

# **City of Kingston Heritage Commemoration** **Program Guidelines:**

7 May 2010

These guidelines cover three separate types of city heritage commemoration:

- **small “markers” on designated property.**
- **“Kingston Remembers” interpretive “plaques” such as at historic sites and properties.**
- **roadside “signs” to mark historic hamlets and settlements.**

This document provides guidelines for the creation and installation of heritage markers, plaques and signs within the City of Kingston. It is also to be used in cases where pre-existing markers or plaques are being replaced. This is a supplement to Bylaw No. 2008-154 “A Bylaw to Create the Kingston Remembers Program”.

Requests for heritage commemoration covered by these guidelines may originate from the public, City Council, the Kingston Municipal Heritage Committee, initiatives of staff, outside agencies or may arise out of section 1.9.2.

City staff shall be responsible for the processing of requests for historic commemoration, making recommendations to the Kingston Municipal Heritage Committee and following the principles and technical guidelines below for their creation and placement.

## **1. Basic guidelines:**

- (1.1) Installation of all markers, plaques and signs must be done in accordance with conservation and accessibility best practices.
- (1.2) All markers, plaques and signs to which the city contributes some or all of the cost, or which the city requires to be placed by others, or which are placed on city property, are to use standard city templates (except see 1.5.7 below). This includes those associated with heritage districts and any plaques erected to explain the origin of the name of a park or civic facility that by itself may not be historic. The templates will be attached to this document.
- (1.3) Private individuals or corporations wishing to erect commemorative plaques on private land are strongly encouraged to consult with city staff for advice on content and design.

(1.4) City staff shall review requests for heritage commemoration and direct all aspects based on the recommendations of the Kingston Municipal Heritage Committee and consultation with property owners where appropriate.

(1.4.1) The city may create working groups for any or all aspects of heritage commemoration.

(1.5) Designated property markers:

(1.5.1) the city may place markers on designated properties.

(1.5.2) city staff shall develop the content of markers.

(1.5.3) the specific information given on markers should be determined by what is relevant to the property concerned.

(1.5.4) markers will normally be placed directly on the property concerned, or as directed by city staff.

**(1.6) "Kingston Remembers" plaques:**

(1.6.1) the city may place plaques to interpret and provide context at historic sites and properties, or to commemorate significant **aspects of the city's history.**

(1.6.2) city staff shall develop the content of plaques.

(1.6.3) the wording of plaques will be forwarded to a property owner or plaque sponsor for comment.

(1.6.4) plaques may include a photo, map or other graphic feature.

(1.6.5) city staff shall specify installation particulars for plaques. These particulars include, but are not limited to paving, furniture or other landscape features consistent with making a plaque easily and safely visible.

(1.6.6) the number of plaques on any given site will be determined on a case-by-case basis.

**(1.6.7) the "Kingston Remembers" program is not restricted to fixed plaques.**

**Alternative formats may be used such as a "book" (e.g. as in Market Square) or electronic means.**

(1.7) Roadside signs:

(1.7.1) each location should be considered separately.

(1.7.2) the city may erect signs to commemorate former villages, hamlets and named crossroads within the city boundaries.

(1.7.3) city staff shall develop the content of signs.

(1.7.4) signs should include the former name of the location and its founding date.

(1.7.5) more than one sign may be appropriate for some locations.

(1.8) The city shall retain ownership of all markers, plaques and signs, and of the documentation associated with them, to which it contributes some or all of the cost, which it requires to be placed by others, or which are placed on city property.

