



Comprehensive Commemoration Program and Policy

FOR CANADA'S CAPITAL

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National Capital Commission
Commission de la capitale nationale

Canada

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1.0 POLICY STATEMENTS

It is the policy of the National Capital Commission (NCC) toward commemorations that:

1. The subject of Commemorations in the Capital must be of national symbolic importance as determined by established evaluation criteria and the opinion of experts.
2. The NCC will identify and secure appropriate sites for approved commemoration proposals and provide Federal Land Use and Design Approval.
3. The NCC will normally become owner and custodian of commemorations in the Capital and ensure that they are maintained in a manner befitting the Capital.
4. The NCC will encourage public appreciation and understanding of commemorations through the development of interpretive programs.
5. The NCC facilitates the development of commemorations but does not provide direct funding.

2.0 INTRODUCTION

The National Capital Commission invites Canadians from across the country to contribute to the Capital Commemorations Program by sponsoring commemorations to Canadian ideas, people and events that are of national symbolic importance.

The role of a national capital is to reflect the character, identity, symbols and values of its people. Commemorations play a key role in achieving these goals, as they express enduring values, connections to the past and aspirations for the future.

The *National Capital Act* confers on the NCC the responsibility for planning and assisting in the development, conservation and improvement of Canada's Capital Region in keeping with its character and significance as the seat of government. This role has consistently contributed to the quality of the Capital's environment and its physical image.

The Act also directs the NCC to undertake activities that will contribute to the enrichment of the cultural and social fabric of Canada. The NCC recognizes the role of commemorations in achieving its mandate of building pride and unity among Canadians and promoting the Capital as a national symbol. The need to address commemorations from a programming and land use perspective is central to its mission.

In 2006, a new initiative entitled *Canada's Capital Commemoration Strategic Plan* sets the stage for commemorations in Canada's Capital Region for the next 20 years. This Commemorations Policy supports that plan by formulating a systematic and transparent procedure for the development of a commemoration. Following the direction outlined in the plan, this policy seeks to ensure a more

balanced representation of the themes and subjects of commemorations, allowing the Capital to better reflect and represent the rich diversity of heritage of the people of Canada and Canada's national identity.

2.1 NCC Leadership

The NCC takes a lead role in facilitating the development of new, and the maintenance of existing, commemorations. NCC staff are involved at all stages of the project to develop a new commemoration, including establishment of the commemorative intent with the proponent, identification of site options, development of an appropriate design, construction, unveiling, interpretation, and life cycle management. While it does not directly fund commemorations, the NCC often provides the land or negotiates the securing of a site from other authorities.

2.2 Other Departments and Agencies

The NCC is the federal agency responsible for approving new commemorative works on federal lands in Canada's Capital Region. However, it is not the sole agency with jurisdiction for commemorations. Other landowners in Canada's Capital Region, both federal and municipal, are involved. The NCC seeks the cooperation and assistance of other federal departments, public and private agencies and both municipalities of Ottawa and Gatineau in successfully carrying out its responsibilities. Other federal organizations and agencies that administer complementary commemorative programs include Canadian Heritage, Parks Canada, the Historic Sites and Monuments Board of Canada, Public Works and Government Services Canada (PWGSC), Veterans Affairs Canada, and National Defence.

In its coordination role, the NCC takes into account other relevant federal policies, programs or guidelines. The NCC may also consult with municipal authorities to determine whether or not proposals for new commemorations conform to local plans, policies and regulations, and may investigate opportunities for harmonizing with local projects.

2.3 Definition

A "commemoration" in its most basic sense is the honouring of the memory of a person, event or idea. This policy focuses on commemorations that are public, tangible, permanent and of national interest. Tangible commemorations are physical markers in the landscape. Public commemorations are those that are either publicly funded and implemented or those that are privately initiated and funded, but are placed in public space. Commemoration, in this document, refers to both the sculptural element or art work and its associative landscaped site. Definitions and a list of different *types* of commemorations are provided in the Appendix of this policy.

