



RCRS Secondary:	GOV-02	Effective Date:	2004-OCT-18
Policy Number:	COU-168	Amendment Date/s:	
Title:	Heritage Plaques	Repeal Date:	
Department:	Community Development	Approval Date:	2004-OCT-18 Council

PURPOSE:

To establish a procedure for consideration of heritage plaque requests by members of the general public and to ensure appropriate content and consistent design.

DEFINITIONS:

N/A

SCOPE

Delegated to Staff and the Nanaimo Community Heritage Commission.

POLICY:

Council adopted the following Heritage Plaque Policy as proposed by the Nanaimo Community Heritage Commission:

1.0. Purpose

The City of Nanaimo supports the erection of historic plaques in the city. The purpose of the Heritage Plaque Policy is to establish a procedure to consider heritage plaque requests by members of the general public, and if the plaque request meets the evaluation criteria, to ensure appropriate content and consistent design. This policy applies to interpretative plaques only and will not be applied to commemorative plaques.

2.0 Application Process

- 2.1. Application for Heritage Plaques will be made through the Community Planning Division of the Development Services Department and submitted to the attention of the Heritage Planner.
- 2.2. Applicants should provide documentary evidence of historical significance.
- 2.3. The Heritage Planner will place the application on the next available agenda of the City of Nanaimo Community Heritage Commission (NCHC).
- 2.4. Applicants will be notified of the NCHC decision within 30 days of the application being considered.

3.0 Evaluation Criteria

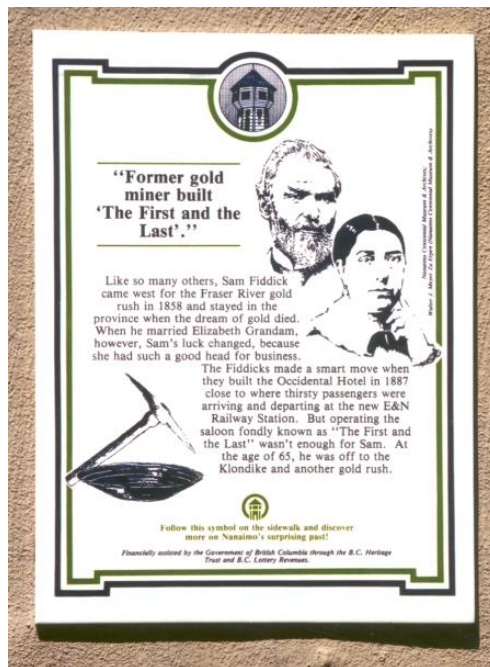
- 3.1. The subject of the plaque must have had a locally significant impact on Nanaimo area history, or will be deemed, by the NCHC, to represent a provincially or nationally important example or illustration of Canadian human history.
- 3.2. Uniqueness or rarity are not, in themselves, evidence of historic significance, but may be used as criteria in connection with the above.

- 3.3 A representative example may be deemed, by the NCHC, to warrant recognition of historic significance because it exemplifies an important aspect of local history.
- 3.4 In general, only one interpretative plaque will be created for each place, person, object or event of local historical significance.
- 3.5 Only persons who have been deceased for at least twenty-five years will be considered as plaque subjects.
- 3.6 Approval of content is at the sole discretion of the NCHC and the City of Nanaimo.
- 3.7 The NCHC and City of Nanaimo reserve the right to refuse a plaque proposal.

4.0 Design

4.1. The City of Nanaimo has developed a standard plaque design as follows:

- Standard size is 11 inches wide by 17 inches long.
- Composition is metal with baked enamel coating.
- Borders are blue and green, as per the attached example.
- City Logo is centered at the top of the plaque.
- White background with blue and green lettering.
- Illustrations in blue ink.



Example

4.2 The NCHC may, from time to time, consider other design criteria.

5.0 Cost Sharing

5.1. Cost Sharing provisions apply only to plaques initiated by the public. Plaques at the request of an Applicant will be funded on a cost-shared basis, with a 50 percent contribution by the NCHC and a 50 percent contribution by the Applicant.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A