



Town of Whitby Policy

Policy Title:	Plaques in Municipal Buildings
Policy Number:	OPS 050
Reference:	Council Resolution #11-11
Date Originated:	January 17, 2011
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Manager of Facilities

Policy Statement

The Corporation of the Town of Whitby has supported the practice of installing a dedication plaque(s) in municipal buildings to recognize activities such as the official opening of a new, or significantly renovated, municipal building. Due to the significance associated generally with the permanency of installing plaques, it is prudent to have a policy that guides the municipality in this practice.

Purpose

The purpose of the policy is to:

- identify guidelines for the installation of plaques in municipal buildings; and,
- provide guidance on the information to be generally contained within a dedication plaque for a municipal building.

Scope

This policy applies to all municipally owned buildings.

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1 Responsibilities

- 1.1** Council has the responsibility in its sole discretion to approve the installation of plaques in municipal buildings and to delegate responsibilities to staff as noted herein.

2 Procedure

- 2.1** Plaques in municipal buildings shall be used primarily for the purpose of providing a commemorative inscription associated with the building or some significant event that has a direct association or affiliation with the municipality. The installation of plaques shall be minimized thereby elevating the distinction and importance of displaying them.

3 Municipal Plaque

- 3.1** The Town has instituted a practice of installing dedication plaques in newly constructed municipal buildings or municipal buildings that have been significantly renovated.
- 3.2** The information contained on a dedication plaque shall generally include as follows: the corporate seal; name of the building; date of the official opening; names of the Mayor and members of Council; names of key administrative personnel such as the Chief Administrative Officer, Department Head and the municipal Project Manager that is responsible for the newly constructed/renovated building; and, names of the architectural firm and the general contractor.
- 3.3** Additional information, such as brief history of the site and/or the building could also be included, and the identification of any significant funding partners, if required.
- 3.4** The date to be identified on a dedication plaque should coincide with the 'official opening' of the facility by Council. Usually a dedication ceremony accompanies the unveiling of the plaque.
- 3.5** Dedication plaques that are installed in significantly renovated buildings shall not replace an existing dedication plaque that would have been installed when the building was originally constructed and opened to the public.
- 3.6** Plaques shall generally be installed in the vestibule or lobby of a municipal building or where the public can view it.
- 3.7** Plaques are generally to be constructed as a bronze casting; however, other materials can be considered where it is deemed appropriate.
- 3.8** Staff shall not be required to prepare a report to Council if a dedication plaque conforms with the policy.

4 Other Municipal Facilities

- 4.1** This policy does not deal with the installation of plaques in other municipal facilities, such as public squares. The proposed installation of plaques for these types of municipal facilities would be identified and included in the staff report when the project is presented to Council.

This Policy is hereby approved by Council Resolution #11-11 on this 17th day of January, 2011.