



Step by Step Guide for Commemorations

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SUMMARY

I. Program Objectives

- To facilitate the commemoration of individuals, events, ideas or places that are of significant importance and relevance to the community of Saskatoon.
- To ensure that the location of a commemoration is appropriate.
- To provide opportunities for public appreciation and understanding of the commemoration.

The Commemorations and Monuments Policy (C09-038) is available on the city website at:

<http://www.saskatoon.ca/DEPARTMENTS/City%20Clerks%20Office/Civic%20Policies/Documents/C09-038.pdf>

or by contacting *Alejandro Romero* at (306) 657-8671.

II. Commemoration Review Committee Composition

Each application is reviewed by the City of Saskatoon's Commemoration Review Committee to determine its worthiness for commemoration.

Members of the committee are:

- 1- Arts and Culture Consultant
- 2- City Archivist
- 3- Heritage Coordinator
- 4- Representative from Urban Design Team
- 5- Representative from Municipal Heritage Advisory Committee (MHAC)
- 6- Representative from the Visual Arts Placement Jury (VAPJ)
- 7- A third party expert in the subject matter
- 8- A member of the general public
- 9- A representative from the Meewasin Valley Authority (MVA) when an application is proposed within the MVA conservation zone.

III. Process for Approving Commemorations and Monuments

The City has a five step process for approving commemorations and monuments.

Step 1: Subject Evaluation and Approval

- The subject of commemoration must be of significant meaning, importance and relevance to the community of Saskatoon. For each proposal a Commemoration Review Committee is struck to determine commemorative worthiness.

The following factors are considered by the committee to determine the degree to which the subject is of symbolic importance:

- Level and intensity of meaningfulness: the degree to which the subject has contributed to the well-being of the community;
- Prominence: the degree to which the subject is widely known and respected;
- Number of people affected: the impact that the subject has had on society; and
- Inclusiveness: the degree to which the subject helps to broaden the full breadth of the story of Canada, Saskatchewan or Saskatoon and its residents.

Depending on the complexity of the proposed commemoration, the City can request that the proponent produce a third-party independent analysis of the application's commemorative subject.

The applicant will be notified of the Committee's decision. If the Committee approves the subject of commemoration, then the process continues to Step 2.

Step 2: Identifying and Selecting the Location for the Commemoration

- The City works with the applicant to review locations for the placement of the commemoration. The onus is on the applicant to establish the relationship of the commemoration with any potential location in Saskatoon.
- A separate application to the Meewasin Valley Authority is required if the location of the commemoration is within the MVA's conservation zone.

- The proposed commemoration, including its location, will be made available on the City's website with opportunity for the public to provide feedback. Depending on the size and design of the commemoration and its proximity to residential areas, the proponent can be requested to participate in a public open house to display a model or maquette of the commemoration and to answer questions about it. The Review Committee will take these comments into consideration in their final review and recommendation.

Step 3: Design Review and Approval

- Design review is concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to place making in Saskatoon.
- The design of new commemorative works should encourage distinctive and high-quality artistic expression.
- The review committee will review, comment, and approve the artistic merit of the proposed commemoration.

Step 4: Final Site Approval

- Once the site identification, design, and selection review is complete, the location(s) of the commemorative site is submitted to City Council, along with comments from the Visual Arts Placement Jury for final approval.
- Where a commemoration is to be located within the Meewasin Valley Authority's conservation zone (eg. riverbank parks), the proponent must submit a development application to the MVA for approval.

Step 5: Project Implementation

- Fundraising must be completed before the project moves forward to its implementation phase. Proof of funding must be provided to the City before fabrication and construction are allowed to proceed.
- The proponent is responsible for the fabrication, development and construction of the commemoration, including obtaining any required permits. The City may assist in obtaining these permits.

- The City will monitor the construction to ensure that the development conforms to the approved design and that industry standards are followed. A final inspection by the City will verify the completion of the project according to the design and land use approvals.
- Once the commemoration is completed, the proponent generally offers the commemoration to the City, which accepts ownership. In doing so, the City becomes custodian and accepts responsibility for coordinating the ongoing monitoring and maintenance of the commemoration as a civic asset.