

Date: 2022-07-04

Subject: **Cultural Heritage Evaluation Report – Creation of Standalone Terms of Reference**

Contact: Shelby Swinfield, Heritage Planner
Shelby.Swinfield@brampton.ca

Report Number: Planning, Bld & Growth Mgt-2022-909

Recommendations:

1. That the report from Shelby Swinfield, Heritage Planner, dated July 4, 2022, to the Brampton Heritage Board Meeting of September 20, 2022, regarding the **Heritage Commemoration Plan Terms of Reference – Creation of Standalone Terms of Reference** be received;
2. That the Heritage Commemoration Plan Terms of Reference be adopted as the guiding document for the completion of Heritage Commemoration Plans.

Overview:

- The principal tool for addressing heritage conservation in the planning process is the Heritage Impact Assessment (HIA).
- A Heritage Commemoration Plan (HCOMP) is a document that often arises from the recommendations contained within a Heritage Impact Assessment.
- The purpose of the HCOMP is to demonstrate and prescribe how the commemoration measures in the HIA will be completed.
- Commemoration can take many forms including plaques, public art installations such as statues, building murals, landscape features and park scale reproductions.

- **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.**

Background:

The City's Heritage staff are currently in the process of developing Terms of Reference documents for various documents that are required as part of the heritage evaluation and conservation process that have not yet been created. This is intended to assist with streamlining the process of heritage identification, evaluation, impact assessment and conservation as well as providing clear guidance to professionals preparing the requisite reports.

The creation of a Heritage Commemoration Plan (HCOMP) is typically recommended within the Heritage Impact Assessment when commemoration is recommended as the most appropriate option for the heritage resource.

A Heritage Commemoration Plan is required to be submitted and approved prior to any commemoration efforts being made. It can form a part of a Heritage Conservation Plan or be created as a standalone document.

Current Situation:

Heritage staff have developed a Terms of Reference for the HCOMP to create a standard format and provide clear guidance on the City's expectations of what is to be included and explored within the HCOMP. The proposed Terms of Reference can be found as Appendix A.

This Terms of Reference document provides a structure and guide for the creation of an HCOMP. The TOR requires that various commemoration options and themes of commemoration be explored, evaluated, and ranked prior to determining the most appropriate course for commemoration to take. The creation of a standardized format for the HCOMP will ensure consistency in the City's approach to commemoration requirements and promotes increased transparency with regard to the commemoration process.

Corporate Implications:

N/A

Financial Implications:

N/A

Other Implications:

N/A

Term of Council Priorities:

The adoption of a standalone Terms of Reference for a Heritage Commemoration Plan aligns with the Term of Council Priority “Well Run Government” as it creates an opportunity to provide better, more effective guidance to the development community and general public with regard to the preparation of a Heritage Commemoration Plan.

Conclusion:

The creation of a standardized format for the Heritage Commemoration Plan will ensure consistency in the City’s approach to commemoration requirements and promotes increased transparency with regard to the commemoration process.

It is recommended that the standalone Terms of Reference for completion of a Heritage Commemoration Plan be adopted.

Authored by:

Reviewed by:

Shelby Swinfield
Heritage Planner

Charlton Carscallen
Principal Planner, Heritage

Reviewed by:

Reviewed by:

Jeffrey Humble
Manager, Policy Programs and
Implementation

Andrew McNeill, OALA, CSLA
Acting Director, Policy Planning

Attachments:

Appendix A - Proposed Heritage Commemoration Plan Terms of Reference

Appendix B – List of New Terms of Reference Documents for BHB