



## **City of North Battleford**

**Policy # R-02-001**

### **COMMEMORATIVE RECOGNITION POLICY**

<b>Authority:</b> Council	<b>Resolution No.</b> 201
<b>Date Adopted:</b> May 25, 2021	<b>Effective Date:</b> May 25, 2021
<b>Department Responsible:</b> Parks & Recreation	<b>Review Date:</b> Jan – Mar, 2024

#### **GUIDING PRINCIPLE**

The Commemorative Recognition Program in the City of North Battleford's parks, facilities and cemeteries shall be designed and placed to help enrich the location experience, while respecting the environment, maintenance considerations, and broader community interest.

#### **POLICY**

All requests for commemorations received by the City of North Battleford will be reviewed and approved in accordance with the criteria and process established within this policy.

#### **SCOPE**

- For this policy, commemorations are public, tangible, and of significant interest or meaning to residents of North Battleford. Tangible commemorations are physical markers in the landscape.
- Public commemorations are those that are either both publicly funded and implemented or that are privately initiated and funded but are placed in public spaces.
- Commemorations in the City of North Battleford can be figurative statues, monuments, cairns, fountains, artifacts, dedication bench, dedication tree, banners, unnamed access roads, and interior memorabilia or artifacts.



## 1.0 PURPOSE

The purpose of this policy is to establish acceptable criteria for commemorative recognition in the City of North Battleford parks, facilities, and cemeteries.

## 2.0 DEFINITIONS

**Commemoration** – is the honoring of the memory of a person, event, or an idea. Commemorations in North Battleford might be one of the following types:

- **Figurative Statue** – is a sculptural resemblance, which expresses some outstanding characteristic of a subject's personality, life, or activity.
- **Monument** – usually incorporating classical elements in large scale and used to commemorate historical events in a symbolic way, (e.g.: band stand, iconic structures, clock tower, or cenotaph).
- **Cairn** – intentionally and carefully laid rocks with an affixed plaque.
- **Fountain** – commemorative fountains are normally found in urban squares and central parks.
- **Artifacts** – objects that are taken from their original context and exhibited are considered important because of their association with the person, place, event, or idea.
- **Naming of existing or planned facilities** – Facilities that are currently named or planned may be eligible for naming/re-naming, excluding projects that qualify under the Title/General Sponsorship Policy
- **Dedication Plaque- Bench or Tree** – a dedicated plaque, commemorative, or memorial bench or tree found in City Parks, Cemeteries and Open Spaces.
- **Dedication Bench** – A dedicated commemorative or memorial bench found in City Parks, Cemeteries and Open Spaces.
- **Interior Memorabilia** – Memorabilia that can be positioned inside of a facility.
- **Dedication Banners** – Commemorative banners at designated locations.

**Nominator** – Someone who officially suggests that an individual, event, idea, or site of significance and relevance to the City of North Battleford should be considered to receive an honor.

**Nominee** – An individual, event, idea, or site that is formally proposed as the recipient of an honor.



### 3.0 OBJECTIVES

- To facilitate the commemoration of individuals, events, ideas, or sites that are significant and relevant to the City of North Battleford.
- To recognize on an exceptional basis, significant contributions that organizations or individuals have made to public life and the well-being of the City of North Battleford.
- To facilitate the identification of sites for commemorations that are appropriate for the subject and that enrich the local experience.
- To provide opportunities for public appreciation and understanding of the commemoration.
- To provide direction on how to apply for approval to commemorate individuals, events, ideas, or sites that are significant and relevant to the City of North Battleford.
- To provide for the fair and equitable treatment of all proposals to install commemorations and monuments.
- To ensure the application of a defined consultation process to encourage community participation.
- To ensure a clear, efficient, and timely approval process.

### 4.0 RECOGNITION CRITERIA FOR THE CITY OF NORTH BATTLEFORD

The commemoration must meet **at least one** of the following criteria:

- A person who demonstrates excellence, courage, or exceptional dedication to service in ways that merits special credit in the community.
- A person who volunteers and gives extraordinary help or care to individuals, families, or groups, or supports community services or humanitarian causes.
- A person who fosters equality and reduces discrimination.
- A civilian who risks his or her life to save or protect others.
- A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the municipality.
- The names to be honoured reflect the heritage, cultural, ethnic or gender diversity of the community.
- Names, other than a person, may reflect a significant historical event.



- Names, other than a person, may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.
- Names may be placed on the Names Reserves List for future consideration if they conform to the criteria.