2.4 Purpose of the Policy

The Commemorations Policy has the following purposes:

- To facilitate the commemoration of individuals, events or ideas of national, symbolic importance on federal lands in Canada's Capital Region;
- To support the implementation of *Canada's Capital Commemoration Strategic Plan*;
- To ensure that commemorations in Canada's Capital Region are representative of all Canadians and encourage the presence of under-represented themes as identified in the plan;
- To facilitate the locating of commemorations on sites that are appropriate to the subject and that enhance their symbolic and unique importance (these potent symbols will contribute to making the Capital a more beautiful and meaningful place);
- To ensure public appreciation and understanding of the commemoration;
- To ensure that all proposals are treated in a fair and equitable fashion;
- To ensure that the provisions of the *National Capital Act* are respected.

2.5 Scope of the Policy

The *National Capital Act* regulates "works" on public lands in Canada's Capital Region. Commemorations are considered to be "works" in respect to this policy. Accordingly, the policy applies to the following:

- Commemorations that are located on **public lands** (real property or any interest therein, under the control and management of a department, as defined in the *National Capital Act*) in Canada's Capital Region;
- Commemorations proposed by any **department** (as defined in the *National Capital Act*) **on any lands** in Canada's Capital Region (this includes, but is not limited to, new commemorations, proposals for the alteration of existing commemorations and proposals for the demolition of commemorations);
- Commemorations that are associated with a department's proposal for changing the use of public lands in Canada's Capital Region.

In the case of Parliament Hill, the policies of PWGSC apply, as it is the agency responsible for this site. The proposed commemoration will be subject to review and approval by the House of Commons and the Senate. Once the proposal is endorsed by these two bodies, the proposed location and designs are to be submitted by PWGSC to the NCC for federal land use and design approval.

Commemorations established prior to the existence of this policy that do not comply, in whole or in part, with current policy criteria or conditions will be considered to have a grandfather exemption. However, any proposed changes or alterations to these existing commemorations must comply with the new policy.

2.6 Time Frame for the Approval Process

This policy outlines procedures for the approval of commemorations which may vary in length of time based upon the scope and scale of the commemorative projects. In its most detailed application, this policy is meant to guide the development of major commemorations that could take one to five years. Minor projects, while subject to the intent and spirit of this policy, may follow a streamlined process and can take up to two years.

3.0 SUBJECT EVALUATION AND APPROVAL

3.1 General Context

All subjects for commemoration must be deemed of **national symbolic importance** by experts who are considered to be authorities in the subject matter.

The subject of a commemoration must be approved before consideration is given to site selection and monument design.

3.2 Subject Priority

Canada's Capital Commemoration Strategic Plan provides direction with regard to the subject of new commemorations. It identifies six major themes, each with a broad set of subject possibilities. It establishes a goal of increasing the number of commemorations in certain under-represented themes. In the interest of achieving a diversity of subjects, proposals that correspond to under-represented themes will be given first consideration.

The following is a list of proposed broad themes for commemoration in the Capital:

- Political Life (Governing Canada)
- Peace and Security (Governing Canada)
- Canada and the World (Governing Canada) — **under-represented theme**
- Cultural and Intellectual Life — **under-represented theme**
- Social and Community Life — **under-represented theme**
- Developing Economies — **under-represented theme**

Additional priorities within all of the above include the following:

- Aboriginal Peoples
- Ethno-cultural Communities
- Women
- Environment

3.3 Project Proposal

The development of a new commemoration is initiated with the submission of a proposal to the NCC. The proposal initiates the approval process by authenticating the merit of the proposed subject. It outlines the objectives and commemorative intent of the proposal; documents the history of the commemorative subject; and provides information on the schedule, partners, sponsors and supporting agencies, community support, and financial viability of the project.

Subsequently, the proponent will be required to submit a letter of intent to fund the development and maintenance of the commemoration.

