

POLICY

POLICY NO.: GG.1.10

SECTION: GENERAL GOVERNMENT – COUNCIL

TITLE/SUBJECT: COMMEMORATIVE SIGNAGE AND PLAQUE POLICY

ADOPTED DATE: _____, 2022

1. PURPOSE

The Municipality of Kincardine recognizes the value of honouring an individual, organization, location, or event beneficial to the greater good of the community or that have had a significant impact on the community.

This Policy is to act as a guideline and provide consistent evaluation framework and approval process when considering the process for the municipality to identify and formally recognize significant local events, people, and physical features or structures through recognition, contribution, or heritage recognition plaques.

2. POLICY OBJECTIVE

The main objectives of this policy are to:

- Provide a fair, consistent and efficient process for the issuance of commemorative plaques and signage within the community while respecting the need for public solicitation and legislative approvals;
- To ensure the application of key criteria to determine the appropriateness of a proposed commemorative name;
- To ensure a central repository for all commemorative naming requests;
- To ensure a proper and transparent approval process.

3. SCOPE

The Municipality of Kincardine recognizes the enormous shifts in historical understandings and perspectives that have occurred and acknowledges that it needs to be attentive and responsive to these shifts. The Municipality reserves the right to revisit naming and commemoration projects from time to time.

This policy shall be considered in combination with Guidelines for Signage on Heritage Properties (GG.3.14), Heritage Property Plaque Program (GG.3.10) and Recognition – Arts, Culture & Heritage Achievements (GG.7.2).

4. EXCLUSIONS

This policy does not apply to:

- Plaques installed to commemorate the designation of properties under the *Ontario Heritage Act*; and

- Interpretative signage.

5. RESPONSIBILITY

5.1. Municipal Staff Resources/ Authority

The Manager of Strategic Initiatives or designate shall be responsible for:

- Considering public requests;
- Researching, identifying, and making recommendation to Council or the appropriate Council Committee on requests received;
- Ensuring all aspects of the requested signage/plaque comply with this Policy; and
- Arranging signage/plaque development and placement arrangements.

The Manager of Strategic Initiatives will work with other departments and community partners, as appropriate, to design, acquire, and install Council approved plaques and commemorative signage.

5.2. Research and Investigation of Inquiry

It is the responsibility of Municipal staff and affiliated Committees to ensure that the information regarding the request for signage is correct and correlates with known history and events of the community. The researching of historical information will be conducted internally through the use of community volunteers and staff wherever possible. It is also acceptable for an experienced researcher be hired for a minimal fee to ensure that all historical information is as accurate as possible per the information available at the time.

5.3. Approval of Editorial Content

The final decision and approval of editorial content text, photographs, or sketches to be included on the signage shall be the responsibility of the appropriate Council Committee(s) and in consultation with the Manager of Strategic Initiatives or designate.

5.4. Installation

Installation will be carried out by Municipality of Kincardine staff based on the approved installation specifications.

6. RECOGNITION GUIDELINES & APPROVAL CRITERIA

6.1. Points of Interest/Commemorating People/Historical Plaques

- Proposed commemorative signs and plaques shall be of interest to the residents and visitors of the Municipality of Kincardine;
- The subject of the plaque shall possess an enduring quality;
- A plaque may commemorate a person or group of persons, an event, significant date or an existing or former structure or physical feature;

- The plaque shall contribute to the promotion and public awareness of its subject, which shall be appropriate for interpretation by a plaque;
- 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;
- Any individual or group to be commemorated shall be, in the judgement of the approval authority, be easily recognizable to the majority of those likely to view the plaque, or, in the case of those long deceased, shall have been so their contemporaries, and significant enough to merit such an honour. This significance would entail one or more of their having:
 - Made an important contribution to the life of the communities in the Municipality of Kincardine;
 - Been pioneers;
 - Been distinguished in a profession or calling;
 - Been distinguished in public service;
 - Benevolence or an act of bravery;
 - Been prominently involved in a significant event or events.

6.2. Commemorative Signage/Plaque Description & Appearance

Commemorative signs and plaques erected for the Municipality of Kincardine shall be consistent in size, shape, wording, materials, and mounting technique:

- Plaques shall be sized appropriately to their location;
- Plaques shall be square in shape;
- Interpretive or descriptive plaques shall have a maximum of up to 600 words in the body of the text;
- Plaques shall be cast out of bronze;
- Plaques shall be suitably mounted, either vertically or at an appropriate angle;
- Plaques shall include the current Municipality of Kincardine Coat of Arms and/or logo.

6.3. Approval Criteria

The Municipality of Kincardine will evaluate applications based on the following three principles which influence all projects:

1) Integrity

- Integrity means that history projects will be ethically undertaken and based on carefully planned historical research. This includes respecting the knowledge that individuals and groups choose to share through oral history and traditional knowledge. The relationships that we develop, both through the way we work and with our partners, are based on a foundation of honesty and respect.

2) Inclusiveness

- Canadians are diverse and so are their histories. Inclusiveness means presenting different voices, perspectives, and experiences. It also means cultivating relationships with diverse groups to ensure that history presentation reflects the spectrum of Canada and the Municipality of Kincardine's history.

3) Relevance

- History needs to be meaningful to audiences. Relevance means making connections between the past and the present to build understanding about the world we live in today. It means making connections between the past and the places we interpret through the stories we tell. Making history relevant can also illuminate how a local story connects to national history.

