

Framework for Monuments and Memorials on Municipal Property

1. Purpose

The purpose of this Framework is to provide a clear, consistent, and accountable process for the review, approval, implementation, and long-term management of monuments and memorials on municipal property in the City of Brampton.

Monuments and memorials are one form of commemoration used by the City to honour people, groups, events, and ideas of lasting significance.

The Framework ensures that monuments and memorials:

- Reflect civic and community relevance
- Uphold standards of safety, accessibility, and design excellence
- Are evaluated through transparent and equitable processes
- Are supportable through responsible lifecycle and asset-management practices

This Framework aligns with and is to be applied in conjunction with other City policies, corporate standards, and procedures that guide the planning, design, and delivery of projects on municipal property, together with applicable planning, heritage, and legislative requirements.

2. Scope and Applicability

This Framework applies to permanent monuments and memorials proposed for placement on municipal property.

This Framework does not apply to:

- Asset-naming requests governed under the City's Asset Naming Policy
- Public-art projects without commemorative intent, governed under the City's Public Art Strategy
- Temporary installations or event-based displays
- Monuments or memorials located on private or third-party property

Where applicability is unclear, City staff will determine whether this Framework applies and advise Council where required.

3. Pathways for Monuments and Memorials on Municipal Property

Monuments and memorials on municipal property may be delivered through one of two pathways, depending on whether they are initiated and funded by the City or proposed as an external donation. Each pathway has distinct roles, responsibilities, funding sources, and approval processes.

In exceptional circumstances, Council may consider alternative approaches outside of these pathways, at its discretion.

3.1 Council-Directed Civic Monuments and Memorials

From time to time, Brampton City Council may direct staff to plan, fund, and deliver monuments or memorials that recognize matters of significant civic importance to the municipality. These projects typically commemorate relevant historical milestones, prominent local figures, major civic achievements, or collective moments of remembrance.

Council-directed projects are funded through the City's approved capital or operating budgets and are delivered through standard municipal project management processes, including procurement, site planning, community engagement, and ongoing asset stewardship.

3.2 External Donations of Monuments and Memorials to the City of Brampton

In accordance with the Donations and Gifts Received Administrative Directive, the City of Brampton may receive requests from external proponents to donate a monument or memorial for placement on municipal property. These donations may involve either an existing monument or memorial proposed for transfer to the City, or a new work that the proponent intends to fund, design, and deliver. In all cases, proposals are reviewed to ensure they align with municipal policies, land-use and technical requirements, and long-term stewardship considerations, including ownership transfer, maintenance obligations, and site suitability. Once accepted by Council, the monument or memorial becomes a City asset and is incorporated into the municipality's ongoing asset management and public realm planning.

3.2.1 Maintenance and Lifecycle Contributions

As a condition of acceptance, proponents are required to provide a financial contribution toward the long-term maintenance and lifecycle costs of a donated monument or memorial. This contribution may be provided as a one-time payment or as a defined multi-year contribution, up to a maximum term established by the City. The amount and structure of the contribution will vary based on the scale, materials, complexity, and anticipated maintenance requirements of the asset.

Once accepted by the City, ongoing care and maintenance of the monument or memorial shall be the responsibility of the City and funded through municipal asset-management practices and approved budgets.

In exceptional cases involving highly complex or specialized installations, alternative maintenance arrangements may be considered at the City’s discretion and reflected in the Donation Agreement.

3.3.2 Eligibility of External Proponents

Proposals for the donation of monuments or memorials may only be submitted by legally incorporated charitable or non-profit organizations in good standing. Individuals, informal community groups, and for-profit corporations are not eligible to act as the primary applicant; however, they may participate as partners, sponsors, or supporters where an eligible organization serves as the lead proponent.

This requirement ensures the City can enter into a binding agreement with an organization whose mandate aligns with community benefit and long-term stewardship. It supports appropriate governance, financial transparency, and accountability for project delivery and ongoing obligations, while helping safeguard the public interest and maintain the civic character of municipally owned public spaces when accepting permanent commemorative asset

4. Process for Consideration of External Donations of Monuments and Memorials

The City follows a staged review process to assess proposals for donated monuments and memorials, ensuring fairness, transparency, and alignment with municipal requirements. The process is supported by clearly defined roles and responsibilities, outlined below.

4.1 Roles and Responsibilities

Role	Primary Responsibilities
City Council	Sets direction for City-led monuments and memorials and makes final decisions on the acceptance of all externally donated monuments and memorials, regardless of value, through formal approval.
Senior Management	Reviews and endorses staff recommendations to ensure alignment with corporate priorities, policies, and resource implications before they are submitted to Council for decision.