3.4 Proposed Subject Evaluation

In order to verify that the subject is of national symbolic importance and fits appropriately within the context of the Capital, a series of criteria is used to evaluate all proposals. To assist in this evaluation, the NCC will consult with various subject experts, community leaders and officials in other federal government departments. In addition, the NCC will assemble an external ad hoc committee of experts to advise on a proposed commemorative subject. The NCC may also conduct additional research or request additional research from the proponent in order to make an informed assessment of the significance of the subject and the project's commemorative intent, and to ensure that the subject enjoys a high level of popular support.

The results of this evaluation determine whether or not the proposed subject is eligible for a national commemoration on federal lands in Canada's Capital Region.

MANDATORY EVALUATION CRITERIA

1. The subject of a commemoration shall be of national symbolic importance, uphold Canadian values and identity, and be relevant to Canadians in their lives today.
2. Individuals or groups shall have made a contribution to Canada of outstanding and enduring impact that goes beyond their particular community. Ten years must have passed following the death of an individual or the last surviving member of a group.
3. Ideas, principles, concepts or events shall be considered as having an exemplary and positive influence on the lives of Canadians. Events should signify key turning points in the evolution of Canada. At least 20 years must have passed after the occurrence of the event. Disasters, whether natural or human-caused, will not normally be considered.
4. Military commemorations should recognize collective efforts, rather than those of individuals. Commemorations to branches of the Canadian Armed Forces (the army, navy and air force) will be considered as well as commemorations to major military conflicts sanctioned by the Government of Canada.

5. In a case where a commemoration to a particular subject already exists on federal lands in Canada's Capital Region, a duplicate commemoration of that subject will not normally be considered.

During the evaluation, the following factors shall be considered in order to determine the degree to which the subject is of national symbolic importance and how the subject contributes to making the Capital more representative of Canada and Canadians.

1. Under-represented theme: the degree to which the subject corresponds to thematic priorities as identified in *Canada's Capital Commemoration Strategic Plan*.
2. Geographic reach: the geographic impact of the subject assessed by the number of provinces, territories or regions of Canada affected.
3. Level and intensity of impact: the degree to which the subject had a seminal or fundamental impact, or changed national policy and direction.
4. Quality of impact: the degree to which the subject has contributed in a positive way to the well-being of Canadian society, the quality of our life and the health of the nation.
5. Education and inspirational potential: the degree to which the subject can inform and inspire Canadian society through its example and contribute to the understanding of what defines Canada.
6. Prominence in a given field: the degree to which subjects are widely known and respected, both inside and outside their field.
7. Duration or longevity: the degree to which the subject demonstrates importance over a long period of time.
8. Number of people affected: the impact that the subject has had on all segments of society.
9. Inclusiveness: the degree to which the subject helps to broaden the full breadth of the story of Canada so that commemorations reflect all Canadians from all regions, and from all backgrounds.

The NCC consults with relevant federal and municipal authorities and other related stakeholders to ensure that the proposed commemoration does not conflict or overlap with other projects in their realm of interest.

Based on consultation and review results, the NCC determines whether or not the proposed commemoration warrants an Order One, Order Two or Order Three site (*see paragraph 4.2 of this policy*).

If the NCC considers that the proposed subject merits a larger scope and scale than falls within the proponent's financial capabilities, the proponent will be informed and will be provided with the opportunity to seek additional funding.

3.5 Approval of Commemorative Subject

The Vice-President, National Programming, Communications and Marketing will refer the proposed commemorative subject to the Executive Management Committee (EMC), based on advice provided by the subject expert committee. The EMC recommends that the proposal be forwarded to the NCC Board of Directors for review and approval. For minor projects, final approval may be given by the EMC.

4.0 SITE AND LAND USE REVIEW AND APPROVAL

4.1 General Context

The site selection process must ensure that the commemoration is appropriate to the nature, significance and environment of the site. Furthermore, the symbolic and unique importance of the commemoration must be enhanced by virtue of association with the selected site.