7. APPROVAL PROCESS

Applications for a commemorative sign, plaque, monument, or memorial that is not a municipally initiated project shall be submitted in accordance with the following procedure:

- Applicants must complete and submit an application form (Appendix B to this policy) to the Strategic Initiatives Department that outlines with sufficient detail the main purpose of the plaque proposal and include the drawings, proposed location for the commemorative signage or plaque. The application must include relevant information regarding the purpose of the plaque and what historical or significant purpose it has to the community.
- Should the commemorative signage or plaque be approved, the Manager of Strategic Initiatives shall move forward with the recommendation of the final design, location for erection and fabrication for the signage. Appropriate time frames for the creation and installation will be determined if not outlined in the letter of application.
- Should the commemorative signage or plaque not be approved, Council may make a recommendation to the applicant referring the applicant to the body/organization that may be more appropriate to recognize the subject.

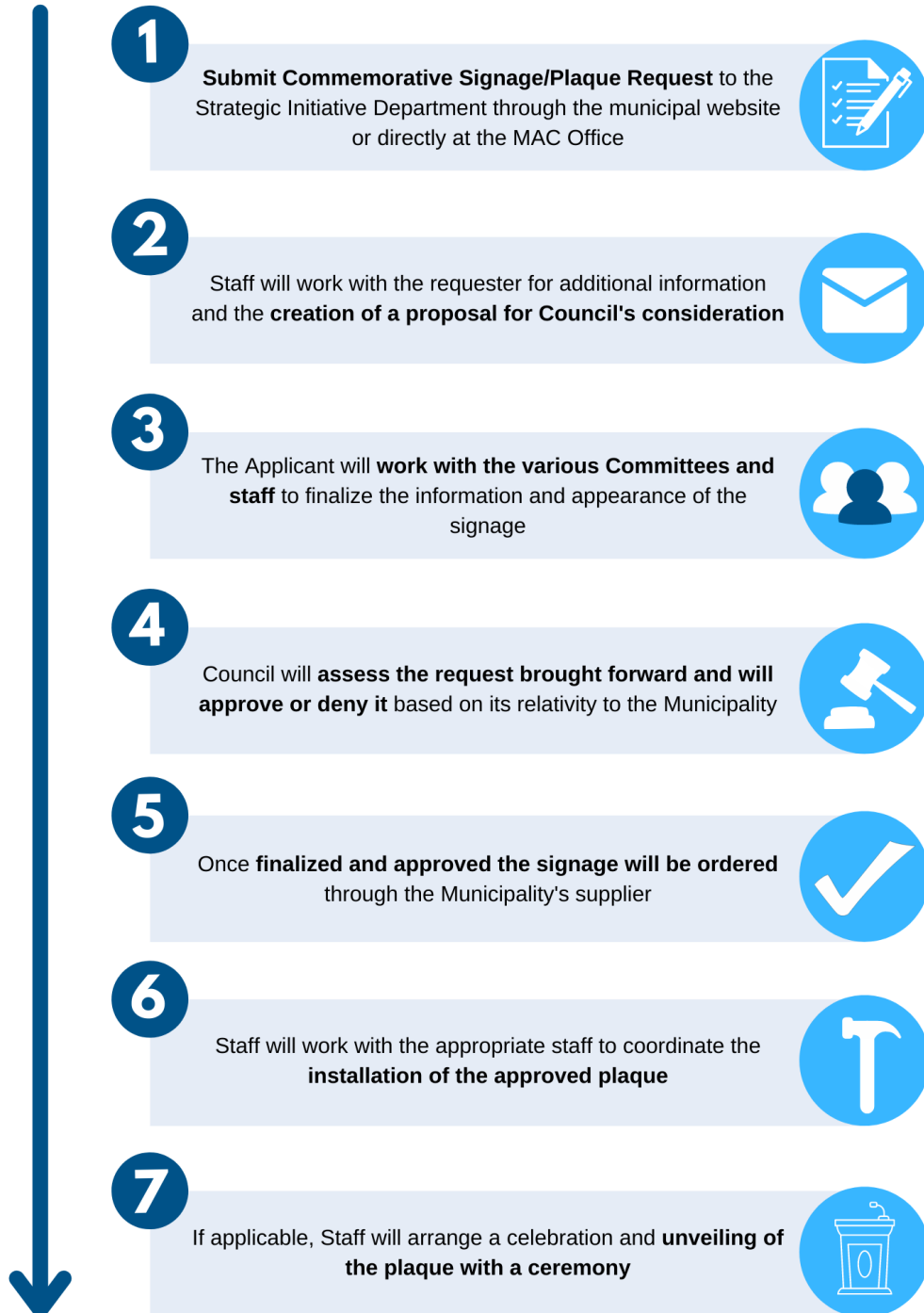
An approval process layout can be found as Appendix A to this policy.

8. PLAQUES, MEMORIALS OR MONUMENTS OF NATIONAL OR PROVINCIAL SIGNIFICANCE

The Municipality of Kincardine shall reserve the right to recommend commemorative signage, plaques, memorials or monuments to the Ontario Heritage Foundation and the Historic Sites and Monuments Board of Canada when the subject is deemed to be national or provincial significance.

DRAFT

Submission & Approval Process



Municipality of Kincardine- Commemorative Plaque/Signage Application Form

Applicant Information

Name:

Business or Organization (if applicable):

Address:

Telephone:

Email:

Applicant is: Resident Business Property Owner Employee Councillor

Relationship to Nominee (if applicable):

Nomination of Person(s) Information

Name(s):

Company or Organization (if applicable):

Nominee is/was a resident of the Municipality of Kincardine: Yes No

Nominee is: Living Deceased

Additional Application Support Information:

Nomination of Event/Location Information

Event to be Recognized:

Location/Address:

Significance of Event:

DRAFT