

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	1 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
Approved by:	Director of Community Services		

1 POLICY

- 1.01 All memorials placed on City of Prince Albert property, facilities, parks, open space and trails are covered by this Policy. "Memorials" includes monuments, plaques, benches, tables, naming properties on trails, cairns, flag poles, or any other structure that recognizes the memory of a person, group or event. All memorials that exist on City property and trails before this Policy that were maintained by the City of Prince Albert will continue to be maintained by the City of Prince Albert.
- 1.02 No memorial may be placed on City property without approval from the Director of Community Services. The Director of Community Services will approve the design of all memorials and encourages the use of durable materials. The City of Prince Albert may set specific design standards in the future.
- 1.03 The City may approve any memorials which do not conflict with any other established agreements. The City reserves the right to decline any memorials or to recommend an alternate location.

2 PURPOSE

The purpose of this Policy is to:

- 2.01 Establish the objectives and provide guidelines for the inclusion and acceptance of donated monuments, memorials, plaques, benches, tables, cairns, flag poles and markers (all of which will be jointly referred to as "memorials") that are requested to be located on City property, at a City facility or on any City premises including public parks and open spaces.
- 2.02 Allow citizens the opportunity to donate memorials to the City of Prince Albert to enhance programs, civic facilities, equipment, public parks, and open spaces.

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	2 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
Approved by:	Director of Community Services		

- 2.03 Define the criteria the City will use in accepting memorials.
- 2.04 Establish the application requirements for an individual requesting the installation of a commemorative memorial on City property.
- 2.05 Provide a guide for determining the appropriate locations for proposed memorials.
- 2.06 Ensure the design, placement and look of a memorial is consistent with the community interest, respects the natural environment of the City's park system, and keeps in mind park plans and applicable Bylaws.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to the Community Services Department.
- 3.02 Only the placing of memorials in recognition of the memory of a person, group or event is covered by this Policy. The process for naming City parks and facilities and sponsorship and/or advertising opportunities on City owned property can be found in the Naming Rights and Sponsorship Policy.

4 RESPONSIBILITY

- 4.01 The Director of Community Services or Designate is responsible for ensuring compliance with this Policy.

5 DEFINITIONS

- 5.01 In this Policy:
 - (a) DONOR – individual, group, company or organization, which provides funds and/or labour for specific projects.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	3 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
Approved by:	Director of Community Services		

(b) MEMORIAL – monuments, plaques, benches, tables, naming properties on trails, cairns, flag poles, or any other structure that recognizes the memory of a person, group or event, and excluding gifts of land.

(c) DIRECTOR OF COMMUNITY SERVICES – means the Director of Community Services for the City of Prince Albert or his/her Designate.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Naming Rights and Sponsorship Policy.

6.02 Tax Deductible Donation Policy and Procedure.

7 OBJECTIVES

7.01 Memorials proposed for City property, a City facility, a City park or open space, or on any City premises shall:

- (a) Respect the intended purpose of the City's parks and open spaces and their surrounding environment.
- (b) Enhance the landscape, recreational and cultural value of the City's property, facilities or premises.
- (c) Encourage community engagement in the development of our park system and facility beautification.

8 CRITERIA

The City of Prince Albert will use the following criteria in the evaluation of proposed memorials:

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	4 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
Approved by:	Director of Community Services		

- 8.01 No memorial will be placed in a City park or open space unless it is consistent with the relevant park plan, as approved by the Director of Community Services.
- 8.02 Memorials will only be considered by the City if they satisfy one of the following criteria:
- (a) Commemorate a memory of deceased individual who contributed significantly to the City of Prince Albert.
 - (b) Commemorate the memory of a community association and/or group that have contributed significantly to the City of Prince Albert.
 - (c) Commemorate the memory of places or historical events of national, provincial or local significance.
- 8.03 A memorial will not be considered if the City feels it would be considered offensive to members of the community.
- 8.04 A memorial will not be considered if it promotes views or ideas which are likely to promote hatred or support violence or discrimination for any person on the basis of race, national or ethnic origin, ancestry, colour, citizenship, religion, age, sex, marital status, sexual orientation, gender identity, disability, receipt of public assistance or level of literacy.
- 8.05 If the intended purpose of a memorial is to promote a commercial, political, or religious cause, issue or event it will require the approval of City Council.
- 8.05 The only type of memorial acceptable within the South Hill Cemetery is a memorial bench.
- 8.06 Some types of memorials may require additional permits for construction or erection, such as a Development Permit or Building Permit.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	5 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
Approved by:	Director of Community Services		

Consultation with the Department of Planning & Development would be required in this regard.

- 8.07 Memorial donations, which are large in scale, may be considered on a case-by-case basis, as they relate to park planning processes.
- 8.08 Non-designated monetary memorial donations will be used to meet current needs of the Department of Community Services as recommended by the Director of Community Services.
- 8.09 Funerals or celebrations of life in City facilities, parks or open spaces will require specific approval by City Council.

