

## MEMORIALS

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Date Issued:	Mandated by: Council
Current Revision:	Cross-reference:
Next Review Diarized:	Responsibility: General Manager, Public Works and Engineering

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### POLICY

City Council sees the need and opportunity of allowing commemorative memorials to be located within the City, giving the public an opportunity to create a lasting memorial to honor, remember and pay tribute to a person or an event.

### DEFINITIONS

- *applicant* - the person or group submitting an application for a memorial.
- *commemorative* - honoring or preserving the memory of a deceased person or an event.
- *memorial* - infrastructure set up to keep alive the memory of a person or an event such as benches, planters or trees.
- *plaques* - a bronze plate affixed to or erected adjacent to a memorial.

### GUIDELINES

1. Memorials commemorate a deceased person or an event. The City reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.
2. Memorials must meet specifications to be determined by the City.
3. The applicant is responsible for all costs associated with the purchase and installation of a memorial.
4. The City is responsible for the acquisition and installation of the memorial.
5. Once installed memorials become the property of the City.
6. Repair and replacement, as well as life-cycle replacement, will be completed as City resources and budgets allow.
7. Plaques may be affixed or erected adjacent to existing infrastructure providing there is a "significant connection" between the person or event and "the infrastructure".

**PROCEDURES**

1. Requests for memorial purchases require completion of an application form. The application process shall be managed by the General Manager, Public Works and Engineering who can assist with completion of the form.
2. The applicant must provide three (3) potential site locations on municipally owned land within the City on the application form.
3. Approval or disapproval of potential locations for installation is at the sole discretion of the General Manager, Public Works and Engineering. The following factors will be considered in approval of sites:
  - (a) current density of memorials in the area;
  - (b) access for pedestrian and bicycle movement around the memorial;
  - (c) access for equipment and personnel to install the memorial; and
  - (d) other site considerations ie. slope of ground, potential for flooding of area etc.
4. After reviewing the potential sites listed on the application form, the General Manager, Public Works and Engineering will approve one (1) site location. If all three (3) potential sites are considered unacceptable the applicant must submit three (3) potential new sites until an acceptable site is located. The applicant is expected to work together with the General Manager, Public Works and Engineering to select an appropriate site.
5. The General Manager, Public Works and Engineering is responsible for providing the applicant with information regarding the cost of the request.
6. The memorial will not be acquired until the application has been approved and the applicant has submitted payment in full.

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City Manager (Original Signed by DD)



**COMMEMORATIVE MEMORIAL APPLICATION**

**DATE:** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town/Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**MEMORIAL DETAILS**

Name of person / event that memorial is dedicated to: \_\_\_\_\_  
Reason for Commemoration: \_\_\_\_\_

**REQUESTED TYPE OF ACTIVITY**

*(Tick applicable box) Please give at least three (3) locations for placement of Bench, Plaque, Tree or Planter.*

- BENCH**      Proposed Location\*: \_\_\_\_\_
- PLAQUE**      Proposed Inscription and Location\*: \_\_\_\_\_
- TREE**      Proposed Location\*: \_\_\_\_\_
- PLANTER**      Proposed Location\*: \_\_\_\_\_
- OTHER**      Proposed Location\*: \_\_\_\_\_

*\* In the event beyond the control of the City of Fort Saskatchewan, the City reserves the right to relocate this memorial.*

Approximate Cost:       Location Approved:

Department Approval Signature