## **5.0 COMMEMORATIVE REVIEW AD-HOC COMMITTEE**

- 5.1 For each commemoration proposal, the Commemorative Review Ad-Hoc Committee will determine the worthiness of the request. Ideally, this committee consists of representation from the Arts & Culture Community, General Public, City Archives and City Administration. The Committee could include:
- the City Archivist or designate.
  - one representative from the City's Parks & Recreation branch.
  - one representative from the Arts & Culture community.
  - one member of the general public possibly from a community association or stakeholder organization; and when a commemoration is being proposed within the River Valley Authority or at a third-party managed facility, at least one member from their respective Boards of Directors (excluding City/Town Councillors) or staff.
- 5.2 Assess whether the subject for commemoration is relevant to residents of North Battleford and, in this way, determine commemorative worthiness.
- 5.3 Work with the nominator in identifying the most appropriate locations for placement of the commemoration, taking into consideration the relationship between the commemoration and its location.
- 5.4 Review the design of the commemoration and how it contributes to place-making in North Battleford and consider the artistic merit of the proposed commemoration; and
- 5.5 Decide whether a subject is worthy of commemoration. Recommend the project and its location to City Council for approval.
- 5.6 The Chair of the Commemorative Review Ad-Hoc Committee will be appointed by the Director of Parks & Recreation.



## 6.0 **CRITERIA EVALUATION AND APPROVAL**

Projects are evaluated and approved based on the honoring of the memory of a person, event, or an idea that transpires(ed) within the City of North Battleford. Any project that does not meet that criteria may be brought forward to Council at the beginning of the process for consideration of sufficient merit to take to the Commemorative Review Ad-Hoc committee.

Any person to be recognized for regional, provincial, or Canada-wide accomplishments who are not residents of North Battleford would seek Council consideration of the project's merit, through the Parks & Recreation Department prior to project being reviewed by the Commemorative Review Ad-Hoc Committee.

### 6.1 **Ineligible Projects**

Elements **not** considered as commemorations for the purpose of this policy and program include:

- **Interpretative panels and outdoor exhibits** provide appreciation of persons, places, and events of importance. Their intent, however, is not to “honour” but rather to educate and to provide an understanding of the significance of the subject.
- **Civic Public Art** - A separate policy and set of procedures may be developed for the commissioning, donation, and placement of public art in North Battleford.
- **Naming** – The naming of streets, parks and civic buildings is governed by the Street Naming Policy and the Title/General Sponsorship Policy.
- **Temporary Signage**- Temporary signage recognizing grants, cash, or in-kind contributions, donations or sponsorships that fall under the City's Title/General Sponsorship Policy.
- **Bench Dedication Plaques**- A dedication/memorial plaque request for existing benches will be processed by the Parks and Operations Departments.

### 6.2 **Eligible Criteria** for commemoration can include:

- A person who demonstrates excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of North Battleford.



- A person who volunteers and gives extraordinary help or care to individuals, families, or groups, or supports community services or humanitarian causes.
- A person who fosters equality and reduces discrimination.
- A person who risks his or her life to save or protect others.
- A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the municipality.
- Names, other than a person, may recognize the flora and fauna of the local area, or the geographical or topographical feature of the local area.
- Names, other than a person, may reflect a significant historical event in the local area.

### 6.3 **Nominators**

- Will be required to submit an application that summarizes the rationale for the commemoration request.

### 6.4 **Supporting Documentation**

- That will assist the Committee in the approval process is to be included in the application process. Support documentation may consist, but is not limited to letters of support, next of kin agreement (if applicable), and professional consultants.

### 6.5 **Approval Timeline**

- The project will generally be presented to Council for approval within six (6) weeks of the Parks & Recreation Department receiving a complete application form which includes all required supporting documentation, any documentation requested by the Commemorative Review Ad-Hoc Committee and appropriate time to receive public comment.

### 6.6 **Duplication**

- In a case where a commemoration to a particular subject already exists, a duplicate commemoration of that subject will not normally be considered.

### 6.7 **Facilitation**

- The process will be facilitated by the Chair of the Committee or their delegate.



## 6.8 **Importance**

The following factors shall be considered by the Committee to determine the degree to which the subject is of symbolic importance:

- **Level and intensity of meaningfulness:** The degree to which the subject has contributed to the well-being of the community.
- **Prominence:** The degree to which the subject is widely known and respected.
- **Number of people affected:** The impact that the subject has had on society.
- **Inclusiveness:** The degree to which the subject helps to broaden the full breadth of the story of North Battleford, Saskatchewan or Canada and its residents.

## 6.9 **Complexity**

- Depending on the complexity of the proposed commemoration, the City can request that the proponent produce a third-party independent analysis of the application's commemorative subject.