9 ACCEPTABLE INFRASTRUCTURE

Memorials can include the following types of infrastructure:

- Original art
- Historical artifacts that are significant to the community
- Playground equipment
- Benches / tables
- A km of trail (plaque at specific sections of the trail would explain the memorial or cause) for a specific dollar amount donation
- Flag poles
- Cairns
- Decorative lighting

10 PROCEDURE

The City of Prince Albert and its citizens value their facilities, parks and open spaces. Therefore any request to add a memorial will be carefully assessed to ensure that what is being proposed protects the integrity of the City's facilities, parks and public spaces.

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	6 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
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The assessment and approval process is as follows:

10.01 An individual, group or business proposing to erect a memorial on City property, in a City facility or on any City premises will meet with the Director of Community Services and/or submit a detailed *Memorial Donation Agreement Form* (attached to this Policy as Schedule "A") to the Community Services Department with the following information:

- Who or what is being memorialized
- Type of memorial desired
- The design/structure of the memorial
- The suggested location of the memorial
- Value of proposed donation
- Detailed explanation of how the proposed memorial meets the objectives and criteria of this Policy.

10.02 The Director of Community Services will review the Agreement to determine if the proposed memorial meets the criteria and objectives of this Policy and will notify the donor, in writing, within 10 - 14 business days of the review decision, identifying any final conditions of approval. The City of Prince Albert will not consider the proposed memorial if it does not meet the stated objectives and criteria within this Policy.

10.03 The Director of Community Services will determine the appropriate location for the proposed memorial in consultation with the donor. The location may be different than what is being proposed by the applicant.

10.04 The Director of Community Services will ensure the design of the memorial respects the natural environment of the park or public space it will be located. It will also ensure that maintenance and operating implications of the design will be considered before approval.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	77
Section:		Issued:	Jan 25, 2016
Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	7 of 8
		Replaces:	
Issued by:	Executive Assistant, Community Services	Dated:	
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10.05 The Prince Albert Arts Board will review and evaluate memorial proposals that would be considered “public art” and that relate to the mandate of the City of Prince Albert. (The Prince Albert Arts Board will only receive proposals that include public art). If the Board supports the proposal it will submit the request to the Director of Community Services for final approval.

10.06 If the Director of Community Services approves the proposed memorial, the applicant agrees to:

- (a) Cover the full costs of the memorial including its design, construction, installation, and any applicable on-site recognition. The City will install the memorial and will bill the applicant.
- (b) Provide 20% of the value of the memorial to the City for ongoing maintenance requirements and/or an endowment will be added to the cost for future maintenance of the memorial. The amount of the endowment may be increased if warranted by the type of memorial.
- (c) The City does not guarantee permanency of the memorial. Memorials will be maintained for ten (10) years and then if the memorial is in poor condition due to acts of nature, vandalism, etc. the donor will be contacted to replace the memorial. If the memorial is in fine condition it will remain and be maintained by the City of Prince Albert until the end of its useful life.
- (d) The City of Prince Albert is responsible for basic maintenance only, such as oiling/staining benches and/or keeping them level and safe for use. The City of Prince Albert is not responsible for replacing memorials that are stolen, or irreparably damaged, or vandalized and in these cases the donor can choose to replace or repair the memorial.

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Department:	Community Services	Policy No.	77
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Subject:	Monuments and Memorial Policy	Effective:	Jan 25, 2016
Council Resolution # and Date:	Council Resolution No. 0037 of January 25, 2016	Page:	8 of 8
		Replaces:	
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The donor will be informed of this condition as part of the terms of acceptance of the contribution.

11 DONOR RECOGNITION

11.01 Donors will be able to place a small plaque on the memorial. The City will determine the size of the donor recognition plaque.

11.02 An income tax receipt will be issued to the donor by the City of Prince Albert Financial Services Department for items that are contributed and qualify and will be valued as prescribed by the *Income Tax Act of Canada*.

MEMORIAL DONATION AGREEMENT FORM

Schedule "A" to the Monuments and Memorial Policy

Donor Name:	
Phone Number:	
Address:	
City, Province, Postal Code:	
Memorial Location:	
Date of Installation:	
Vendor/Supplier:	
Plaque Text Information:	
Life Expectancy of Memorial:	
Value of Memorial:	
20% of the Value of Memorial Maintenance Fee Due:	
Memorial Description (include dimensions, colour, material, etc.)	

Memorial gifts to the City of Prince Albert are considered outright and unrestricted donations. The City of Prince Albert does not guarantee permanency of the accepted donation. If a memorial must be relocated staff of the Community Services Department will notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Monuments and Memorial Policy. The donor understands and agrees with the conditions set forth in this Policy and agrees to pay to the City any donation funds and the 20% maintenance fee within two (2) weeks of notification of Memorial Agreement approval.

Signature Donor

Date

FOR OFFICE USE ONLY



Accept



Deny

Director of Community Services or Designate

Date