

## TOWN OF GRIMSBY

### Terms of Reference

## Heritage Commemoration Plan

### Description

The purpose of a Heritage Commemoration Plan is to describe strategies to commemorate significant heritage resources or heritage attributes on a site.

Heritage resources are a key element in place making, formation of community identity and for telling the story of the Town's past and evolution.

Having a clear and accessible understanding of what gives a particular property, landscape or resource heritage value is an essential element in both heritage conservation and on-going planning efforts. By finding the right balance of these two needs the Town can make decisions that ensure conservation initiatives are appropriately focused.

For the Town of Grimsby, as with most jurisdictions in Ontario, the principal tool for addressing heritage conservation in the planning process is the Heritage Impact Assessment (HIA). An HIA is comprised of two sections: 1) an evaluation of cultural heritage value or interest and 2) the identification and evaluation of impacts and impact mitigation strategies.

A Heritage Commemoration Plan is a document that often arises from the recommendations contained within a Heritage Impact Assessment. The purpose of the Plan is to demonstrate and prescribe how the commemoration measures in the HIA will be completed.

Overall, 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. While there are a variety of plaque styles of varying sizes and complexity, they are all essentially static displays with text and photos. 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 Town of Grimsby 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.

### When Required:

A Heritage Commemoration Plan is required to be submitted prior to any commemoration efforts being made. The creation of a Commemoration Plan is typically recommended within the Heritage Impact Assessment when commemoration is recommended as the most appropriate option for the heritage resource or heritage attribute. It can also form a part of a Heritage Conservation Plan or be created as a standalone document.

A Commemoration Plan may be required for the following application types if the property is designated under Part IV (individual) or Part V (Heritage Conservation District) of the Ontario Heritage Act; or protected by a heritage conservation easement; included on the Heritage Register; or has the potential to meet the criteria for exhibiting cultural heritage value or interest under Ontario Regulation 09/06:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Site Plan Control
- Consent and/or Minor Variance and Building Permit applications for any property that is designated under Part IV or Part V of the Ontario Heritage Act or if the property is protected by a heritage conservation easement.
- Where properties adjacent to a cultural heritage resource are subject to Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Site Plan Control and/or Consent and/or Minor Variance applications.
- Heritage Permit applications for any property designated under Part IV or Part V of the Ontario Heritage Act.

### **Rationale:**

#### The Provincial Policy Statement 2020

##### Section 2.6

Cultural Heritage and Archaeology states that “Significant built heritage resources and significant cultural heritage landscapes shall be conserved (2.6.1)” and that “Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved (2.6.3).”

#### Niagara Official Plan

##### Policy 6.5.1.5

Development and site alteration on protected heritage property or adjacent lands shall not be permitted, except where the proposed development and site alteration has been evaluated through a heritage impact assessment and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

#### Town of Grimsby Official Plan

##### Policy 8.18

Development and site alteration may be permitted on in the vicinity of protected heritage property where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration.

## **Required Contents / Format**

The Heritage Commemoration Plan will include, but is not limited to, the following information:

### **(a) Introduction to Development Site**

- A location plan indicating subject property (Property Data Map and aerial photo).
- A concise written description of the Project Overview.
- A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property (Town of Grimsby's Heritage Properties, Ontario Heritage Properties Database, Parks Canada National Historic Sites of Canada, and/or Canadian Register of Historic Places) with existing heritage descriptions as available.
- An overview of proposed commemoration options.

### **(b) Cultural Heritage Value & Heritage Impact Assessment**

- Describe in full the details of the Cultural Heritage Value/Interest, including the statement of significance and character defining elements. Outline the recommendations of the Heritage Impact Assessment regarding commemoration requirements and concepts.

### **(c) Commemoration Themes**

- Identify 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.

For example, themes may be related to the design or physical value, the historical 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 for the property.

For example, while the commemoration may relate to a specific individual or activity/industry, the themes addressed can be broader and should relate to the overall narrative of Grimsby's history and evolution. The theme should show how the commemoration relates to a larger context. Identify the attributes of the resource that may best express the heritage values of the resource and help support the expression of the themes.

### **(d) Commemoration Strategy**

- Develop a minimum of 3 options for how the themes identified in the previous section can be commemorated. For each option:

1. Identify the themes that give the commemoration context;
2. Explain the relationship of the resource being commemorated to those themes;
3. Identify and clarify which attribute(s) expresses an identified theme; and
4. Include relevant images to further illustrate the commemoration concept.

Rank the options from most to least preferred. Recommend which option is most preferred and explain the reasoning.

**(e) Commemoration Location**

- Identify potential locations on site for the recommended commemorative piece. If multiple locations are available, rank the locations from most preferred to least preferred. The location should seek to provide maximum exposure and public interaction. Where larger installations are contemplated, consideration will have to be given to both how the object will be encountered once completed as well as how it will be constructed in a particular location, including construction access.

**(f) Conclusion and Recommendation**

- The conclusion will summarize the commemoration options and rank the commemoration options provided in order of most preferred to least preferred. The conclusion should explain why the recommended option is the best based on the evaluation in the previous section.

**(g) Required Appendices**

1. Development Plan

- a. Include the Site Plan or relevant drawing to illustrate the full scope of the project site and provide details of the project.

2. Design Plans for Commemoration Piece

- a. Include full design and specification drawings for the proposed commemoration piece;
- b. Include a location plan illustrating where the commemoration piece is proposed to be located;
- c. If available, include renderings of the proposed commemoration piece.

3. Pedestal Plaque Details

- a. If a pedestal plaque is proposed as part of the commemoration efforts the appendix should include a plaque specification drawing, draft plaque text, and the images proposed to be included on the plaque (at the highest available image quality).

4. Cost Estimates

- a. Cost estimates for all aspects of the commemoration effort should be included to determine appropriate securities for the project.