

**THE CORPORATION OF THE CITY OF WINDSOR  
POLICY**

Service Area:	Chief Administrative Office	Policy No.:	
Department:		Approval Date:	
Division:	Cultural Affairs Office	Approved By:	<b>CR49/2008</b>
		Effective Date:	
Subject:	Plaques, Monuments and Memorials Policy	Procedure Ref.:	
		Pages:	Replaces:
			Date:

**1. POLICY**

From time to time requests are received from individuals and organizations for permission to place plaques, monuments or memorials to an individual, organization or event on City property. The City of Windsor is committed to protecting the park and open spaces of the riverfront while providing opportunities for appropriately designed plaques, monuments and memorials that honour an individual, organization or event beneficial to the greater good of the community. This policy will serve as a guide for any monuments, memorials or plaques it may wish to place in parks or public areas within its jurisdiction.

**2. PURPOSE**

The Plaques, Monuments and Memorials Policy shall provide a consistent and timely process for the City of Windsor to identify and formally recognize significant local events, people, and physical features or structures through recognition, contribution, or heritage recognition plaques. This policy shall be considered in conjunction with/as part of the Naming/Renaming/Dedication of Municipal Property, Buildings and Park Elements and will not deal with the designation of heritage properties as defined under the scope of the Windsor Heritage Committee.

**3. SCOPE**

This program will not duplicate or replace donor recognition plaques or other recognition programs initiated by other organizations that may include but are not exclusive to the Ontario Heritage Trust, Historic Sites and Monuments Committee of Canada, etc.

**4. RESPONSIBILITY**

- 4.1 The Manager of Cultural Affairs shall be responsible for: considering public requests, researching, identifying, and making recommendations to Council or the appropriate Council appointed committee approval.

- 4.2 The Manager of Cultural Affairs will work with other departments and partners (as appropriate) to design, acquire, and install approved plaques, monuments and memorials.

## **5. GOVERNING RULES AND REGULATIONS**

### **5.1 Memorials and Monuments**

- 5.1.1 Donors of memorials or monuments are asked to consider the primary uses of public open space in their request for a location or suitable site. While appropriate memorials or monuments may enrich a park experience for park users, public open space is also a very precious commodity, and monuments, memorials and plaques should be carefully reviewed to balance these two public benefits to protect the greater good.
- 5.1.2 The quality of timelessness should be considered in the significance of the individual, community or event being memorialized. Memorial or monument proposals should represent the values of the community and be mindful of future generations.
- 5.1.3 Memorial or monument proposals honouring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a special experience. Examples such as community parks, landscaped gardens and plazas, sculpture and art works, plaques about history or the environment, poetry, fountains, park benches, site furnishings, etc.
- 5.1.4 It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future memorial or monument installations at a particular location or area.
- 5.1.5 Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. In all cases, permanent memorials or monuments should be made from durable material that will stand up over time.
- 5.1.6 Unless otherwise agreed, the donors of the proposed memorial are required to pay for design, manufacturing, installation and maintenance to ensure adequate quality of care for the memorial or monument.
- 5.1.7 The City may consider contributing funds to a community monument only when the memorial or monument is for a broad community purpose that marks an event that has broadly affected the community.
- 5.1.8 Improvements made the riverfront or in other areas of the City become the property of the City of Windsor.

### **5.2 Plaques: New Structures**

- 5.2.1 Plaques to commemorate the opening of a new municipal structure or to recognize a public-private or public-public partnership will be, at a minimum, in both official languages and contain the following information:

- The City of Windsor Coat of Arms or other Council approved corporate symbol
- The name of the project
- An overall statement of the project
- Name of Mayor and Council who approved the project
- Name of Mayor and Council who opened the project upon completion
- Recognition of a Steering Committee or other Board involved in the project
- Name of the agency(s) involved
- Lead Construction Company and Lead Architects
- Recognition line “All dedicated City Employees”. City staff will be recognized individually at a Council meeting subsequent to the plaque unveiling.
- Dedication date
- Logos of government agencies that funded the project, if any.

