief description of the Property location;</li> </ul>	
<ul style="list-style-type: none"> <li>c. A brief description of the cultural heritage value or interest of the property;</li> </ul>	
<ul style="list-style-type: none"> <li>d. A brief description of the proposed development or changes to the property, if applicable;</li> </ul>	
<ul style="list-style-type: none"> <li>e. Location Plan and Site Map specifying the subject property in order to provide context.</li> </ul>	
<p><b>2. Methodology/Approach.</b> Describe the methodology used to develop the HCOMP, including:</p>	
<ul style="list-style-type: none"> <li>a. A brief description of the purpose, background literature reviewed, a description of other relevant commemoration plans consulted (if any).</li> </ul>	
<ul style="list-style-type: none"> <li>b. A description of how the HCOMP fits within or links to the heritage conservation and commemorative goals/objectives of the City.</li> </ul>	
<ul style="list-style-type: none"> <li>c. Describe any community engagement or consultation efforts included in the HCOMP.</li> </ul>	
<ul style="list-style-type: none"> <li>d. The methodology should list any guidance documents/tools followed and how they were used to prepare the HCOMP.</li> </ul>	
<p><b>3. Cultural Heritage Value.</b> Describe the details of the property’s cultural heritage value or interest.</p>	

Content Requirement	Location in the Report
<p>a. This should be a complete description from all relevant sources. It may be copied or summarized from a heritage designation by-law, Canada’s Historic Places statement of significance, CHER, HIA or other cultural heritage or planning study.</p>	
<p><b>4. Commemoration Themes:</b> Identify potential materials, designs, and themes that relate to the resource’s history and significance that can be commemorated.</p>	
<p><b>5. Engagement/Public Consultation.</b> Commemoration and Interpretation are important to the community. It is important that engagement and/or public consultation identify who to consult and why.</p>	
<p>a. Public consultation should include, at a minimum:</p> <ul style="list-style-type: none"> <li>• consultation with City Staff,</li> <li>• consultation with the Brampton Heritage Board,</li> <li>• consultation with the Brampton Historical Society,</li> <li>• consultation with other local knowledgeable groups as appropriate. Applicants shall consult with City Staff to determine the appropriate level of engagement based on the scope and nature of the project.</li> </ul>	
<p>b. The engagement/public consultation section of the HCOMP should identify the target audience for engagement and interpretation and visitor experience objectives.</p>	
<p>c. City Heritage Planning Staff can help determine when consultation is necessary and potential formats to follow.</p>	
<p>d. Explore opportunities for partnerships with local museums, libraries and/or community organizations with a relevant interest/mandate.</p>	
<p><b>6. Commemoration Strategy.</b> The HCOMP must include a description of the commemoration strategy.</p>	
<p>a. Describe and visually illustrate concepts for commemoration suitable for the property and/or cultural heritage resource. This may include existing commemoration at other locations that may be suitable to replicate or imitate.</p>	
<p>b. Outline options for heritage commemoration on the property. Multiple commemoration or interpretation</p>	

