



**TOWN POLICY NUMBER:** 006/2022

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**REFERENCE:**

**ADOPTED BY:**

Town Council

**SUPERSEDES:**

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**PREPARED BY:**

Administration

**EFFECTIVE DATE:**

August 2, 2022

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**TITLE:**

**Memorial Plaque Policy**

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**PURPOSE:**

The intent of this policy is to provide a framework for the materials used and placement of plaques or memorials to municipally owned buildings, infrastructure, neighborhoods, and parks for the Town of Rocky Mountain House. All new plaques, signage, and memorials will be required to conform to this policy, apart from war memorials, which require approval from other authorities.

**POLICY STATEMENT:**

The Town of Rocky Mountain House receive requests from individuals and groups for permission to place plaques, monuments or memorials to an individual, organization, or business on Town property. This policy will establish an option for residents for memorials while coordinating the operation of installation and purchase with staff.

**GUIDELINES:**

- Plaques and memorials will only be considered where they are consistent with Council's strategic plan and any proposed designs/plans for the location and in consultation with community groups or boards in charge of said lands/facilities. The proposal must be consistent with relevant Council strategies, master plans and the land's public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.

- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
  - the area in which the item is sited is to be redeveloped;
  - ongoing maintenance costs are prohibitive;
  - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
  - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact, and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.
- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

#### **Requests for new plaques and memorials on Town owned or managed land**

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g., playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
  - Commemoration of an individual/organization that is/was strongly linked to the Town;
  - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
  - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;

- The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community;

And

- The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
- The community groups or boards that oversee the facility or lands have been consulted.

- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy and are consistent with Council's strategic plans and any designs/plans for the proposed site.

### **Approval Process**

- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria. If a request is refused, the applicant may appeal, in writing, to Council.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
  - Demonstration of compliance with this policy.
  - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
  - The preferred location for the plaque or memorial.
  - Information regarding the significance/organization or individual's contribution.
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate and must be in compliance with any other applicable Municipal Bylaws. Once approved, the design, ordering and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization.
- Plaques or memorials placed in the Town's public spaces without CAO's approval will be removed. All reasonable effort will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed items to them.

Redacted under Sec 17 of the FOIP Act.

**Debbie Baich, Mayor**

Redacted under Sec 17 of the FOIP Act.

**Dean Krause, CAO**