

# Corporate Policy & Procedure



**Policy Title: City Plaques**

**Policy Number: 06-01-03**

Section:	<b>Public Relations</b>	Subsection:	<b>Plaques</b>
Effective Date:	<b>March 28, 2018</b>	Last Review Date:	<b>[Last Review]</b>
Approved by: <b>Council</b>		<b>Owner Division/Contact:</b> Plaque design or ceremonies - Communications Division, Corporate Services Department. Plaques installation - Division responsible for operation of the facility.	

## Policy Statement

Plaques are permanent markers representing the City. Plaques should be consistent and meaningful and enhance the City's appearance.

## Purpose

This policy provides:

- Roles and responsibilities of staff, including design, procurement, installation and maintenance
- An overview of all City Plaques, and
- Guidelines for the wording and layout of common City Plaques

## Scope

This policy applies to all City Plaques, with the exception of the exclusions noted below.

## Related Policies

Facility Naming – Property and Facilities – Facility Planning

Official City Openings/Events – Public Relations – Events

Civic Protocol – Public Relations – Events

## Exclusions

This policy does not apply to:

- Plaques that accompany a tree or bench donation (refer to Corporate Policy and Procedure – Tree and Bench Donation Program)
- Plaques that accompany a piece of public art (Plaques are arranged in consultation with the Culture Division, Community Services Department, when art is acquired)

- Plaques installed to commemorate the designation of properties under the *Ontario Heritage Act* (Plaques are arranged as part of the heritage designation process, in consultation with the Culture Division)
- Interpretative signage (e.g. historic or informational)
- Way finding signage, and
- Plaques related to sponsorship agreements

## Definitions

For the purposes of this policy:

“City” means the Corporation of the City of Mississauga.

“Dedication Plaque” means a Plaque displaying the name of that part of a Facility (e.g. a room or rink) that has been dedicated.

“Facility” means all City property and facilities that are owned, leased, licensed or occupied/operated by the City, including:

- Any public buildings or building portion (e.g. rooms/indoor venues, indoor recreation fields)
- Parkland and open space, including
  - multi-use trails
  - outdoor recreation fields
  - gardens
  - other significant parks features, and
  - structures within a park (e.g. bridges and pavilions)

“Naming/Renaming Plaque” means a Plaque describing the significance of the approved Facility name. (Refer to Corporate Policy and Procedure – Facility Naming for information on the selection of Facility names.)

“Official Opening Plaque” means a Plaque approved to be installed in a City Facility to:

- Commemorate official openings of new Facilities
- Commemorate official re-openings of Facilities that have been substantially renovated or where a significant addition to the Facility has been constructed
- Recognize Library Board contributions to a new or renovated public library facility, and
- Recognize funding partnerships and/or contributions (including funding programs) to new or renovated Facilities with partners, other levels of government and/or government agencies

“Plaque” means a flat, rectangular tablet that includes text and/or images which commemorate a person, group or event. Plaques are permanently affixed to a structure (e.g. wall, gate, pillar or pedestal) and are typically made of metal.

## Exceptions

Requests to place Plaques that do not comply with this policy may only be approved by the Mayor and Members of Council during a scheduled Council meeting. If approved by Council, such Plaques must meet all other requirements of this policy (e.g. design, consultation with City staff). External or public requests for Plaques will be funded by the requestor and will be subject to an installation and maintenance agreement with the City.

Official Opening Plaques for park openings will only be installed where there is an associated building, other than washrooms, where the Plaque can be displayed.

## Accountability

### Commissioners

Commissioners are responsible for approving exceptions to the Plaque standards outlined in this policy (e.g. exceptions to standard wording or size).

### Departmental Directors

All departmental directors are responsible for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Ensuring compliance with this policy
- Ensuring funds are allocated for Plaques for all projects with capital budgets, in accordance with Corporate Policy and Procedure – Official City Openings/Events, and
- Ensuring appropriate funding for Plaques where a capital budget does not exist

### Managers/Supervisors

All departmental directors are responsible for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions, and
- Ensuring compliance with this policy

### Manager, Park Planning

The Manager, Park Planning, Parks & Forestry Division, Community Services Department, is responsible for proposals from the public for Naming/Renaming and Dedication Plaques.

### Communications Staff

Communications staff is responsible for:

- Ensuring all aspects of the Plaque comply with this policy
- Arranging Plaque unveiling ceremonies as required, in accordance with Corporate Policy and Procedure - Official City Openings/Events
- Creating Plaque templates where practical (e.g. Facility naming or renaming)

- Providing and/or reviewing Plaque designs that are not subject to a template, in consultation with other City departments
- Administering the procurement of Plaques, in consultation with Materiel Management, as required, and
- Consulting with all City departments as requested

### **City Divisions**

The applicable City division is responsible for:

- Where there is no capital budget, requesting the required funds for Plaques in the corporate report to Council (e.g. Naming/Renaming or Dedication Plaque; major Anniversary Celebration events)
- Administering all internal and Council approved Plaque requests, with the exception of requests from the public; these requests should be forwarded to the Manager, Park Planning
- Consulting with Communications, Corporate Services Department, in the, design and wording of all Plaques and related unveiling ceremonies
- Approving the final Plaque
- Liaising with Materiel Management to ensure alignment with existing procurement procedures and compliance with the Purchasing By-Law, as amended
- Liaising with other City divisions/departments as required for the installation of Plaques
- Ongoing maintenance of Plaques, in consultation with Facilities and Property Management (FPM) and Parks Operations, as required, and
- Maintaining a database of the location, condition and wording of Plaques

### **City Plaques**

All Plaques must be:

- Made of a durable and permanent material
- Created in accordance with Mississauga's Facility Accessibility Design Standards, as amended
- Designed and/or reviewed by the Communications Division
- Consistent in design and shape (i.e. rectangular)
- Installed and maintained in accordance with City standards
- Inclusive of the City logo, and
- Consistent with the City's brand

Initial Plaque installation costs are budgeted for in accordance with Corporate Policy and Procedure – Official City Openings/Events.