The NCC will identify appropriate sites based on Canada's Capital Commemorations Potential Site Inventory, in consultation with the proponent. The NCC will provide the site if the commemoration is ultimately decided to be located on NCC-owned lands, or will assist the proponent in negotiations with federal departments or other third parties for the use of a preferred site that is outside the NCC property portfolio.

Once a potential commemoration site is identified, the earmarked site will be set aside for a predetermined period of time, not to exceed three years, to allow the proponent to develop the project and carry out fundraising.

4.2 Inventory and Ordering of Potential Commemoration Sites

In concert with the development of *Canada's Capital Commemoration Strategic Plan*, the NCC established an inventory of potential commemorative sites within Canada's Capital Region. The purpose of this exercise was to ensure that potential sites were not only well documented, but also available for future generations. This inventory categorizes sites as Order One, Order Two or Order Three, based on their physical and symbolic characteristics.

Order One sites, located at eminent landmark locations along or approaching Confederation Boulevard, are reserved for commemorations to ideas and events of the highest order. Commemorations on these sites will be very large in scale, requiring space for ceremonies of national interest and scope. It is expected that the process to develop an Order One commemoration would take two to five years. Costs associated with an Order One site would be upwards of five million dollars.

Order Two sites, located at key sites along corridors, intersections, bridges, vantage points and promontories along Confederation Boulevard, are reserved for commemorations to people, events and ideas. These sites are also suitable for commemorations requiring gatherings and ceremonies. As a general rule, Order Two sites would take one to three years to develop, and would cost between one million and five million dollars.

Order Three sites, located at intimate sites along edges (pathways, roadways, waterways), open spaces or small niches such as gardens or courtyards, will accommodate smaller-scale commemorations to people, events and ideas. These sites are suitable for smaller public gatherings. As a general rule, Order Three sites could take up to two years to complete. Their cost will vary according to their type and scale.

4.3 Process for Identifying, Selecting and Approving a Site for a Commemoration

The selection and approval of a site follows the process outlined below.

- The NCC works with proponents to review and refine the objectives and other requirements of the project. This analysis helps to establish the desired relationship of the commemoration with symbolic spaces in the Capital, and identifies potential issues that must be resolved.
- The NCC evaluates and identifies site options from the *Inventory of Potential Commemorative Sites Study*, based on physical and ceremonial needs and thematic opportunities.
- Consultation takes place with urban planning and cultural affairs officials within the cities of Ottawa and Gatineau, and with other commemorations-related officers within federal departments and agencies, as required, to ensure compatibility with their plans and policies.
- Once a potential site is selected, the NCC develops land use parameters to provide an overview of the site's general characteristics specific to the proposal in question.
- The proposed site is submitted for federal land use review, which examines the specific land use implications of the project and its conformity with existing federal plans and policies, its impact on existing site conditions, and its relationship to and impact on the surrounding land uses and ownership. The NCC may require and take into consideration environmental assessments or equivalent studies for all proposals.
- Once land use review is complete, the commemorative site is submitted for federal land use approval, which is customarily granted with conditions that must be satisfied by the proponent.
- For commemoration sites that are not subject to the *National Capital Act*, the project will be subject to the third party's approval process.

4.4 Federal Land Use and Design Approval

Commemorations in Canada's Capital Region that fall within the scope of the *National Capital Act* (as outlined in paragraph 2.5 of this policy) must be submitted to the National Capital Commission for federal land use and design approval.

Major commemorative projects (Order One and Order Two) must be presented to the NCC's Advisory Committee on Planning, Design and Realty (ACPDR)* for comment and advice. Projects are to be developed or refined by proponents in accordance with the comments received from the ACPDR. This committee recommends commemorations to the NCC Board of Directors, which grants approval to the land use and design of the commemoration.

Minor commemoration projects (Order Three sites) do not require presentation to the ACPDR or approval by the Board of Directors. This authority is delegated to the Director, Design and Land Use, or the Vice-President, Capital Planning and Real Asset Management Branch.

Federal land use approval is usually granted before designs for a project are approved. However, the NCC follows an integrated and streamlined process and, wherever possible, will provide a joint land use and design approval. Frequently, the land use and design approval processes overlap and are, therefore, harmonized.