Content Requirement	Location in the Report
<p>methods may be appropriate. It is recommended that at least 3 options be developed;</p>	
<p>c. For each commemoration or interpretation option:</p> <ul style="list-style-type: none"> <li>i. Identify the themes and/or CHVI that give the commemoration context;</li> <li>ii. Explain the relationship of the resource being commemorated to those themes/CHVI;</li> <li>iii. Identify and clarify which heritage attribute(s) expresses an identified theme; and,</li> <li>iv. Include relevant images to further illustrate the commemoration concept.</li> <li>v. Provide the pros and cons of each option.</li> </ul>	
<p>d. Identify potential locations for tangible commemorative fixtures on site through mapping, site plan or landscape plan drawings; and,</p>	
<p>e. If multiple locations for commemorative elements or programs are available, list the pros and cons of each proposed location.</p>	
<p><b>7. Implementation Plan.</b> The HCOMP must include a plan that describes implementation measures</p>	
<p>a. Include an implementation plan that describes who is responsible for commemoration and when it will be completed. Implementation may require consultation with City Heritage Planning Staff.</p>	
<p>b. The implementation plan should link or tie in to existing municipal programs wherever possible.</p>	
<p>c. Include a summary of cost estimates for interpretive elements to determine the amount of securities required related to the commemoration aspects of the project. Financial securities will not be released until the complete installation of the commemorative works, to the satisfaction of the Commissioner of Planning, Building &amp; Growth Management..</p>	
<p><b>8. Conclusion.</b></p>	
<p>a. Summarize the commemoration options;</p>	
<p>b. Outline the reason that the recommended option is preferred, including reference to the pros and cons for that option.</p>	
<p><b>9. References/Bibliography.</b> All sources must be included in a reference list/bibliography.</p> <ul style="list-style-type: none"> <li>• Footnotes or parenthetical references are acceptable.</li> </ul>	

Content Requirement	Location in the Report
<ul style="list-style-type: none"> <li>• References must be a consistent style throughout the report.</li> <li>• The City prefers a recognized academic style such as Chicago/Turabian or MLA.</li> </ul>	
<p><b>10. Professional Qualifications of the HCOMP Author(s).</b></p> <p>a. The Commemoration Plan must be prepared by qualified professionals. A members in good standing with the Canadian Association of Heritage Professionals (CAHP) who possess applied and demonstrated knowledge of accepted standards of heritage conservation, historical research, and the identification and evaluation of cultural heritage value or interest must be involved and sign the report. Other professionals in interpretation and commemoration may be involved or be co-authors of the report.</p>	
<p>b. The background and qualifications of the professional(s) completing the Commemoration Plan must be included in the report. A short professional biography illustrating relevant experience is sufficient.</p>	
<p>c. The authors must confirm that the report conforms to accepted technical and ethical standards and works in accordance with the regulations and guidelines of jurisdictions of practice. The Heritage Professional must confirm that the information included in the HCOMP is accurate and reflects their professional opinion.</p>	
<p><b>11. Appendices</b></p> <p>a. Development Plan: Include the Site Plan/Draft Plan of Subdivision or relevant drawing to illustrate the full scope of the project site and provide details of the project;</p>	
<p>b. Design Plans for Commemoration: Include full design and specification drawings, a location plan, and renderings (if available);</p>	
<p>c. Pedestal Plaque Details: If a plaque is proposed, specifications, draft text, and images to be included should be provided;</p>	
<p>d. Cost estimates: For all aspects of commemoration should be included to determine appropriate securities for the project.</p>	

**Scope and Review Checklist, Staff Use Only:**

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p><b>Cover Sheet.</b> A separate cover sheet/cover letter shall accompany all cultural heritage reports submitted to the City. See below for a cover sheet template.</p>		
<p><b>Executive Summary.</b> c. A brief description of the report’s scope;</p>		
<p>d. A summary of the proposed commemoration strategies;</p>		
<p><b>1. Introduction.</b> The introduction to the HCOMP must include:</p>		
<p>a. A brief description of the report scope;</p>		
<p>b. A brief description of the Property location;</p>		
<p>c. A brief description of the cultural heritage value or interest of the property;</p>		
<p>d. A Brief description of the proposed development or changes to the property;</p>		
<p>e. Location Plan and Site Map specifying the subject property in order to provide context.</p>		
<p><b>2. Methodology/Approach.</b> Describe the methodology used to develop the HCOMP, including:</p>		
<p>a. The methodology should include a brief description of the purpose, background literature reviewed, a description of other relevant commemoration plans consulted (if any).</p>		
<p>b. The methodology should include a description of how the HCOMP fits within or links to the heritage conservation and commemorative goals/objectives of the City.</p>		
<p>c. Describe any community engagement or consultation efforts included in the HCOMP (as required).</p>		

Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
<p>d. The methodology should list any guidance documents/tools followed and how they were used to prepare the HCOMP.</p>		
<p><b>3. Cultural Heritage Value.</b> Describe the details of the property's cultural heritage value or interest.</p>		
<p>a. This should be a complete description from all relevant sources. It may be copied or summarized from a heritage designation by-law, Canada's Historic Places statement of significance, CHER, HIA or other cultural heritage or planning study.</p>		
<p><b>4. Commemoration Themes:</b> Identify potential materials, designs, and themes that relate to the resource's history and significance that can be commemorated.</p>		
<p><b>5. Engagement/Public Consultation.</b> Commemoration and Interpretation are important to the community. It is important that engagement and/or public consultation identify who to consult and why.</p>		
<p>a. Public consultation should include, at a minimum:</p> <ul style="list-style-type: none"> <li>• consultation with City Staff,</li> <li>• consultation with the Brampton Heritage Board,</li> <li>• consultation with the Brampton Historical Society,</li> <li>• consultation with other local knowledgeable groups as appropriate. Applicants shall consult with City Staff to determine the appropriate level of engagement based on the scope and nature of the project."</li> </ul>		
<p>b. The engagement/public consultation section of the HCOMP should identify the target audience</p>		

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for engagement and interpretation and visitor experience objectives.		
c. City Heritage Planning Staff can help determine when consultation is necessary and potential formats to follow.		
d. Explore opportunities for partnerships with local museums, libraries and/or community organizations with a relevant interest/mandate.		
<p><b>6. Commemoration Strategy.</b> The HCOMP must include a description of the commemoration strategy.</p>		
f. Describe and visually illustrate concepts for commemoration suitable for the property and/or cultural heritage resource. This may include existing commemoration at other locations that may be suitable to replicate or imitate.		
g. Outline options for heritage commemoration on the property. Multiple commemoration or interpretation methods may be appropriate. It is recommended that at least 3 options be developed (if possible);		
<p>h. For each commemoration or interpretation option:</p> <ul style="list-style-type: none"> <li>i. Identify the themes and/or CHVI that give the commemoration context;</li> <li>ii. Explain the relationship of the resource being commemorated to those themes/CHVI;</li> <li>iii. Identify and clarify which heritage attribute(s) expresses an identified theme; and,</li> <li>iv. Include relevant images to further illustrate the commemoration concept.</li> </ul>		

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v. Provide the pros and cons of each option.		
i. Identify potential locations for tangible commemorative fixtures on site through mapping, site plan or landscape plan drawings; and,		
j. If multiple locations for commemorative elements or programs are available, list the pros and cons of each proposed location.		
<b>7. Implementation Plan.</b> The HCOMP must include a plan that describes implementation measures		
a. Include an implementation plan that describes who is responsible for commemoration and when it will be completed. Implementation may require consultation with City Heritage Planning Staff and may require negotiation with the City.		
b. The implementation plan should link or tie in to existing municipal programs wherever possible.		
c. Include a summary of cost estimates for interpretive elements to determine the amount of securities required related to the commemoration aspects of the project. Financial securities will not be released until the complete installation of the commemorative works, to the satisfaction of the Commissioner of Planning, Building & Growth Management.		
<b>8. Conclusion.</b>		
a. Summarize the commemoration options;		
b. Outline the reason that the recommended option is preferred, including reference to the pros and cons for that option.		
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<p>b. The background and qualifications of the professional(s) completing the Commemoration Plan must be included in the report. A short professional biography illustrating relevant experience is sufficient.</p>		
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Content Requirement	Include in Scope? Y/N / Details	Review Checklist Sufficient Detail Included Y/N
b. Design Plans for Commemoration: Include full design and specification drawings, a location plan, and renderings (if available);		
c. Pedestal Plaque Details: If a plaque is proposed, specifications, draft text, and images to be included should be provided;		
d. Cost estimates: For all aspects of commemoration should be included to determine appropriate securities for the project.		

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