### **Damaged Plaques**

In the interest of preserving the appearance of the City, the City will repair, remove or replace any Plaques which have been damaged or otherwise degraded or require alterations. Facility

Property Management or Parks Operations staff will consult with other City staff as required to determine what action will be taken.

Any applicable costs will be charged to the department responsible for the operation of the Facility.

### **Preservation**

When a City Facility is permanently closed or sold, Plaques that have been installed in accordance with this policy will be removed and appropriately stored by that Facility's staff.

When a City Facility has been renovated and a previous Plaque(s) existed, it will be retained and may be displayed in the Facility, if appropriate.

### **Shared Facilities**

Normally, one Official Opening Plaque is installed for the official opening of a shared Facility (e.g. a library and community centre). However, when there is a significant distance between or separate entrances to the library and community centre, two Official Opening Plaques (i.e. one Plaque identifying the shared Facility and a second Plaque for the library alone) may be installed. Installation of two Official Opening Plaques ensures that each area is clearly identified as a City Facility.

## **Official Opening Plaques**

### **Location**

An Official Opening Plaque must be installed in a prominent location.

### **Design and Wording**

Official Opening Plaques on City Facilities must:

- Be consistent in size, design and quality, and
- Include the City's official logo

In cases where logos from other levels of government or other organizations also appear on the Plaque, the City's logo must be the most prominent.

The wording of Official Opening Plaques will be limited to:

- The Facility name
- Date of the official opening or completion of construction
- Names of the Mayor and Members of Council in office at the date of the official opening, and
- Names of significant individuals, partners or levels of government

In cases where there are two or more sentences, punctuation is required.

In cases involving Library Facilities, Communications is to consult with the Director of Library Services to ensure Library Board Plaques conform in size, design and quality with official City Plaques.

Samples of Plaques showing the appropriate design and wording may be obtained from Communications.

### **Sample Wording for Official Opening/Event Plaques:**

#### **a. Mayor and Council Plaque**

The names of the Council members in office on the date of the official opening appear on the Plaque.

Following is an example of appropriate official opening wording:

*[name of facility]*  
This *[type of facility]*

was constructed during *[dates]*  
and  
officially opened on  
*[date]*

*[List of Mayor and Members of Council]*

#### **b. Facilities Purchased or Leased by the City**

Following is an example of appropriate wording for an Official Opening Plaque when the Facility has been purchased or leased by the City.

*[name of facility]*  
This *[type of facility]*

was officially opened on  
*[date]*

*[List of Mayor and Members of Council]*

#### **c. Renovated Facilities**

A commemorative Plaque will be installed on a City Facility that has been substantially renovated or where a significant addition to the Facility has been constructed.

Following is an example of the wording to be used:

*[name of facility]*  
This *[type of facility]*

was renovated during *[dates]*  
and  
officially re-opened on  
*[date]*

*[List of Mayor and Members of Council]*

#### **d. Library Board Contributions**

A Plaque in recognition of the Library Board's contribution is to be prepared by the City and installed in the library for official openings or renovations of a public library.

Following is an example of wording:

The City of Mississauga  
recognizes the contribution of the  
Mississauga Public Library Board  
to the development of

the *[name of Library Branch]*,  
Which was officially opened/re-opened on  
*[date]*

*[List of Library Board Members]*

#### **e. Partnership Contribution and/or Government Agencies or Programs**

Where a funding partnership and/or contributions from another level of government or external government agencies have contributed to a new or renovated public Facility, an accompanying Plaque in recognition of the funding may be installed.

#### **Design and Wording**

Plaques to recognize contributions from government agencies/programs must:

- Be consistent in size, design and quality, and
- Include the City's official logo, which must be the most prominent

Following is an example of wording to be used:

*[name of facility]*

The renovation (*or* construction) of this *[type of facility]*  
was completed on *[date]*.

This project was made possible through investments by and/or in partnership with  
the City of Mississauga  
the Government of Ontario, and/or

the Government of Canada and/or  
partner name

[Name of funding program]

#### **f. Naming/Renaming Plaques**

When a Facility is named after an individual, a Naming/Renaming Plaque describing the significance of the individual will be installed at the Facility. This Plaque is in addition to the Mayor and Council Official Opening Plaque.

#### **Design and Wording**

Following are examples of wording to be used:

This facility is named in honour of  
*Describe details of the individual's contribution  
to the City of Mississauga (maximum 80 words)*

This facility is a memorial to his/her  
long-standing commitment to the community of  
*[name of community]*

*[date]*

A photograph of the individual may be included on the Plaque.

#### **g. Dedication Plaque**

When part of a Facility such as a room or rink is attributed to an individual or significant action or achievement, a Plaque with the chosen name and the date of the tribute will be affixed on the wall or door in a prominent location. No other information will appear on the Plaque.

### **Revision History**

<b>Reference</b>	<b>Description</b>
GC-0178-2018 – 2018 03 28	