

# Terms of Reference: Commemoration & Interpretation Plan

## **Purpose:**

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The purpose of a Commemoration & Interpretation Plan is to provide recommendations regarding how the cultural heritage value of a site (including archaeological sites) can be interpreted and communicated to the community. The act of commemoration preserves important stories, sites, and histories for future generations.

## **Prepared By:**

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A Commemoration & Interpretation Plan must be prepared by a qualified heritage consultant, architect, landscape architect or planner who has demonstrated experience in cultural heritage conservation. Professionals are encouraged to be full members in good standing of the Canadian Association of Heritage Professionals (CAHP).

A Commemoration & Interpretation Plan may also require input from other heritage professionals, including structural engineers, architects, landscape architects, cultural heritage specialists, historians, Indigenous communities, or others.

## **When Required:**

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A Commemoration & Interpretation Plan may be required as follows:

- As part of a Conservation Plan, where a cultural heritage resource is being retained and conserved;
- Where a cultural heritage resource is being considered for relocation, removal or demolition.

Typically, a Commemoration & Interpretation Plan is a recommendation provided in a Cultural Heritage Assessment Report, Heritage Impact Assessment, or comparable report when development is proposed on a property containing cultural heritage resources.

## **Required Content:**

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Due to the varied nature of cultural heritage resources, a Commemoration & Interpretation Plan may take various forms. For example, a written document may be most appropriate in some situations, whereas a graphical plan would be appropriate in others. However, in most cases, both a written document describing the commemoration and interpretation plan as well as maps, photos, renderings or other graphical information that demonstrates how the plan will be implemented will be necessary.

A general scope of the requirements is provided below. However, all applicants should consult with municipal staff on the scope and required components specific to their application before preparing and submitting a Commemoration & Interpretation Plan.

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## Description of Subject Property and Cultural Heritage Resources

- A description of the subject property and its heritage status;
- Brief summary of the background research and property history. Note that the report can refer to another study (such as a Heritage Impact Assessment) or comparable report);
- Written description of the subject property, including size, use, presence of any natural or topographic features, etc.;
- A summary of the cultural heritage value of the property which could include the Statement of Cultural Heritage Value or Interest and list of Heritage Attributes.
- A brief summary of the proposed development and description of how the cultural heritage value and heritage attributes are to be conserved. This may reference the conclusions and recommendations of an approved Heritage Impact Assessment.

## Description of the Commemoration & Interpretation Plan

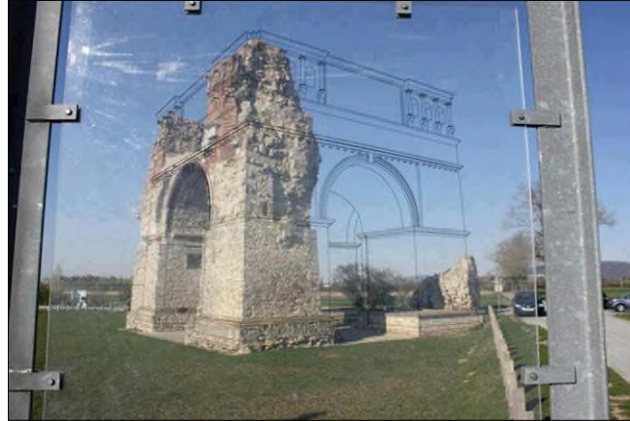
- Describe the overall Commemoration & Interpretation Plan;
- Options for commemoration and interpretation vary and should allow for creativity depending on the particular cultural heritage resource. Guidance on the typical options is as follows:
  - Interpretive Panels and/or Commemorative Plaques
    - The layout, design and text of any panels or plaques should be provided
    - The location, material, means, manner and timing of installation and future maintenance of signage should be described and shown on a plan.
    - A cost estimate by a professional signage company should be provided. Additional information regarding a sign permit should be provided, if necessary. Depending on the signage, additional information (i.e. warranty for signage) may be required to be provided to the municipality.
    - It is recommended that signage be consistent with the *Parks Canada Identify Program Exterior Signage Standards and Guidelines (2007)*. Furthermore, if signage requires languages in addition to English, that this be specified in the Plan (i.e. Indigenous languages).
  - Digital Interpretation
    - Information should be provided regarding the use of the digital format (i.e. QR Code, eGuide, telecommunications) and the future maintenance of this use, including the projected timeframe and accessibility for usage.
  - Interpretive art pieces/installations
    - Information should be provided on the location and means, manner and timing of installation and future maintenance which, depending on the nature of the piece may require input from a conservator.

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- Landscape features using new materials (e.g. outline location of former structure with landscape materials)
  - Information such as a concept Landscape Plan should be provided which identifies both soft and hard landscaping features.
  - The text of the Plan should describe how the landscape design commemorates or interprets the cultural heritage value of the site.
- Landscape features using salvaged materials (i.e. entrance features, seating)
  - A Landscape Plan should be provided that identifies the use of salvaged materials (and be reflective of an associated Salvage Plan as applicable) and any conservation work required for the installation and future maintenance, which may require input from a consultant (i.e. engineer, architect, conservator). The text of the Plan should review the intent of the design/re-use of salvaged materials for other purposes (i.e. feature wall):
    - Information such as the location, installation and future maintenance of salvage material should be provided (and be reflective of an associated Salvage Plan as applicable);
    - Depending on the nature of the re-use, input from an engineer, architect or conservator may be required, as well as architectural and/ or engineering drawings if it is repurposed for a structural use.
- Statues or monuments
  - Information regarding the location, installation and future maintenance would be required.
- Information regarding any public engagement, as applicable, should be incorporated into the Plan. This may include engagement with residents, local historical societies, museums, archives, particular social/ cultural groups, including consultation with Indigenous communities, and other related parties. A brief introduction identifying the author(s) and their qualifications should be included.

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## Examples of Commemorative Art Installations and Interpretive Panels



*Above, left:* Example of an art installation depicting what was formerly located on the site using a transparent display as well as interpretive panels.

*Above, right:* Detail example of a transparent display depicting the heritage resource at a time when it was complete

## Examples of Commemorative Plaques and Landscape Features



*Above, left:* Example of a Town of Caledon commemorative plaque.

*Above, right:* Example of a landscape feature which could include salvaged materials

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## Appendices

The appendices should include any documentation, visuals, etc. to support the recommendations of the Plan. This includes, but is not limited to:

- Maps / Location Plans
- Site Plan, Architectural and Engineer Drawings, Landscape Plans (as applicable)
- Commemorative/ Interpretive Panel Text and Layout (as applicable)
- Cost Estimates and Warranties (as applicable)
- Photographs / Samples of Salvaged Material to be Re-purposed

## Submission Requirements and Format:

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The Commemoration & Interpretation Plan must be submitted in digital format (PDF) including all appendices. The document must be AODA compliant.

Paper copies may also be required at the discretion of Town staff.