- (1.9) The city is responsible for the cost of all markers, plaques and signs created under these guidelines, and their landscaping and installation with the following exceptions:
- (1.9.1) in the case of a new development, or redevelopment, involving historic property the developer shall bear the whole cost of any markers, plaques or signs, including landscaping and installation, that the city may require.
  - (1.9.2) individuals, groups or corporations may sponsor a city marker, plaque or sign. Sponsors may be recognized in a suitable manner in accordance with city policies.
  - (1.9.3) the city shall be responsible for on-going **maintenance of "Kingston Remembers" plaques and their landscaping.**
  - (1.9.4) the city may reach a cost-sharing agreement with a sponsor or private landowner for the cost of fabrication, placement, landscaping or maintenance of markers, plaques or signs.
  - (1.9.5) the property owner shall be responsible for the cost of repairing any willful damage they cause to markers, plaques or signs placed on their property.

**2. Technical details:** Note that all technical details will be included in the templates that will be attached to these guidelines, and are therefore subject to revision when those templates are adopted.

- (2.1) Markers, plaques and signs should be simple, uncluttered and use plain language. All text on plaques and signs shall be in both official languages and may be in other languages where appropriate.
- (2.2) The civic coat of arms shall be included in the design of all markers, plaques and signs.
- (2.3) Plaques and signs should use appropriate and consistent mountings.
- (2.4) Materials:
  - (2.4.1) markers shall be made of cast bronze.
  - (2.4.2) plaques may be made of whatever materials are judged appropriate.
  - (2.4.3) signs will typically be made of sheet aluminium.
- (2.5) Design of templates: The guidelines in 2.5.3 and 2.5.4 below were taken from **Kingston's "Facility Accessibility Design Standard"**. They will be integral to the design of templates for heritage commemoration.
  - (2.5.1) standard templates will be developed for city plaques and signs. Templates already exist for markers.
  - (2.5.2) sizes and shapes:
    - (2.5.2.1) markers shall be circular and approximately 15 cm (6") across.**
    - (2.5.2.2) plaques and signs shall have simple shapes with rounded corners.
    - (2.5.2.3) signs shall be 1.83 m – 2.13 m (6' – 7') across.

(2.5.3) fonts and colours:

(2.5.3.1) sharp contrasts in colour are preferred.

(2.5.3.2) signs should use high intensity colours.

(2.5.3.3) all sign lettering should be upper case.

(2.5.3.4) signs should have a maximum of three lines of letters.

(2.5.4) wherever possible plaques and signs will follow the Kingston municipal signage guidelines that are in use at the time of fabrication. In 2010 these include:

(2.5.4.1) letters and numbers shall:

- **be sans serif (if appropriate for the language)**
- **have Arabic numbers**
- **have a width-to-height ratio between 3:5 and 1:1 and**
- **character height related to viewing distance shall comply with Table 4.4.7 in the city's "Facility Accessibility Design Standard".**

(2.5.4.2) backgrounds shall have an eggshell, matte or other glare-free finish.

(2.5.4.3) characters and symbols shall contrast with their background, preferably light characters and symbols on a dark background for markers and plaques or dark characters and symbols on a light background for roadside signs.



**City of Kingston**  
Policies and Procedures  
Cultural Services

## **CITY OF KINGSTON PLACEMENT OF PLAQUES ON CITY FACILITIES - INTERIM POLICY**

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### **1.0 POLICY STATEMENT**

Plaques displayed on City of Kingston buildings and facilities provide an opportunity for individuals and organisations to honour and preserve the memory of significant persons, places, organisations, events and ideas in the community in a tangible form.

### **2.0 PURPOSE**

The purpose of this interim policy is to provide the process for reviewing requests for long-term display of Plaques on City facilities and for placement and installation of these Plaques on protected heritage and non-heritage City-owned buildings. This interim policy is designed to regularise the acceptance and installation of Plaques by the City of Kingston to ensure that Plaque commemorations meet established criteria and that long-term placement of Plaques is respectful both of the subject being commemorated and of the qualities and characteristics of the facility where the Plaque is to be placed. Of particular note are Plaque placements in or on protected heritage municipal properties such as City Hall National Historic Site.