In consideration of the designations of Parliament Hill and Rideau Hall as "classified" federal heritage buildings/properties, the location and designs of commemorations on the grounds of these sites are also subject to the review and endorsement of the Federal Heritage Buildings Review Office. In addition, commemorations at Rideau Hall are subject to the review, comments and advice of the NCC's Advisory Committee on the Official Residences of Canada (ACORC).**

A copy of the NCC Policy on Federal Land Use and Design Approval is available upon request.

* The Advisory Committee on Planning, Design and Realty (ACPDR) is made up of experts from outside the NCC, in the areas of environmental, urban and regional planning, urban design, architecture, landscape architecture, and real estate development. In the case of national commemorations on federal lands in the Capital, the ACPDR advises with respect to the proposed site of the commemoration, urban design guidelines and proposed design for the commemoration.

** The Advisory Committee on the Official Residences of Canada (ACORC) provides objective, professional advice for decisions by the Commission or its Executive Committee on asset management and matters related to the six official residences of Canada that are located in Canada's Capital Region. ACORC consists of experts in interior design, architecture, heritage and real estate development.

4.5 Legal Agreement

Following approval of the commemorative subject and identification of a site, the NCC will prepare a legal agreement between the proponent, the NCC and, in some cases, a third party to reserve a site for a predetermined period of time. The agreement will confirm approval of the subject and outline the proponent's financial responsibilities based upon a funding strategy. It also identifies the process and each party's responsibilities to complete the design phase. The agreement will also commit the proponent to the funding of the perpetual care of the commemoration.

5.0 DESIGN REVIEW AND APPROVAL

5.1 General Context

Design review is primarily concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to the Capital context. This is to ensure that the design of new commemorations contributes to the unique identity, quality and significance of the Capital as the seat of the Government of Canada.

Initiation of design development follows NCC approval of a site. Proponents are responsible for the development of plans, designs, models, environmental assessments and presentation materials necessary to obtain design approval. NCC staff will provide assistance and advice at all stages of the project, including the development of design criteria, assistance with design competitions, if deemed appropriate, and the selection of an appropriate design.

In some cases, proponents will submit a proposal for a new commemoration with an existing sculpture already designed, in which case the design development phase focuses on the integration of the commemoration into the selected site.

A national design competition would normally be required in the case of large-scale commemorations to ensure quality and excellence of design in keeping with the significance of the Capital. A design competition also provides unique opportunities for the Canadian artistic community to participate in the development of national commemorations. Proponents are responsible for seeking the services of experts to manage the design competition and subsequent detailed design development.

The design of commemorative works should encourage unique and high-quality artistic expression.

5.2 Process and Requirements for Design Review and Development

The process for the development of the design of the commemoration and site is as follows.

- The NCC determines if a national design competition is required, depending on the scope and scale of the commemoration.
- The NCC develops urban design guidelines to assist in the symbolic, physical and functional integration of the commemorative work into the urban setting.
- The proponent initiates a national design competition for major commemorative projects, which will be organized and conducted by experts in the field, in collaboration with the NCC.
- Commemoration and site design is initiated in cases where no design competition is required.
- Ongoing review and discussions take place between the proponent and NCC staff throughout the development of the design.
- The NCC coordinates consultation with federal and municipal authorities and other stakeholders, as required, to ensure appropriate integration into the urban context.
- The proposed design is submitted for federal design review. Design review examines the layout, design, site development of the project, adherence to legislated codes and standards for universal accessibility, compliance with the *Canadian Environmental Assessment Act*, as well as its inherent significance and how it fits into and contributes to the Capital context.
- Proposed designs for major commemorative projects are referred to the ACPDR for review, comments and recommendation to the NCC's Board of Directors.

5.3 Federal Design Approval

Final approval is provided through federal design approval (*see paragraph 4.4 of this policy*). This approval is provided by the NCC Board of Directors in the case of major projects. Design approval for minor projects may be delegated to the Director, Design and Land Use Division, or Vice President, Capital Planning and Real Asset Management, National Capital Commission.