## 7.0 **IDENTIFYING, SELECTING AND APPROVING THE LOCATION FOR THE COMMEMORATION**

7.1 The selection and approval of a site will generally follow the process outlined below:

- 7.1.1 The City will work with the nominator to review and refine the objectives and other requirements of the project. This analysis will help to establish the desired relationship of the commemoration with potential spaces in North Battleford and identify any potential issues that must be resolved.
- 7.1.2 The City will evaluate and identify site options based on physical needs and thematic opportunities, with emphasis placed on the fit, finish, scale and context of the commemoration or monument.
- 7.1.3 Consultation will take place with staff from the Operations Department, Parks & Recreation Department; Planning and Development Department, (plus the River Valley Authority and applicable third-party managed facilities) to ensure compatibility with the plans and policies, and consideration of easements, rights of way, line of sight, etc.



- 7.1.4 The proposed commemoration project, including its location, may be made available on the City's website and City Advertising page for two (2) weeks providing opportunity for the public to provide feedback. Depending on the size and design of the commemoration and its proximity to residential areas, the nominator can be requested to participate in a public open house to display a model or maquette of the commemoration and to answer questions about it. The Commemorative Review Ad-Hoc Committee may take these comments into consideration in their final review and recommendation.
- 7.1.5 A report will be sent to City Council recommending final approval of the commemoration project.
- 7.1.6 A separate recommendation would be made to The River Valley Authority or a third-party managed facility in the case of approving a commemoration site within the River Valley Zone or at third-party managed facilities.
- 7.1.7 Once a commemoration location has been approved, the site will be set aside for up to two (2) years to allow the nominator to develop the project.

## 8.0 LIST OF ACCEPTABLE PROJECTS

### 8.1 Parks & Open Spaces

- Bench and tree dedications
- Figurative statue
- Fountain
- Dedication banner
- Unnamed access roads

### 8.2 Recreation & Cultural Facilities

#### Exterior:

- Figurative Statue
- Fountain
- Dedication banner
- Bench and tree dedications
- Unnamed access roads

#### Interior:

- Memorabilia
- Artifacts



### 8.3 **Cemeteries** *(Pursuant to Cemetery Bylaw requirements)*

- Figurative Statue
- Monument
- Cairn
- Fountain
- Bench and tree dedications

### 9.0 **LEVEL OF SERVICE**

- A maximum of **two (2) eligible** commemorative projects will be considered by the Commemorative Review Ad-Hoc Committee per request.

### 10.0 **LENGTH OF COMMISSION**

- The length of commission may vary depending upon the project. The City reserves the right to decommission a project if it is deemed to be at the end of its lifecycle during its annual maintenance review.
- Nominators may apply for a new or a renewed project at this time.

### 11.0 **DESIGN REVIEW & APPROVAL**

- 11.1 Design review is concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to place-making in North Battleford.
- 11.2 Nominators are responsible for the development of plans, designs, models, environmental assessments, and presentation materials necessary to obtain design approval. City staff may assist and provide advice at all stages of the project.
- 11.3 The design of commemorative works should encourage distinctive and high-quality artistic expression.

### 12.0 **FINAL APPROVALS**

- 12.1 Once the design and selection review are complete, the proposed commemoration project and location is to be of the commemorative submitted to City Council for final approval.
- 12.2 Where a commemoration is to be located within the River Valley Authority's zone (e.g., Finlayson Island), or at a third-party managed facility, the recommendation must be submitted to their respective Board of Directors for approval prior to the project being brought forward to Council for final approval.



## 13.0 PROJECT IMPLEMENTATION

- 13.1 Prior to project implementation/installation, proof of funds to cover full project costs must be submitted to the City. This includes funds for design, project management and installation. Appropriate tender processes as per the City's Purchasing Policy, must be in place for any City-assisted funding activity such as tax receipts for donations.

The City will not take ownership of a project until it is completed, and the work approved by the City. Failure by the nominator to complete the project as approved, may result in a demand by the City to remove any or all parts of the project from City property that has been completed to date.

- 13.1.1 The City maintains the right to inspect the progress of the project to ensure that it has been built in a safe manner and that appropriate safety measures are in place during any construction for the safety of the public, contractors, and City staff.
- 13.1.2 The nominator must maintain appropriate insurance on their project for liabilities should the construction of the project harm any person or damage property.
- 13.1.3 The nominator is responsible for producing any engineer and design documents required by the City at their cost. Those designs must be approved by the City.
- 13.2 The nominator is responsible for the fabrication, development, and construction of the commemoration, including obtaining any required permits. The City may assist in obtaining these permits.
- 13.3 Where applicable, the City may monitor the construction to ensure that the development conforms to the approved design and that industry standards are followed.
- 13.4 A final inspection by the City will verify the completion of the project according to the design and land use approvals.
- 13.5 A commissioning report that summarizes the project history and provides information on warranties, the maintenance program, forecasted lifecycle interventions, special maintenance/care requirements and completion drawings is prepared by the nominator project manager and must be submitted to the City.



