

# Town of Greater Napanee Heritage Plaque Program Policy



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Review Scheduled:			
Department:	Heritage Committee	Contact:	Clerk
Approval Authority:	Council	Policy No:	LS-2024-01

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## 1. Introduction

In Greater Napanee, we are proud of our heritage. The Heritage Plaquing Program has been established to recognize the architectural, cultural and historical resources of our community and is designed to recognize and showcase, buildings, landmarks and cultural assets, which over the years have contributed significantly to the history and character of Greater Napanee. This program is intended to promote pride and heritage awareness in the community, and to showcase local historic and architectural features.

It is important to note that plaquing of a property, landmark, or building under the Heritage Awareness Stream does not create any relationship to a historical designation under the *Heritage Act*. The plaque identifies the property, landmark, or building as part of Greater Napanee’s rich heritage and is not to be accompanied by any conservation benefits, restriction, or regulations, unless fully designated under the *Heritage Act*. A Heritage Awareness Plaque does not restrict the use of the property, nor does it impose obligations or undue expenses to maintain the property. It does not restrict the sale of the property, nor does it enable public access to private property. The plaques are intended for educational and commemorative purposes only, and do not carry any legal implications.

## 2. Purpose

The purpose of this policy is to:

- a) Define the parameters of the Heritage Plaque Program eligibility;
- b) Provide guidance to the Heritage Committee in administering the program; and
- c) Differentiate between the designated heritage property plaque stream and the heritage awareness plaque stream.

## 3. Definitions

**Designated Property** means a property that has been designated as being of significant historical, cultural or architectural interest by by-law of Council

passed under the *Heritage Act*.

**Town** means the Corporation of the Town of Greater Napanee.

#### **4. Responsibilities**

##### **4.1. Council is responsible for:**

- a) Approval of this policy and any amendment thereto; and
- b) Approval of the annual budget assigned to support this program.

##### **4.2. The Clerk, or designate, is responsible for:**

- a) Ensuring administrative support is provided for this program, including receiving applications and forwarding them to the Heritage Committee for review;
- b) Facilitating communications between Council and the Heritage Committee regarding this program.

##### **4.3. The Heritage Committee is responsible for:**

- a) Evaluating applications received under this program, and reviewing the accuracy and/or provenance of the information provided;
- b) Promoting this program as a tool for recognizing community heritage;
- c) Submitting any recommended changes to the program to Council for final approval; and
- d) Providing reports to Council regarding the plaques issued under this program, on request.

#### **5. General Program Guidelines**

- 5.1.** The Heritage Plaquing Program provides a uniform design for heritage plaques throughout the community.
- 5.2.** The Program will be administered by the Greater Napanee Heritage Committee.
- 5.3.** Applications will be accepted year-round and may be submitted at any time. The number of complementary plaques approved each year will be subject to available funding, as approved through the Council budget each year.
- 5.4.** Prior to approval, the Heritage Committee will review the documentation provided by the applicant to verify the accuracy of the information to be included in the plaque.
- 5.5.** All applicants must affirm that they are the registered owner of the property for which the plaque is being requested and agree to follow the program guidelines with respect to the public availability of the plaque information.
- 5.6.** Applications may be submitted online through the Town website, electronically via email to the Clerk's office, or in person at 99 Advance Avenue.

## **6. Designated Property Plaque Stream**

### **6.1. Eligibility**

- a) Only properties that have been designated by by-law under the *Heritage Act* will be eligible under this stream.

### **6.2. Appearance of Plaques**

- a) Plaques for designated heritage properties will be etched granite, will describe the notable history and reason for designation, and may include historical images associated with the subject property.
- b) The Heritage Committee and property owner will work together to determine the final appearance and text to be included in the plaque.

### **6.3. Costs**

- a) The Town will be responsible for all reasonable costs associated with the creation and installation of plaques under the designated properties stream.
- b) The number of plaques that will be approved in any given year will be subject to the approved budget amount.

## **7. Heritage Awareness Plaque Stream**

### **7.1. Eligibility**

- a) This stream is designed to promote awareness of locations throughout Greater Napanee which have cultural heritage value, whether through notable architecture/design, owner/occupant, important function, or other unique historical significance.
- b) The building must be at least 75 years old as of the date of application in order to submit an application form. The application should also note any notable historical, architectural or cultural characteristics.
- c) Owners are encouraged to confirm the accuracy of all the historical information they submit, and to provide evidence where reasonably possible. In the event of any uncertainty, a member of the Heritage Committee may contact the applicant for clarification.

### **7.2. Appearance of Plaques**

- a) Made of weather resistant aluminum, the attractive Heritage Awareness Plaques have a black background with silver laser-etched text. They measure 12" W X 6" H and have 2 pre-drilled holes for mounting.
- b) Plaques will prominently show the estimated date of construction of the building. The name of the building, or the original owner or notable resident, and the occupation of this person, may also be noted. A total of four short lines of text are possible, but not required.
- c) The Heritage Committee and property owner will work together to determine the final design of the plaque.
- d) This policy also supports an alternate Heritage Awareness Plaque

design which measures 12” x 10” and includes up to two images, with any additional costs being borne by the applicant.

### 7.3. Costs

- a) Plaques will be made available for purchase by any eligible property owner for a cost recovery fee. As of 2024, the cost recovery fee is \$50, and this fee may be adjusted by the Heritage Committee based on current cost recovery rates.
- b) Subject to annual budget availability, the Heritage Committee may sponsor Heritage Awareness Plaques for up to a maximum of 10 properties per year. In order to be eligible for sponsorship under this stream, the property must have a documented significance to the community, such as:
  - i. A building with unique architectural significance to the community;
  - ii. A community landmark or site of historical significance;
  - iii. The home or business of a person of cultural significance to the community.

### Appendices

- Appendix A – Application Form

### Revision History

Date	Number	Description
May 2011	[none]	Heritage Plaquing Program – Adopted by Heritage / Street Smarts Committee
Sept 2024	LS-2024-01	Policy Update – clarify different streams for designated and non-designated properties and update application process
Feb 2026	LS-2024-01	Amendment to add alternate style for Heritage Awareness Plaque design

The Town of Greater Napanee  
**Heritage Awareness Plaque**  
Application Form

**Applicant Information**

Present Owner(s):
Address:
Contact Information:
Property Location (if different from above):

**Historical Information**

Date of Construction:
Original Owner (if known):
Name of architect and/or builder (if known):
Other facts of architectural, historical, or cultural interest (please attach verification or references). Attach additional pages as needed:

**Are you requesting consideration for a sponsored plaque?**

- Yes (a Committee member will advise you of the decision)
- No (please enclose payment with your application or arrange to make payment at 99 Advance Ave)

**Owner Attestation**

- I agree to be responsible for the installation of the plaque on my property at my own expense.
- I agree to install the plaque in a prominent location on the building where it can be seen from the street.
- I have reviewed the program guidelines, and agree to work with the Heritage Committee on the final design of my plaque.
- I confirm that the information submitted is accurate to the best of my knowledge.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date