



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Selection and Placement of Monuments	NO. HER - 06
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POLICY:

The purpose of this policy is to provide guidelines for the acceptance and placement of monuments on Township of Esquimalt property. (This policy does not pertain to the Parks Department tree, bench and picnic table donation program or the placement of plaques on the Cenotaph.)

Definitions:

Monument: something designed and built as a lasting public tribute to a person, a group of people, or an event.

Procedure:

1. Applicants requesting placement of a monument in the Township of Esquimalt will apply to be a delegation to Council as per the Council Procedure Bylaw. Ten copies of all written material is required and must include:
 - (a) Detailed illustrations of the proposed monument, including: dimensions, and materials;
 - (b) A letter outlining the intention for the monument and the person or event's connection to Esquimalt;
 - (c) Preferred location for the monument, including photos and a site plan;
 - (d) A budget for the installation and maintenance of the monument, with a strategy for how funding will be generated;
 - (e) A plan for lifecycle replacement of the monument and a strategy for how additional funding would be generated;
 - (f) Any letters of support from residents and organizations within the community.
2. Council shall refer requests for the placement of monuments on public property to staff and the appropriate Advisory Committees for recommendations.
3. Each Committee, in considering a referral for a proposed monument, will consider whether:
 - (a) The monument aligns with the Township's values from a historical, cultural, aesthetic and ethnographic perspective;
 - (b) The monument is for a person/ event that is authentically and closely connected to Esquimalt;
 - (c) The monument will not detract from the heritage values of a recognized heritage site through negatively impacting the character defining elements of the location.
 - (d) The aesthetic quality of the monument reflects and compliments the chosen location's design and visual qualities;

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<p>(e) The lifecycle maintenance, replacement plan, budget and funding strategy are reasonable;</p> <p>(f) The materials used will allow for efficient regular maintenance; and</p> <p>(g) The proposed location is appropriate or whether there is a more suitable location.</p> <p>4. The Township Archivist shall review the language on the proposed monument for historical accuracy.</p> <p>5. Committee recommendations, on a referral for a proposed monument, shall be provided to Council at their earliest opportunity, for a Council decision.</p> <p>6. Once approved by Council, municipal staff (Parks and Recreation, Development Services, and Engineering and Public Works) will be responsible for overseeing the final placement, installation, and maintenance of the monument, for public safety and construction time efficiency.</p>	

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