This interim policy anticipates the future creation of a comprehensive commemoration program and policy ("Final Policy") for the City of Kingston. That new policy will define the purpose and scope of commemoration in the municipal context, the evaluation of subjects appropriate for commemoration, types and forms of commemorations, evaluations of proposals, funding, etc. When the comprehensive commemoration policy is adopted, the placement of Plaques on City facilities interim policy will become a supporting procedural document to the comprehensive policy.

The intention of this interim policy is also to control the number and variety of plaques installed on or within City-owned facilities, and City Hall National Historic Site in particular. Cases may arise where it is appropriate to explore alternate forms of commemoration as defined in a comprehensive commemoration policy.

This placement of Plaques on City facilities interim policy complements the 'Kingston Remembers' program (By-law No. 2008-154) which is designed to provide a consistent approach and heritage Plaque design for exterior installation throughout the City (The 'Kingston Remembers' program will also be referenced in the comprehensive commemoration policy). The placement of Plaques on City facilities interim policy does not supersede heritage Plaque design guidelines of Federal and Provincial agencies as they relate to Federal and Provincial Plaques offered for placement on City facilities.

### 3.0 REVISION HISTORY

Date	Rev. No.	Change	Ref. Section
	1.0	New document	Not applicable

### 4.0 DEFINITIONS

For the purpose of this policy, a Plaque is typically a flat plate, slab, or disk of metal, wood, or ceramic material that is ornamented or engraved for mounting on a wall or other building feature for information. The Plaque may honour or commemorate historically significant persons, places, organisations, events, or ideas of local, provincial, national or international significance. A Plaque may also be used to honour donors of financial aid or gifts in kind. A Plaque is considered a long-term 'permanent' installation in or on a City facility. For the purposes of this interim policy, a Plaque is not a room-identification or way-finding sign, or a temporary sign used in the interpretation of works of art, artefacts, or historic sites. A Plaque is not a 'sign' as described in the City's sign by-law (By-law No. 2009-140). A Plaque is not an award or certification such as the Leadership in Energy and Environmental Design (LEED) Canada rating. This interim policy deals with Plaques placed inside and on the exterior of City of Kingston buildings. This interim policy does not cover plaques placed in City parks or on memorial benches.

### 5.0 RESPONSIBILITIES

#### 5.1 General Provisions

All Applicants are required to complete the Request for Placement of Plaques application form to be submitted to the City Clerk's Office before review of Plaques can commence.

Requests for Placement of Plaques will be considered as part of a proclamation or as a separate request received a minimum of nine (9) months prior to the intended display date.

Before submitting a formal request, Applicants are encouraged to consult City staff as early as possible to discuss the particulars of their request.

Requests for placement of Plaques may come from external individuals, organisations, and governmental (Federal or Provincial) or non-governmental agencies, or from an internal City of Kingston municipal department.

The reason for placement of a Plaque must be stated. If the display of the Plaque is of a political, socially sensitive, or controversial nature the Plaque may not be approved. City staff has the ability to deny an application for placement of a Plaque.

Applicants must show that they have funding available to cover the cost of Plaque fabrication.

The City of Kingston will only be financially responsible for installation and long-term maintenance of Plaques.

Once received and accepted, Plaques become the property of the City of Kingston.

All requests for placement of Plaques in City-owned protected heritage properties (e.g., City Hall) will be directed to the City Curator, Cultural Services Department. Requests for placement of Plaques in City-owned non-heritage buildings will be directed to Facilities Management.

## **5.2 Applicant Responsibilities**

The Applicant will complete and submit the Request for Placement of Plaques application form for review by the City.

The form will indicate the purpose of the Plaque (reason for commemoration or dedication), size, materials, and design of the Plaque, and any special mounting requirements.

The Applicant will attach or E-mail photographs, drawings, and relevant specifications with the request form. A photograph of the proposed location and an elevation drawing indicating the Plaque's proposed placement are desirable.