Role	Primary Responsibilities
Lead Service Area (Cultural Services)	Coordinates the review process, facilitates proponent communication, administers the Monuments and Memorials Working Group, and prepares recommendation reports to City Council.
Monuments and Memorials Working Group	<p>An internal City staff working group that undertakes an interdisciplinary review of proposed monuments and memorials using the approved evaluation criteria, and provides technical, policy, and operational input to inform staff recommendations.</p> <p>As part of its review, the Working Group assesses proposed content, symbolism, language, and imagery to identify elements that may reasonably be considered discriminatory, harmful, or inconsistent with the City’s equity, diversity, and inclusion commitments, and may seek additional expertise or community input where concerns are identified.</p>
Supporting Staff and Special Advisors	Contribute subject-matter expertise to the Working Group and Lead Service Area as required.

4.2 Stages of Review

4.2.1 Pre-Application Consultation

External proponents may contact the Lead Service Area to discuss a proposed monument or memorial at a high level, including eligibility requirements, general siting considerations, and key obligations such as funding, design standards, maintenance reserve contributions, and insurance. This stage is intended to support early understanding of the Framework and the approval process and to identify any obvious constraints or requirements before a formal submission is made. Input provided at this stage is advisory only and non-evaluative; no formal assessment, screening, or decision-making occurs.

4.2.2 Preliminary Application

The proponent submits a short preliminary application to enable the City to conduct an initial screening for eligibility and feasibility. Minimum submission elements include the intended purpose and cultural significance of the work, preferred siting location(s), an early cost estimate and funding approach, evidence of community support (minimum three letters from unaffiliated organizations), and proof of the organization’s charitable or

non-profit status. Proponents will also be advised at this stage of the requirement to disclose any actual or perceived conflicts of interest as part of a future detailed submission.

The Lead Service Area reviews the submission and may seek limited technical or policy input to identify potential issues or information gaps. Proposals that demonstrate basic viability may be invited to proceed to the Detailed Application stage. No evaluation against the formal Council-approved criteria occurs at this stage.

4.2.3 Detailed Application Submission

The proponent submits a full application package for formal review, including:

- Comprehensive project plan, roles, and timeline
- Conceptual drawings and renderings
- Stamped engineering drawings confirming structural integrity and installation method
- Full list of materials, finishes, and associated maintenance implications
- Detailed project budget and schedule, acknowledging that the proponent is responsible for managing project costs, timelines, and associated risks during fabrication and installation
- Confirmed funding plan (including fundraising, if applicable), including a letter from a financial institution confirming that a minimum of 30% of required funding is already in place
- Proposed installation approach
- Proof of insurance in an amount and form satisfactory to the City
- If the work already exists: professional condition assessment and appraised value
- A signed declaration confirming that the proponent has no actual or perceived conflict of interest in relation to the proposal and disclosing in writing whether the proponent or their organization is currently, or has within the previous 12 months been, involved in a planning approval or procurement process with the City, or is registered with the City's Lobbyist Registry.

The Lead Service Area confirms completeness and, in consultation with the Working Group, determines whether Site Plan Review is required. Once complete, the application advances to formal evaluation.

4.2.4 Working Group Evaluation and Applicant Feedback

The Monuments and Memorials Working Group evaluates proposals against Council-approved criteria, assessing cultural significance, site suitability, safety, feasibility, operational impacts, and long-term stewardship considerations. Depending on the scale, sensitivity, or potential community impact of a proposal, the City may undertake public engagement or invite community comment to inform the assessment.

Following evaluation, the proponent is advised of one of the following outcomes:

- Passed – the proposal may advance to Senior Management review
- Revision Required – the proposal must be revised and resubmitted for further review
- Not Feasible – the proposal cannot be advanced

Only proposals that pass Working Group evaluation proceed to the next stage.

4.2.5 Senior Management Review

Proposals that have passed Working Group evaluation are advanced to Senior Management for corporate review. Senior Management assesses proposals to confirm alignment with corporate priorities, municipal policies, risk management considerations, and financial and operational implications, ensuring the proposal is feasible and supportable from a corporate perspective.

Following review, Senior Management may:

- Endorse the proposal to proceed to Council consideration
- Request additional clarification, conditions, or refinement prior to Council consideration
- Determine that the proposal should not advance

Only proposals endorsed by Senior Management proceed to Council consideration.

