



Policy Name:	Commemorative Policy	Effective Date:	September 20, 2022
Policy Number:	PR-PS001	Approval Date:	September 20, 2022
Policy Area:	Parks & Recreation	Council Resolution Number:	2022.319
Policy Section:	Public Spaces	Replaces Policy:	
No. of Pages:	4		

POLICY STATEMENT

- 1) From time to time, the Town of Rosthern receives requests from individuals and groups to purchase benches and trees in honor of someone to be placed on municipal property. The Town is committed to the residents in protecting all green and open spaces while providing opportunities for individuals, families and organizations to remember or commemorate a particular individual.

This Commemorative Policy establishes options for commemorations, while coordinating the operations of installation and purchase with Town Staff.

PURPOSE

- 2) To establish a policy that will provide a consistent and timely process for the installation of commemorations in public spaces in the municipality.

DEFINITIONS

- 3) "Commemoration" shall mean the memorial or recognition of an individual.

SCOPE

- 4) While paying tribute to individuals is important and may enhance one's experience in a park or green space, open spaces are extremely important to all users and therefore commemorations should take into consideration the primary use of the space.
- 5) Other than those listed in this policy, no other types of commemorations (i.e. wreaths, flowers, vases, bows, ashes, etc.) are permitted in municipal parks and open spaces.
- 6) Commemorations will not be permitted for any pets or animals.
- 7) Council reserves the right to remove any commemorative plaque they deem to be controversial and there will be no reimbursement of fees for the said plaque.

RESPONSIBILITIES

- 8) The Recreation & Community Development Manager will be responsible for the intake and approval of applications in accordance with this policy and shall coordinate the installation with the Public Works Manager in the locations and timelines set out in this policy.

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- 9) The Public Works department shall be responsible for the planting and ongoing maintenance of the benches and trees.

PROCEDURES & GUIDELINES

10) Types of Memorials or Commemorations

The following types of memorials or commemorations are permitted to be installed on property owned by the Town of Rosthern:

- a) Benches
- b) Trees

11) Location of Installation or Planting

- a) Locations for Benches
 - i) Centennial Park, including ball diamonds
 - ii) Jubilee Sports Centre (in front of building)
 - iii) Cemeteries
 - iv) Walking trail/green space on South side of creek between Railway tracks and 1st Avenue.
 - v) Walking trail/green space on South side of creek between 1st Avenue and 4th Avenue.
- b) Locations for Trees
 - i) Walking trail/green space on South side of creek between Railway tracks and 1st Avenue.
 - ii) Walking trail/green space on South side of creek between 1st Avenue and 4th Avenue.
 - iii) Centennial Park (as trees get replaced around playground and ball diamonds)
 - iv) 12th Street Berm
 - v) Academy Place green space
- c) While donors may wish to install memorials or commemorations in highly visible locations, it should be recognized that the Town may be required to consider limitations or a moratorium of such installations in a particular location or alter the product available.

12) Bench Styles

- a) Maintenance should remain a primary concern with a view to the future. In all cases, the Town shall have control over the materials used to ensure suitable durability.
- b) The Recreation and Community Development Manager shall maintain a list of options for park benches.

13) Tree Species

- a) The following are approved tree species for planting:
 - i) Asian White Birch
 - ii) American Elm
 - iii) American Linden
 - iv) Dropmore Linden

- v) Greenspire Linden
 - vi) Amur Maple
 - vii) Silver Maple
 - viii) Towering Poplar at Ball Diamonds only.
- b) Trees that are being planted shall be a minimum of six (6) feet in height.

14) Plaque Marking

- a) Plaques shall be placed on the back rest of benches or in the ground near trees and shall be no larger than seven (7) inches by nine (9) inches.
- b) Plaques shall be scripted with the name and date of event.
- c) Once an application is approved and payment has been processed no further changes to the wording on the plaque will be permitted.

15) Installation

- i) Applications for commemorations that are received and approved prior to the second Friday in August in any calendar year will be installed no later than the 2nd Friday of October (note: last day of installation may be delayed due to inclement weather).
- ii) Any applications for commemorations received and approved after the second Friday in August in any calendar year will be automatically moved to the next installation period.

16) Application Process

- a) Applications will be received throughout the calendar year.
- b) Those wishing to purchase a memorial or commemorative bench or tree shall be required to complete an application form and submit to the Recreation & Community Development Manager for approval.
 - i) The applicant shall select a location of a bench or tree according to the numbered locations available on the town map provided and in accordance with this policy. Only those locations as identified on the map will be available to the applicants.
 - ii) For tree commemorations, the applicant shall select a tree species from the approved list of trees species in accordance with this policy and will depend on availability.
 - iii) Once the application has been submitted, staff will confirm with the applicant whether their application has been approved and update them on approximate date of installation.
 - iv) An application will not be deemed approved until the location and the wording of the memorial or commemoration has been approved and payment has been processed in full.

17) Fees and Payments

- a) The cost for a commemorative item will be as follows:
 - i) Cost of the bench or tree and plaque; plus,
 - ii) Current Custom Work Rate for the Installation.

- b) Payment in full is due prior to the commemorative plaque being made.
- c) Upon receipt of payment, a tax receipt will be issued to the applicant.

18) Damage to Commemoration

- a) Once purchased, benches or trees will not be replaced by the Town if damaged due to vandalism.
- b) The Town of Rosthern will replace all commemorative trees if dead, damaged due to bad weather or natural elements if it occurs prior to the end of natural life of the tree.

RIGHT OF OWNERSHIP

- 19) Once a commemoration is installed, it shall become the property of the Town of Rosthern.
- 20) The Town reserves the right to re-locate a commemorative plaque. In the eventuality that such a relocation is deemed necessary, the Town will use its best efforts to contact the donor for consultation prior to the move.

POLICY REVIEW

- 20) That this policy be review every two years or when needed.

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