



Dedication Plaque and Paver Policy

Revised: August 26, 2020

1. **SCOPE**

The policy covers dedication plaques and pavers on City owned land, including streets, reserves or parks. All new plaques and pavers will be required to conform to this policy.

2. **PURPOSE**

The purpose of this policy is to provide a framework for management of existing plaques and pavers, installation of new plaques or pavers and assessment of new requests for plaques and pavers within the public space in the City of Irwindale.

3. **DEFINITIONS**

Application Period – Applications will be accepted semiannually on March 1st to March 31st and September 1st to September 31st.

Memorial - An object established in memory of a person, association, anniversary or event and includes a monument.

Open Space - Open space refers to all land owned and/or managed by the City of Irwindale that is zoned Public Park and is available for public access. Typically open space includes parks, gardens, trails, habitat corridors, utilities reserves, foreshores, waterways, sportsgrounds and conservation reserves. It does not include vacant municipal land zoned for other purposes.

Plaque – flat tablet of metal, stone or other material which includes text or images which commemorate a person, event or historical information relative to the location or a new public artwork of significance.

Public Place - Public Place refers to road reserves, Municipal Buildings, streetscapes and other land that are owned and/or managed by the City.

4. **BACKGROUND**

4.1 Public space is a significant part of the City's social and cultural heritage and makes a valued recreational, environmental and aesthetic contribution for people who live, work, and recreate in the City. Dedication plaques and pavers provide recognition and can contribute to an understanding of significant events or persons closely associated with the City's history.

4.2 The Irwindale City Council recognizes that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organizations closely associated with the leadership, cultural and social development of the City.

4.3 The memorial garden at Irwindale Park will allow community members to commemorate a person, group, association or event. Dedication pavers will be available by request for anybody wishing to honor such person, group, association or event.

4.4 The City Council Chamber seating includes a mounted plaque on the armrest of each chair. The engraving of the Plaques in the City Council Chamber will be available by request for anybody who desires to commemorate a person, group, association or event.

4.5 Any decision regarding Plaques and pavers needs to consider the balance between the desire to commemorate events or individuals and the ongoing enjoyment of uncluttered public space.

This policy will provide a consistent and standard procedure for assisting requests in relation to new plaques and pavers.

5. GENERAL PRINCIPLES

5.1 Requests for engraving of a Plaque in the Council Chamber or the Memorial Garden pavers shall be made by filling out an application (Attachment "A"). Plaques and pavers will be reviewed, approved and assigned by City staff based on availability.

5.2 The City Council does not guarantee to retain plaques or memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, in the City Council's discretion, with the following exceptions:

- the area in which the item is sited is to be redeveloped; or
- ongoing maintenance costs are prohibitive; or
- in the case of a plaque or paver, the asset to which it is attached has reached the end of its useful life; or
- the condition of the plaque or memorial is poor.

5.3 If a plaque or paver is removed due to any of the reasons above, the City Council will not guarantee replacement of the plaque or paver, however replacement plaques or pavers of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members) prior to removal or replacement.

5.4 The design and wording for the plaque and paver must be submitted with the application. All wording and design must be approved by the City Manager or his designee.

5.5 The number of lines of text allowable will be in accordance with any recommendations put forward by the plaque and paver manufacturer.

5.6 The City of Irwindale shall not be liable for damage to the plaques or pavers which are eroded or damaged by weather, the elements, thieves, vandals,

trespassers, ordinary wear and tear, or standard maintenance performed by employees of the City of Irwindale.

6. Maintenance and Repair

The long-term care and maintenance of a plaque or paver is important to both the donor and the City. The City has the duty to maintain the donation until removal and/or relocation is necessary.

Maintenance by the City of Irwindale will be limited to varnishing of the plaque and minor repairs to the plaque or paver. The City of Irwindale will not be held responsible for damaged plaques resulting from vandalism or any other condition or act that would require replacement. Should the City of Irwindale determine that an existing plaque needs replacement, all associated costs will be at the expense of the donor, should donor elect to replace the plaque.

The City reserves the right to remove a donated plaque or paver if, in the City's discretion, the maintenance and repair cost are too high.

7. COSTS

7.1 All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person making the request for the plaque engraving or paver. Once approved, installation of any plaque or paver must be undertaken by City staff. Installed plaques and pavers will become the property of City of Irwindale. Maintenance of plaques and memorials must be undertaken by City.

7.2 The City will place the engraved paver order upon the close of the Application Period.

7.3 A paver order of less than four (4) pavers will result in a shipping fee, to be determined at the time the order is placed. The exact cost of pavers or plaques will vary by size and will be updated prior to the release of the application (Attachment "A").