Once this approval has been obtained, the fabrication and construction phase can begin.

6.0 PROJECT IMPLEMENTATION

6.1 General Context

Prior to project implementation, fundraising to cover full project costs must be completed. This includes funds for design, project management, implementation and perpetual care. Perpetual care includes regular inspection, regular maintenance and rehabilitation repairs.

The proponent is responsible for the fabrication, development and construction of the commemoration, including obtaining the required permits from the NCC and/or other agencies. The NCC may assist in obtaining these permits. The NCC monitors the construction to ensure that the development conforms to the approved design and that industry standards are followed. In some cases, the NCC may assume the implementation of the project on behalf of the proponent, a circumstance that would also be reflected in the legal agreement.

In the case of major commemorative projects, a professional project manager or firm will be hired by the proponent to oversee all aspects of the implementation phase.

6.2 Legal Agreement

Once the fundraising is complete and federal land use and design approval is provided, the legal agreement between the NCC and the proponent will be amended to outline the terms and conditions of the implementation phase of the project and the perpetual care of the commemoration.

6.3 Process for Project Implementation

The fabrication, site preparation, construction and installation of the commemoration follow the NCC's process for project management and are carried out as follows.

- The proponent and/or project manager prepares contract documents for the construction, in consultation with the NCC, and the project is tendered.
- The project manager coordinates all aspects of the project and works in close collaboration with NCC staff.
- Construction managers from the NCC monitor the construction and site development as the project progresses.
- A professional conservator inspects the commemoration at successive stages of the process, as required.
- A final inspection by the NCC verifies the completion of the project according to the design and land use approvals.
- A commissioning report that summarizes the project history and provides information on warranties, the maintenance program, forecasted life cycle interventions, special maintenance/care requirements and completion drawings is prepared by the project manager.

6.4 Ownership of the Commemoration

Once the commemoration is completed, the proponent generally offers the commemoration to the NCC, which accepts ownership. In doing so, the NCC becomes custodian and accepts responsibility for coordinating the ongoing monitoring and maintenance of the commemoration as a federal asset.

7.0 FUNDING AND COSTS

Proponents are responsible for the funding of their commemoration. In most cases, this will require the proponent to engage in fundraising activities. All costs associated with the project management, development, construction and installation of a commemoration are the responsibility of the sponsoring organization.

At the project initiation stage, the proponent will be required to prepare a letter of intent to outline the commitment to raise funds for the project. The letter will also acknowledge the estimated cost and proposed completion date. Once the NCC has been satisfied that the proponent is able to complete the fundraising, the design stage can begin. Fundraising must be completed before the project moves forward to its implementation phase. Proof of funding must be provided to the NCC before fabrication and construction are allowed to proceed.

To offset the costs of perpetual maintenance and preservation of the commemorative work, the proponent will be asked to contribute to a repair reserve fund. The amount will be equal to 10 percent of the total estimated cost of construction.

8.0 LIFE CYCLE MANAGEMENT OF THE COMMEMORATION

8.1 General Context

The completed commemoration will be maintained in perpetuity as a national asset of Canada's Capital. The NCC will be responsible for monitoring and ensuring annual maintenance of the commemoration to professional conservation and sustainable life cycle management standards in keeping with the dignity of the site. Regular annual maintenance entails cleaning, preventative maintenance (waxing), graffiti removal and vandalism repair. Life cycle repair interventions could include minor repairs, component replacement and minor restoration of materials that have deteriorated. The maintenance and life cycle costs will be funded from the repair reserve fund that is established with every new commemoration.

8.2 Damage to the Commemoration

In the case of theft, significant damage or major deterioration, the NCC shall bring in conservation specialists, as required, to provide a description and cost estimate for the restorative work that is required. The sponsor will provide comments to the NCC on whether to repair, replace or remove the commemoration. The sponsor may be responsible for costs involved in significant restoration and replacement of a commemoration. Where substantial costs are involved to restore or replace the commemoration, the NCC reserves the right to permanently remove the work.

