

Commemorative Program

Date Approved by Council : July 14, 2020

Resolution No.: 330/20

Mayor:



County Commissioner:



1. Purpose

This policy establishes how the County will address the placement and maintenance of commemorative Dedications on Sturgeon County Public Space.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>Year/Month/Date</i>	<i>1.0</i>	<i>New Document</i>

3. Persons/Areas Affected

Public
County Administration

4. Definitions

The following definitions and interpretations apply to this policy:

Administration means the County Commissioner or his delegates.

Applicant means the person or group applying for a Dedication.

Commemorative means honouring or preserving the memory of a person or special occasion.

Commemorative Period means the time the Plaque will be displayed, beginning from the date of installation.

County means the Municipality of Sturgeon County.

County Commissioner means the Chief Administrative Officer of Sturgeon County.

Dedication means an asset recognized as Commemorative, such as a picnic table, bench, or tree.

Donor means an Applicant whose request for a Dedication has been approved by Administration.

Plaque means a metal plate affixed or adjacent to a Dedication.

Program Manager means the Department Lead responsible for administering this program.

Public Space means lands under the County's management and control for use by the public.

Summer means May through October of a given year.

5. Policy Statement

- 5.1. Members of the public may apply to donate an asset located on County Public Space in honour or memory of a person or special occasion in the community.
- 5.2. Commemorative Program applications will be considered and approved/denied by Administration.
- 5.3. Dedications may be identified with a Plaque, which must meet the specifications of the County, and must be purchased and installed by Administration. All wording used on the Plaque is subject to approval by Administration.
- 5.4. The options of assets that may be dedicated and their respective fees shall be established in the Fees and Charges Bylaw. Fees will cover the cost of acquisition, installation, and ongoing maintenance of the asset for the Commemorative Period.
- 5.5. Once installed, Dedications become the property of the County and are maintained by Administration.
- 5.6. Dedications must be accessible to the public. Private events, ceremonies, and the laying of flowers at a Dedication is not permitted.
- 5.7. At the end of a Commemorative Period, the Donor will have the option of a renewal period.
- 5.8. Location is subject to availability and final approval of Administration. Administration shall identify and maintain a list of approved locations available for a Dedication to be installed.
- 5.9. Should the Dedication need to be relocated, the Program Manager will contact the Donor to consult on a new location for the Dedication.

- 5.10. Within the Commemorative Period, if a Dedication is damaged, vandalized or destroyed to an extent that, in the opinion of the Program Manager, replacement is required, this will be done by the County at no cost to the Donor.
- 5.11. Applications shall be accepted throughout the year. Dedications will be installed in the Summer depending on availability and scheduling.
- 5.12. Council will have the authority to donate an asset that recognizes a national or local event of significance at their discretion and expense.
- 5.13. All Dedications on Municipal Reserve must be approved prior to installation, including those lands occupied through a Lease Agreement.

6. Responsibilities

The public shall:

- Make application under the Commemorative Program for Dedications.
- Make full payment to the County for all costs associated with the acquisition, installation, and maintenance of the Dedication(s) for the Commemorative Period.

Administration shall:

- Appoint a Program Manager to oversee the Commemorative Program.
- Evaluate applications under the Commemorative Program.
- Acquire, install, and maintain Dedications under the Commemorative Program.
- At the end of the Commemorative Period, where possible, provide the Plaque the Donor.
- Identify and maintain a list of approved locations available for a Dedication to be installed.
- Contact the Donor to consult on a new location, should a Dedication need to be relocated.

7. Cross Reference

Vegetation Management Standards Policy
Open Space Master Plan