The Applicant will work with City staff to refine Plaque designs (as needed) and intended placement in or on a City facility.

## **5.3 City Responsibilities**

City staff is responsible for assessing the relevance and appropriateness of each request to place a Plaque in a City-owned facility based on the criteria to be determined within the comprehensive commemoration policy.

If a traditional Plaque is considered by City staff to be a less desirable or inappropriate form of tangible commemoration for a particular application, staff may suggest other forms of tangible commemoration to the applicant, or in some cases, may deny an application to place a Plaque. It is anticipated the comprehensive commemoration policy for the City of Kingston will address various forms of tangible commemoration acceptable to the City.

City staff will work with the Applicant to determine the appropriate location for placement of the Plaque. Plaque placement will be determined by its subject matter and the architectural features of the City facility. Efforts should be made to create a balanced presentation with existing Plaques and architectural features and to avoid unnecessary clutter that detracts from the building. Plaques of similar subjects, size, and materials should be grouped together in an aesthetic manner. Room dedication Plaques should be of similar size, materials, design, and

placement. Plaques for placement on the exterior of a building must be of suitable weatherproof and low-maintenance materials.

Acceptable designs for Plaques for placement inside City facilities will be determined by the type of facility in which the Plaque is to be placed, that is, protected heritage property (*Ontario Heritage Act*) versus non-heritage.

#### **5.4 Protected Heritage Property**

Plaques placed on City protected heritage properties must adhere to the requirements of the *Ontario Heritage Act* and other relevant heritage policies.

Plaques placed in City Hall National Historic Site (NHS) must meet the guidelines outlined in the City Hall Cultural Heritage Management Plan and other policies relevant to the use, preservation, and interpretation of City Hall NHS.

The design and placement of Plaques proposed for placement in heritage facilities must be deemed sympathetic with the historic design, features, and materials of the building.

The methods required to install a Plaque must be appropriate for specific historic surfaces, minimally invasive, and deemed reversible (that is, can be removed with minimal damage to the historic surface).

Cultural Services staff will act as project leaders to ensure that all appropriate steps are followed, staff, committees and community representatives and subject experts consulted, and legislative requirements are met. Specifically, Cultural Services staff will consult Heritage & Design Group (Planning and Development) and Facilities Management when determining the design and placement of Plaques in heritage facilities.

#### **5.5 Non-Heritage**

Facilities Management will act as project leaders to ensure that all appropriate steps are followed, staff, committees, and community representatives and subject experts consulted, and legislative requirements are met.

The design and placement of Plaques proposed for non-heritage facilities must be deemed sympathetic with the design, features, and materials of the building, to the satisfaction of the Director of Facilities Management.

## **6 MONITORING**

Staff from Cultural Services and Facilities Management are responsible for reviewing requests. In the case of requests for placement of Plaques in City heritage facilities, Cultural Services will provide a report to the Kingston Municipal Heritage Committee who will, if appropriate, make recommendations to Council.

Cultural Services and Facilities Management will work together to ensure that all appropriate steps are taken in the proper installation and maintenance of Plaques.

Cultural Services will maintain an inventory of Plaques in protected heritage properties on the Civic Collection database.

Cultural Services will be responsible for monitoring the condition of Plaques in protected heritage properties and recommend conservation cleaning and treatment as required. Facilities Management is responsible for the care of Plaques in non-heritage facilities.

The City reserves the right to remove a Plaque at its discretion. No removal of a Plaque placed in a protected heritage facility is to be effected until the City Curator has been contacted. The City Curator will work with Facilities to remove, and if appropriate, replace the Plaque when the space becomes available again, or if appropriate, to relocate the Plaque to a new space. In the event the Plaque is not to be reinstated, the City Curator will make arrangements for its safe long-term housing within the Civic Collection.

## **7 EXCEPTIONS**

Pending approval of Final Policy, Council may, without need of reconsideration, approve by a simple majority vote Exceptions to this Policy.