8.3 Relocation of a Commemoration

Because of the changing nature of urban environments, the siting of a commemoration may, in time, no longer be appropriate, and the NCC may determine that the commemoration should be relocated. In such case, the NCC will seek to place the commemoration in a site of similar scale and visibility. Sponsors will acknowledge the right of the NCC to relocate a commemoration in cases where it may be required. The NCC may contact the sponsor to seek comments regarding the relocation. While the comments of the sponsor will be taken into consideration, the NCC will be responsible for selecting a relocation site. When the NCC directs that a commemoration be relocated, the NCC will assume the costs for relocation.

9.0 COMMUNICATING SIGNIFICANCE

9.1 Context

A key requirement for a national commemoration in Canada's Capital Region is that it is accessible to the public and encourages public appreciation and understanding of the significance of the subject. This involves communicating to both those who visit the commemoration and Canadians at large. As national commemorations are meant to be representative of Canada and, because new commemorative works often generate much public interest, communications strategies, interpretation and public programming should be seen as essential elements in the development of a new commemoration.

9.2 Ceremonies and Public Events

Proponents will be responsible for inaugurating the new commemoration. They are encouraged to plan an unveiling ceremony, as it provides opportunities to communicate the significance of the new commemoration. The proponent is responsible for the planning and staging of any unveiling events and associated costs, although the NCC will provide advice and suggestions.

Other ongoing public activities or ceremonies that honour the subject of the commemoration and are in keeping with the dignity of the site are encouraged. A special event permit must be obtained from the NCC prior to any planned activities.

9.3 Interpretation of the Commemoration

The national symbolic importance of the commemoration, as well as broad national themes to which the subject relates, will be communicated to the public by way of on-site interpretive media, such as panels or plaques. Interpretation is required to be in both official languages. In special circumstances, additional languages may appear. Design of the interpretive media must be sensitive to the overall design of the commemoration and integrate well into the site. As such, the interpretation will form part of the design review process described in paragraph 5.2 of this policy.

Proponents are responsible for the research, planning and development of the interpretive approach and media. The NCC advises on standards and procedures in interpretation, as required. The NCC is responsible for the review of interpretive plans, proposed design and draft text, for approval of final text in both official languages, and for final design of the interpretive media.

9.4 Proponent Recognition

The principal proponent (or proponents) who served as a catalyst for the project, or was instrumental in its realization and implementation, may be recognized by means of a specific plaque at the commemorative site. Donor contributions to the commemoration, whether financial or other, shall not be acknowledged in any manner as part of the commemorative site. Proponent recognition plaques will be reviewed and approved by the NCC.

9.5 Communications Strategy for New Commemorations

As new commemorations generate significant public interest, a communications strategy will be required from the earliest stages of the project. It will help the proponent gain public support, assist with fundraising and inform the media. This strategy will provide direction over the course of the project by outlining clear messages as to the reason for the commemoration (i.e. commemorative intent), details on the unveiling, information on the artist, and the process for the development of the commemoration. The strategy will be developed by the proponent in consultation with the NCC.

10.0 COMMUNICATING THE POLICY

The NCC will ensure that the public is informed of the process and procedures for the development of commemorations in the Capital through the development and maintenance of a communications publication that explains the policy in clear and precise terms. The document will be updated when and if changes are made to the policy.

10.1 NCC Web Page

The NCC will continue to maintain and communicate current and up-to-date information regarding commemorations through its corporate web page.

10.2 Inquiries

Canadians are welcome to submit their commemorative proposals by contacting the Commemorations and Public Art Section of the National Capital Commission. Details are available on www.canadascapital.gc.ca under the section “Plan, Preserve and Develop.”