4.2.6 Council Consideration and Conditional Approval

For proposals that have passed evaluation and received Senior Management endorsement, staff prepare a report for Council consideration. Council may:

- Grant conditional approval, authorizing advancement to final design, siting, and agreement preparation, subject to the proponent satisfying all outstanding requirements, including confirmation of full project funding
- Request further information, consultation, or revision
- Decline the proposal

5. Final Approval, Agreement, and Installation

Following Council's conditional approval, the City executes a Donation Agreement that reflects all approved conditions of acceptance, including warranties, insurance, installation responsibilities, the required maintenance reserve contribution or approved alternative maintenance arrangements, the timing and conditions of ownership transfer to the City, and confirmation that any cost overruns, fabrication risks, or construction delays incurred during design, fabrication, or installation are the responsibility of the

proponent. The City will issue a tax receipt to the proponent for the donation, in accordance with the Donations and Gifts Received Administrative Directive.

The proponent may proceed with design development only at this stage. Proof of full project funding must be submitted to the City before fabrication may begin (for newly created works) or before installation may proceed (for existing works). Once all conditions are satisfied, fabrication or installation may commence, coordinated and inspected by the Lead Service Area and relevant technical staff.

6. Transfer of Ownership and Stewardship

Once installation is complete and approved, the City formally accepts the donated monument or memorial into municipal ownership.

Upon transfer of ownership and acceptance of the monument or memorial, the City assumes responsibility for insuring the asset in accordance with municipal insurance policies and risk-management practices.

At the time of transfer, the proponent provides the City with the required maintenance reserve contribution and a comprehensive maintenance manual for the monument or memorial, which is reviewed and approved by the City. The asset is then added to the City's inventory and lifecycle maintenance systems. Any dedication or unveiling event is managed by the City and delivered in accordance with corporate communications and protocol guidelines.

7. Evaluation Criteria

The evaluation criteria establish the standards used to assess all monuments and memorials intended for municipal property, including both externally donated works and Council-directed civic projects. The criteria ensure that proposed monuments or memorials demonstrate meaningful cultural relevance, meet professional design and construction expectations, are technically and operationally viable, and can be maintained without undue burden to the City. These criteria form the minimum requirements that must be satisfied before a project proceeds to Senior Management review and Council consideration.

These criteria were developed based on consultations and background research conducted for the City's *Public Art Strategy (2024)*, which incorporated over 1,000 community and stakeholder inputs.

Proposals will be assessed to ensure that the content, symbolism, language, and imagery of a proposed monument or memorial do not include elements that could reasonably be considered discriminatory, hateful, demeaning, or otherwise harmful to individuals or communities. Assessment will be informed by the City's equity, diversity,

and inclusion commitments, applicable legislation, and consideration of potential community impact over time.

- **Historical and Community Relevance** – Clear and demonstrable connection to Brampton, Ontario, and/or Canada’s history, culture, or identity.
- **Alignment with Municipal Priorities** – Compatibility with the City’s values, priorities, relevant strategies, and land-use plans.
- **Representation and Authenticity** – Authentically reflects Brampton’s diverse population, including historically under-represented groups.
- **Research and Documentation** – Supported by adequate research (e.g., archival records, oral histories, or traditional knowledge) substantiating the work’s significance.
- **Professional Standards and Design Excellence** – Demonstrates high artistic or architectural quality, conceived and executed to recognized professional standards of design, craftsmanship, and integrity.
- **Feasibility and Durability** – Technically feasible, using appropriate materials and construction methods proven durable for the selected site and local climate, with realistic maintenance requirements.
- **Stakeholder and Public Interest** – Demonstrated support from relevant stakeholders and evidence of constructive engagement with the broader public.
- **Site Compatibility and Safety** – Safe and suitable for the proposed site, respecting context, municipal standards, and the surrounding public realm. The monument or memorial *must not* fundamentally change the use, nature or intent of its proposed location.
- **Accessibility and Inclusive Design** – Ensures physical, sensory, and cognitive accessibility in accordance with applicable legislation and universal-design principles, allowing equitable public access and engagement.
- **Long-Term Relevance and Educational Value** – Offers interpretive or educational potential and enduring public value for future generations.

7.1 Additional Requirements for Commemorations of Individuals

Monuments or memorials that commemorate an individual are subject to the following additional requirements:

- The individual must have been deceased for at least 10 years at the time of application submission. This period ensures adequate historical perspective and public consensus regarding the individual’s enduring significance.
- Council may waive the 10-year requirement in exceptional circumstances where the individual’s contributions have had an extraordinary and clearly documented positive impact on Brampton, Ontario, or Canada, and where there is demonstrable community consensus supporting commemoration.

- The individual’s legacy must align with the City’s equity, diversity, and inclusion commitments and uphold the City’s values.
- Should new evidence emerge that materially changes public understanding of the individual’s legacy, the City reserves the right to review, relocate, reinterpret, or de-accession the monument in accordance with Section 8 – Ongoing Management and Governance.