#### **14.0 OWNERSHIP OF THE COMMEMORATION**

- Once the commemoration is completed, the nominator generally offers the commemoration to the City, which accepts ownership. In doing so, the City becomes custodian and accepts responsibility for coordinating the ongoing monitoring and maintenance of the commemoration as a civic asset.

#### **15.0 FUNDING AND COSTS**

- 15.1 Nominators are responsible for the funding of their commemoration. All costs associated with the project management, development, construction, and installation of a commemoration are also their responsibility.
- 15.2 At the project initiation stage, the nominator will be required to complete an application form. The application must include all costs and a proposed completion date.
- 15.3 Proof of funding must be provided to the City before fabrication and construction are to proceed.

#### **16.0 LIFECYCLE MANAGEMENT OF THE COMMEMORATION**

- 16.1 The completed commemoration will be maintained as an asset of the City of North Battleford. The City will be responsible for monitoring and ensuring annual maintenance of the commemoration to professional conservation and sustainable life cycle management standards in keeping with the dignity of the site.
- 16.2 Regular annual maintenance entails cleaning, preventative maintenance, graffiti removal and vandalism repair. Lifecycle repair interventions could include minor repairs, component replacement and minor restoration of materials that have deteriorated.
- 16.3 The maintenance and lifecycle costs will be identified at the time of the acquisition of the commemoration.
- 16.4 Banners and Memorabilia Lifecycles are subject to a condition assessment by the City on an annual basis. If determined to be at the end of its Lifecycle, the commemorative item will be removed by the City. The nominator will be required to replace/install new banners or memorabilia.



## **17.0 RELOCATION OF A COMMEMORATION**

- 17.1 Because of the changing nature of urban environments, the site location of a commemoration may, in time, no longer be appropriate, and the City may determine that the commemoration should be relocated.
- 17.2 In such cases where relocation is required, the City may seek to place the commemoration in a site of similar scale and visibility. The City may contact the proponent to seek comments regarding the relocation. While the comments of the nominator will be taken into consideration, the City will be responsible for selecting a relocation site.
- 17.3 When the City directs that a commemoration be relocated, the City will assume the costs for relocation.

## **18.0 COMMUNICATING SIGNIFICANCE**

- 18.1 Nominators are responsible for inaugurating the new commemoration. They are encouraged to plan an unveiling ceremony, as it provides opportunities to communicate the significance of the new commemoration. The nominator is responsible for the planning and staging of any unveiling events and associated costs.
- 18.2 Other ongoing public activities or ceremonies that honor the subject of the commemoration and are in keeping with the dignity of the site are encouraged.

## **19.0 NOMINATOR RECOGNITION**

- The principal nominator(s) for the project may be recognized by means of a specific plaque at the commemorative site. Donor contributions to the commemoration, whether financial or other, shall not be acknowledged in any manner as part of the commemorative site. Nominator recognition plaques must be approved by the City of North Battleford.

## **20.0 DE-ACQUISITION OR REMOVAL OF A COMMEMORATION**

- The City reserves the right to permanently remove the commemoration for whatever reason deemed necessary.



## 21.0 **RESPONSIBILITIES**

### 21.1 **City Council**

- Approve the location for commemoration based on a recommendation from the Commemorative Review Ad-Hoc Committee.
- Approve amendments to this Policy based on a review and recommendations from the Commemorative Review Ad-Hoc Committee.

### 21.2 **Parks & Recreation Department**

- Facilitate all aspects of the commemoration review process.
  - Review the application form and supporting documentation for completeness with the nominator prior to proceeding to the review and approval process.
  - Consult with other related stakeholders such as the RVA and third-party managed facilities; to ensure that the proposed commemoration does not conflict or overlap with other projects in their area of responsibility.
  - Include an appropriate provision in the City's operating budget each year, for maintenance and conservation of commemorations acquired by the City under this Policy.
  - Annually perform a lifecycle maintenance review of all commemorations. Communicate any maintenance issues or end of lifecycle concerns with the Nominator or their designate and comply with sections 10.0, 16.0 and 17.0 of this policy.
  - Timelines Ensure that the Commemorative Review Ad-Hoc Committee can proceed and recommend the project for Council approval typically within six (6) weeks of receiving a fully completed application form from the nominator.
  - Review and when necessary, propose amendments to this policy.