APPENDIX: DEFINITIONS AND TYPOLOGY

Definition of Commemoration for the Purposes of This Policy

“Commemoration” in its most basic sense means honouring the memory of a person, event or idea. Commemorations can be public or private, national or local, tangible or intangible, monumental or modest in scale, permanent or temporary. The subjects can also be particular (e.g. honouring a single person or event) or general (e.g. extolling an idea or movement). This policy limits itself to commemorations that are public, tangible and national in interest.

Public commemorations are those that are either publicly funded and implemented or those that are privately initiated and funded, but are placed in public space. *Tangible* commemorations are physical markers in the landscape and include, for example, statues and fountains. When placed within public spaces that are themselves of national interest, their intent is particularly clear. A *national* commemoration ensures that the memories represented have historical integrity and a level of shared meaning for all citizens of the country. A commemoration must also contribute positively to the urban fabric of the area where it is located.

COMMEMORATION TYPOLOGY

The physical size and form of commemorations are as varied as their subjects and as the people or agencies who sponsor them. The following is a brief summary of the types of commemorations as described in *Capital Commemorations: An Urban Design Study for Memorials in the Core of the National Capital*. This study was prepared by du Toit, Allsopp, and Hillier for the NCC in 1988.

FIGURATIVE STATUES

Figurative statues, which depict people and sometimes animals, are among the oldest form of commemoration. Communities continue to memorialize an individual or group by installing a sculptural resemblance, which expresses some outstanding characteristic of the subject’s personality, life or activity. The mode of expression can be from highly abstract to very realistic.

“CLASSICAL” NON-REPRESENTATIVE COMMEMORATIONS

There are objects and monumental structures, most of which are based on models from classical antiquity, which are traditionally associated with commemoration. They include Greco-Roman temples, triumphal arches, obelisks, columns, cenotaphs and free-standing tablets. These forms symbolize rather than literally represent important people or events, although they are frequently accompanied by representational sculpture and embellished with literal messages. They tend to be used at a very large, monumental scale as landmarks in their open landscape or city settings, such as the Canada’s National War Memorial, *The Response*.

“LAND ART” COMMEMORATIONS

In recent decades, many of the traditional forms of commemoration have been seriously questioned. One artistic movement, which has strongly influenced ideas on this topic, has variously been described as “land art,” “earthworks” or “environmental art.” Though it has many sculptural expressions, this art form deals with elements that fully engage and are inextricably bound to the sites (e.g. *Vietnam Veterans Memorial*, Washington, D.C.)

FOUNTAINS

For centuries, fountains have been used in many cultures as emblems of pride and commemoration and to serve as central features in urban settings.

PLAQUES AND MEDALLIONS

Plaques and medallions are usually inscribed, or are bas-relief tablets relying on simple symbols to convey their commemorative messages. They are not free-standing, but are applied to vertical surfaces or set in the ground.

MEMENTOES

Mementoes are objects that are taken from their original context and are considered important because of their association with the person, place, event or idea.

A SPACE AS A COMMEMORATION

Although they are most commonly thought of as things or objects, commemorations can be spaces such as plazas, squares, streets or gardens.

Other Elements Not Within the Scope of This Policy

The following forms of expression are not included within the definition of commemorations for the purposes of this policy.

DEDICATIONS

These elements are installed primarily for their own use or function, such as benches, trees, paving stones, planting beds, civic structures, and street and park furnishings. They serve to communicate the contribution of individuals and to mark events that are generally meaningful to a specific community of people. They are intended to extend the length of time that the person, group or event is remembered by the community.

INTERPRETATION

Interpretation panels and outdoor exhibits, like commemorations, provide appreciation of persons, places and events of importance. Their intent, however, is not to “honour,” but rather to educate and to provide an understanding of the significance of the subject.

CIVIC AND PUBLIC ART

Other forms of cultural expression, which may appear within the landscape of a country or a capital, include civic art and public art. These forms of expression are not included within the definition of commemorations for the purposes of this policy. Civic art is art that is part of public works, such as statuary, gardens or unique street furnishings. Public art is a work located in the public realm and created for the purpose of public appreciation and enjoyment.