

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Community Services	Policy No.:	
Department:	Parks, Recreation, Culture & Facilities	Approval Date:	
Division:	Culture	Approved By:	CR39/2026
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Subject:	Monuments and Memorials Policy	Procedure Ref.:	
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1. **POLICY**

- 1.1. The City of Windsor is committed to protecting and enhancing public parks and open spaces while providing opportunities for appropriately designed monuments and memorials that honour individuals, organizations, or events beneficial to the greater good of the community.
- 1.2. This policy establishes the guiding principles and criteria by which all monuments and memorials on City property shall be reviewed, approved, and maintained to ensure they reflect community values and preserve the integrity of public space.
- 1.3. Community commemorative projects with an artistic or interpretive component may be reviewed under the Public Art Policy and Procedure, where applicable. Artist-led commemorative or temporary projects may also be eligible for support through the City's Arts, Culture & Heritage Fund (ACHF), subject to program criteria.

2. **PURPOSE**

- 2.1. To ensure a consistent, transparent, and equitable approach to recognizing significant local events, people, or features through the placement of monuments and memorials on City property.
- 2.2. To provide a governance framework for decision-making that upholds inclusivity, durability, accessibility, and public benefit.

3. **SCOPE**

- 3.1. This policy applies to all monuments and memorials proposed for installation on City-owned lands, including parks, open spaces, and civic facilities.
- 3.2. This policy does not replace donor recognition programs or external commemorative programs administered by organizations such as the Ontario Heritage Trust or the Historic Sites and Monuments Board of Canada.

3.3. This policy is to be read in conjunction with the following:

- 3.3.1. *Naming, Renaming and Dedication of Municipal Property, Buildings and Park Elements Policy*
- 3.3.2. *Public Art Policy*
- 3.3.3. *Parks Master Plan*
- 3.3.4. *Cultural Master Plan*
- 3.3.5. *Commemorative Park Amenities* - Where a commemorative plaque (including those associated with bench/tree donations) meets history, interpretation, or cultural significance thresholds, review and approval under this Policy (*Monuments and Memorials Policy*) is required.

4. **RESPONSIBILITY**

4.1. **The Culture Division**

- 4.1.1. Evaluate and recommend proposals for monuments and memorials in accordance with this policy.
- 4.1.2. Coordinate consultation with other City departments and community partners.
- 4.1.3. Maintain a permanent record of all approved monuments and memorials.

4.2. **Facilities or Parks Division**

- 4.2.1. Coordinate site preparation, installation, and long-term maintenance of approved monuments and memorials
- 4.2.2. Ensure installations comply with City design, safety, and accessibility standards.

4.3. **City Clerk**

- 4.3.1. Receive and record all applications; forward complete proposals to the Culture Division for review.

4.4. **City Council**

- 4.4.1. Approve new monuments and memorials proposed for installation on City property.
- 4.4.2. Approve any cost-sharing arrangements where the commemoration serves a broad civic purpose.

5. **GOVERNING RULES AND REGULATIONS**

5.1. **Monuments and Memorials**

- 5.1.1. Monuments and memorials must complement and not impede the public use of open space.
- 5.1.2. The subject must possess enduring community significance and reflect inclusivity, diversity, and civic pride.
- 5.1.3. Designs must use durable materials and demonstrate a high level of craftsmanship consistent with the surrounding environment.
- 5.1.4. *Environmental Responsibility*: Designs should incorporate sustainable and locally sourced materials and fabrication practices, consistent with City

environmental standards, and consider end-of-life recyclability where feasible.

- 5.1.5. A long-term maintenance plan shall be required as a condition of approval.
- 5.1.6. Once installed, all monuments and memorials become the property of The Corporation of the City of Windsor.
- 5.1.7. The City may limit installations in areas where over-saturation would negatively affect the aesthetic or functional value of the site.
- 5.1.8. Installations must not obstruct accessibility, emergency access, or maintenance operations, and should enhance the public realm.