### 5.3 Points of Interest/Commemorative/Historical Plaques

- 5.3.1 Proposed plaques shall be of interest to the residents of the City of Windsor.
- 5.3.2 The subject of the plaque shall possess an enduring quality.
- 5.3.3 A plaque may commemorate a person or group of persons, an event, significant date or an existing or former structure or physical feature.
- 5.3.4 The proposed subject shall be unique, or at least rare, in the Windsor and in addition, or alternatively, an early example of its kind. Being a first shall not alone be sufficient to confer significance.
- 5.3.5 The plaque shall contribute to the promotion and public awareness of its subject, which shall be appropriate for interpretation by a plaque.
- 5.3.6 The subject of the plaque shall not already have been commemorated either in whole or in part by a nearby plaque or monument that is readily accessible to the public.
- 5.3.7 Any individual or group to be commemorated shall be, in the judgement of the Manager of Cultural Affairs, easily recognizable to the majority of those likely to view the plaque, or, in the case of those long deceased, shall have been so to their contemporaries, and significant enough to merit such an honour. This significance would entail one or more of their having:
- i) Made an important contribution to the life of the City of Windsor;
  - ii) Been pioneers;
  - iii) Been distinguished in a profession or calling,
  - iv) Been distinguished in public service;
  - v) Benevolence or an act of bravery;
  - vi) Been prominently involved in a significant event or events.

- 5.3.8 Events to be subjects of a heritage plaque should normally have occurred at least 30 years ago, and structures or other physical features should normally have existed for 30 years up to the present, or before their disappearance.
- 5.3.9 Events for Recognition Plaques can be current and reflect a significant contribution to an event or by an individual or group
- 5.3.10 Donor recognition plaques are excepted from this policy but require the approval of the Manager of Cultural Affairs as to content and form.
- 5.3.11 Proposed plaques should comply with the City of Windsor's current Sign By-Law as well as any policies affecting the development of any area in the City that is under the auspices of another policy or advisory committee.

#### 5.4 Plaque Description

Plaques erected for the City of Windsor shall be consistent in size, shape, wording, materials, and mounting technique:

- 5.4.1 Plaques shall be sized appropriately to their location.
- 5.4.2 Plaques shall be rectangular in shape.
- 5.4.3 Interpretive or descriptive plaques shall have a maximum of up to 150 words in the body of the text.
- 5.4.4 Plaques shall be cast out of bronze, granite or as identified in specific master planning documents such as the Central Riverfront Improvement Plan, etc., or in the case of City Centre Heritage Interpretive Signs, as currently designed.
- 5.4.5 Plaques shall be suitably mounted, either vertically or at an appropriate angle.
- 5.4.6 Plaques shall include the current City of Windsor Coat of Arms or logo.

#### 6. Approval Process

Applications for a plaque, monument or memorial that are not City initiated projects shall be submitted in accordance with the following procedure:

- 6.1 Applicants must submit a letter to the City Clerk that outlines in sufficient detail the main purpose of the plaque proposal and should include architectural drawings, elevations and proposed location for the plaque, monument or memorial. The letter must include evidence from background research on the subject indicating the relevance for a plaque, monument or memorial.
- 6.2 The City Clerk will forward the applicant's letter and request to the Manager of Cultural Affairs.
- 6.3 Following due consideration and consultation with appropriate Council appointed committees the Manager of Cultural Affairs will make recommendations as part of a staff report that will be forwarded to the

Striking Committee of Council for consideration which will make a recommendation to City Council for final approval.

- 6.4 Any application received throughout the year will be subject to the City's normal budget process. Approved plaques, memorials or monuments will be included in the subsequent budget year estimates unless a sponsoring organization or individual is prepared to partner on the full or partial costs of the plaque, memorial or monument production and installation.
- 6.5 Should a plaque, be approved, the Manager of Cultural Affairs shall move forward with the recommendation of the final design, location for erection and fabrication of the plaque, memorial or monument. Appropriate time frames for the creation and installation will be determined if not outlined in the letter of application.
- 6.6 Should a plaque, memorial or monument proposal not be approved, Council may make a recommendation to the applicant referring the applicant to a body that may be more appropriate to recognize the subject.

#### 7. Plaques, Memorials or Monuments of National, International or Provincial Significance

City Council shall reserve the right to recommend plaques, memorials or monuments to the Ontario Heritage Foundation and the Historic Sites and Monuments Board of Canada or in concert with United States Municipal, County or State partners when the subject is deemed to be of national, international or provincial significance.