8. Ongoing Management and Governance

8.1 Signage and Public Information

The City shall ensure that all approved monuments and memorials include appropriate on-site signage or digital interpretation identifying the title, purpose, commissioning body, date of installation, and relevant cultural or historical context. Where recognition of donors, honourees, or commemoees is proposed, all names, inscriptions, and associated messaging shall be subject to review and approval by the City. The City shall retain the authority to limit, modify, or refuse such recognition to ensure alignment with municipal policies, standards of public acknowledgement, and the intended purpose and integrity of the installation. All signage and interpretive elements must comply with the City’s Accessibility Technical Standards and applicable accessibility legislation, ensuring information is provided in an inclusive and accessible manner.

8.2 Maintenance and Stewardship

Monuments and memorials accepted into municipal ownership will be incorporated into the City’s asset management system, with lifecycle maintenance funded through the City’s base budget and proponent contributions to the maintenance reserve. Condition assessments will be completed at regular intervals to ensure public safety, structural integrity, and aesthetic quality.

8.3 Removal, Relocation, or Reinterpretation

The City reserves the authority to remove, relocate, or reinterpret a monument or memorial if required due to safety concerns, changes in site use, deterioration, shifting community context, or direction of Council. Where feasible, the City will provide advance notice to the original proponent and work in conjunction with them during the review and decision-making process. Any such action will follow a structured process that considers risk, heritage value, cultural impact, and stakeholder consultation.

8.4 Framework Review Cycle

This Framework will be reviewed every three (3) years, or sooner if directed by Council, to ensure alignment with municipal policy, sector best practices, and evolving community needs.

9. Definitions

- **Asset Stewardship**
The City's responsibility to manage a monument or memorial throughout its full lifecycle, including maintenance, conservation, public safety, and alignment with evolving municipal policies and community context.
- **City-Delivered Monument or Memorial**
A monument or memorial that is initiated, funded, and delivered by the City of Brampton through approved municipal processes, including capital planning, procurement, site planning, and asset management. The City is the owner from the outset.
- **Conditional Endorsement (Council)**
A Council decision that authorizes a proposed donated monument or memorial to proceed to final design, agreement execution, and installation, subject to conditions identified in the staff report.
- **Detailed Application**
A complete submission package from the proponent that includes project plans, drawings, budgets, funding confirmation, technical documents, and other materials required for formal evaluation.
- **Donated Monument or Memorial**
A monument or memorial that is planned, designed, funded, and delivered by an external proponent, and accepted by the City as a donation following evaluation, Council approval, and agreement execution.
- **Donation Agreement**
A binding legal agreement between the City and the proponent that sets out obligations related, and not limited, to design, fabrication, installation, warranties, insurance, maintenance-reserve contribution, and transfer of ownership.
- **Lifecycle Management**
The ongoing inspection, maintenance, conservation, renewal, relocation, reinterpretation, or de-accessioning of a monument or memorial as part of the City's asset management responsibilities.
- **Maintenance and Lifecycle Contributions**
A financial contribution that may be required as a condition of acceptance of a donated monument or memorial to support long-term maintenance and lifecycle costs, with the amount and cadence of the contribution(s) determined by the scale and complexity of the asset.
- **Monument or Memorial**
A permanent, physical, publicly accessible structure, artwork, or landscape feature installed for the purpose of commemorating a person, group, event, idea, cultural legacy, or shared community experience of lasting civic significance.

- **Monuments and Memorials Working Group**
A cross-departmental staff committee responsible for review of proposed monuments and memorials and advising the Lead Service Area on recommendations to Senior Management and Council.
- **Municipal Property**
Any land, park, facility, streetscape, or outdoor public space under the legal ownership and control of the City of Brampton.
- **Non-Commemorative Public Art**
Public art created for aesthetic, creative, or placemaking purposes without commemorative intent. Such projects are governed by the City’s Public Art Policy and are not subject to this Framework.
- **Preliminary Application**
A short initial submission from the proponent used to confirm eligibility, basic feasibility, and alignment with the City’s requirements before a detailed application is invited.
- **Proponent**
A legally incorporated non-profit or charitable organization in good standing that serves as the lead applicant responsible for proposing, funding, and delivering a donated monument or memorial. Individuals, informal groups, and for-profit corporations may participate as partners but may not act as proponents.
- **Site Plan Review**
A formal municipal planning review process required under the Planning Act for projects that alter a site, ensuring compliance with zoning, design standards, engineering, and accessibility requirements.
- **Transfer of Ownership**
The formal transfer of legal ownership, custody, and long-term care responsibilities for a monument or memorial from the proponent to the City, occurring after installation, inspection, and City acceptance.

10. References and Resources

References to City of Brampton documents:

- [Asset Naming Policy](#)
- [Public Art Strategy](#)
- [Donations and Gifts Received Administrative Directive](#)

11. Review and Revision History

Date	Description