5.2. Commemorative and Historical Significance

- 5.2.1. The subject may include a person, group, event, or structure of enduring local interest.
- 5.2.2. The proposal should enhance public understanding of Windsor's heritage, culture, or community identity.
- 5.2.3. Normally, events or individuals will be recognized a minimum of 30 years after their significance unless Council determines otherwise.
- 5.2.4. Individuals shall normally be commemorated a minimum of **five (5) years after death**, unless Council determines otherwise due to exceptional civic significance.
- 5.2.5. The proposal should enhance public understanding of Windsor's heritage, culture, or community identity.
- 5.2.6. Proposals must not duplicate existing commemorations within reasonable proximity unless a new interpretive approach provides added public value.
- 5.2.7. Proposals must comply with applicable City by-laws and accessibility standards. *Accessibility:* Projects must align with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and City accessibility standards, including physical access, sensory considerations, and inclusive interpretive approaches.
- 5.2.8. *Community/Heritage Consultation:* For proposals of significant cultural or historical impact, the Culture Division may facilitate community and heritage stakeholder consultation to ensure public representation and alignment with community values.

5.3. Funding and City Contribution

- 5.3.1. Donors are responsible for all costs related to design, fabrication, installation, and maintenance.
- 5.3.2. The City may contribute in whole or in part only where the commemoration serves a broad community purpose of civic significance.
- 5.3.3. Council approval is required for any cost-sharing arrangement.
- 5.3.4. *Lifecycle Maintenance:* A lifecycle maintenance contribution, equivalent to 10% of total project value or as otherwise determined by Council, shall be held in a designated reserve managed by the Culture Division to support long-term conservation and care.

5.4. National, Provincial, or International Significance

- 5.4.1. City Council may recommend monuments or memorials of national or international importance to the Ontario Heritage Trust or the Historic Sites and Monuments Board of Canada.
- 5.4.2. The City may collaborate with other jurisdictions on cross-border or intergovernmental commemorations of shared significance.

5.5. Decommissioning, Relocation or Deaccessioning

- 5.5.1. The City may remove, relocate, or decommission a monument or memorial if it poses a safety hazard, has deteriorated beyond repair, or no longer reflects community values.
- 5.5.2. All such decisions shall be made in consultation with City Council and documented in the City's commemoration registry.
- 5.5.3. Any actions or set of procedures that result in the cessation by the City of its ownership and possession of a monument or memorial may be undertaken, provided that the disposition is not contrary to the terms on which the City received it.
- 5.5.4. Deaccessioning guidelines cover the relocation, removal, destruction, or disposal of monuments or memorials. Considerations for deaccessioning may include:
 - 5.5.4.1. The piece is beyond restoration or repair;
 - 5.5.4.2. Duplication exists with another monument or memorial on public display;
 - 5.5.4.3. The work is determined to be a reproduction, forgery, or inaccurate copy;
 - 5.5.4.4. The monument or memorial has become irrelevant or inconsistent with community values; or
 - 5.5.4.5. Accidental loss, disappearance, or theft has occurred.
- 5.5.5. All deaccessioning actions shall be carried out with sensitivity to community and historical context, and in accordance with applicable legal, heritage, and cultural asset requirements.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1. The Culture Division shall maintain a comprehensive registry of all monuments and memorials on City property, including date of installation, location, donor information, and maintenance details.
- 6.2. Records shall be retained in accordance with the City's Records Retention By-law.
- 6.3. Associated documents include:
 - 6.3.1. *Monuments and Memorials Procedure*
 - 6.3.2. *Application Form for Monuments and Memorials*
 - 6.3.3. *Council reports/Resolutions*
 - 6.3.4. *Maintenance Contribution Agreement* (as applicable)

Definitions:

- *Accession* – Formal process of adding a work to the City's cultural asset collection.
- *Deaccessioning* – Permanent removal or transfer of City ownership of an artwork, monument, or memorial following Council approval.
- *Decommissioning* – Physical removal or relocation of a work, regardless of whether ownership is retained.
- *Registry* – Centralized database maintained by the Culture Division containing asset, donor, site, and maintenance details.