



# COUNCIL POLICY

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## Commemorative Plaque Policy

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**PURPOSE** To identify procedures for donation of commemorative items and plaques.

**SCOPE** All members of Council, designate Staff, and all applicable applicants.

**POLICY** To provide the community a means to recognize past and present residents, businesses and organizations, and outline guidelines for the acquisition, placement, maintenance, intent, and regulation of commemorative items and plaques in the Town of Creston.

### PRCOEDURE

1.0 The Town of Creston will coordinate all requests for the donation of commemorative items and associated commemorative plaques.

2.0 The applicant is responsible for the entire cost of the commemorative plaque, commemorative item to which the plaque is to be affixed, and installation.

3.0 All commemorative items and plaques must comply with the Town of Creston's standards, which may change from time to time.. Plaque size, material, and installation are standardized and determined by the item being donated and the Director of Infrastructure Services or their designate.

4.0 Commemorative items include tree grates, benches, picnic tables, bike racks, public art, or other outdoor improvement items as determined by the Town.

5.0 The Town reserves the right to not accept some items for commemorative display based on lack of need, maintenance impact to location or acceptance by community.

6.0 Plaque contents must be approved by the Town. Examples of acceptable items include family name, business name, volunteer organization or society name. Dates will not be included on the plaques.

7.0 Applicants are encouraged to choose messages that are uplifting, promote joy or are inspirational. Commemorative plaques are not intended to serve as replacements for appropriate memorial markers.

8 . 0 The Town of Creston owns the commemorative item and retains the right

to use the lands adjacent to it, up to and including the relocation of the commemorative item. Every attempt will be made to ensure the commemorative item is relocated as close to the original placement as is feasible. The Town will contact the applicant in such circumstances.

- 9.0 Commemorative plaques will be reserved based on the date of application and payment.
- 10.0 The Manager of Community Planning and Development in consultation with the Director of Infrastructure Services reserve the right to determine the final placement of the commemorative item and plaque.
- 11.0 The Town will maintain commemorative items and plaques in accordance with normal maintenance standards, as determined by the Director of Infrastructure Services. Repairs will be completed on an as needed basis.
- 12.0 The Town will not be responsible for replacing or repairing commemorative items or plaques through damage, vandalism or theft.
- 13.0 Care beyond the Town's normal maintenance standards remains the responsibility of the applicant. Any modifications to the donated item by the applicant are not permitted.
- 14.0 The Town respectfully prohibits the placement of flowers, pictures, photographs, notes, gifts, wreaths, commemorative stores, or other similar items, near or at the location of the commemorative item and plaque.
- 15.0 To donate a commemorative item and plaque, a request form shall be completed by the applicant, and the required fee paid in full.
- 16.0 The Town of Creston will provide the applicant with a receipt in an amount equal to the payment, minus the cost of the plaque that can be used for tax purposes.
- 17.0 It is the responsibility of the applicant to ensure that their contact information is kept current with the Town.
- 18.0 Town Staff will inform applicants regarding the status of their donation and contact applicants when the commemorative item and plaque are installed.
- 19.0 At the end of life of the commemorative item, the applicant will be contacted for the return of the commemorative plaque.
- 20.0 In the event that the applicant wants the plaque to be reinstalled, a new commemorative item must be purchased by the applicant to re-affix the plaque.

21.0            The Town will cover the costs associated with honoring the members of Council and staff who passed while in office; or at the discretion of Council.

**POLICY RECORD**

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Date Approved by Council:	22-Mar-22	Resolution No.	105-22
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