



Public Art, Monuments and Memorials Policy

POLICY NUMBER: 119-AD-10

Approval Date: May 26, 2010

Revise Date: January 12, 2010

Motion Number: CM20100223.1017

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

Members of the public have shown interest in placing commemorative memorials on public lands throughout the community to create a lasting dedication to honor, remember and pay tribute to a person or event. The City of Cold Lake recognizes that permitting commemorative memorials to be located within the City, where specifications and regulation of memorials is managed, can result in well-kept memorials that compliment and contribute to the overall esthetic of public spaces and a healthy community.

2.0 Purpose

The purpose of the policy is to:

- 2.1. Define the application process, acceptance criteria and conditions for the public to apply to the City for Donated Memorials and Commemorative Public Art to be placed on public lands.
- 2.2. Ensure that the design, placement, and maintenance of Commemorative Public Art, and Donated Memorials enhance the aesthetic, recreational or cultural value of the public space in which it is located.

3.0 Policy Statement

- 3.1 The City of Cold Lake is committed to providing an open and transparent application and acceptance process for Donated Memorials and Commemorative Public Art, to be placed in public spaces.
- 3.2 The City of Cold Lake acknowledges that specifications and regulation for memorials and their placement is necessary to ensure the memorials remain well-kept, compliment and contribute to the overall esthetic of public spaces and a healthy community, without creating a safety issue or in the community.
- 3.3 This policy does not apply to Donated Memorials or Commemorative Public Art placed within a City cemetery. Memorial items placed in a City cemetery are regulated by the City of Cold Lake's Cemetery Management Bylaw and Policy.

4.0 Managerial Guidelines

- 4.1. The specifications for Donated Memorials has been attached hereto as Schedule “A”.
- 4.2. The specifications for Commemorative Public Art has been attached hereto as Schedule “B”.

5.0 References

6.0 Persons Affected

7.0 Revision/Review History

Date

Chief Administrative Officer

Date

Mayor

SCHEDULE “A” DONATED MEMORIALS

The specifications indicated below shall apply to Donated Memorials placed within the City to commemorate a deceased individual.

SECTION 1.0 DEFINITIONS

- 1.1 “Donated Memorials” shall mean an improvement(s) on public land whose purchase and installation were funded in memoriam of a deceased individual(s). The Donated Memorial may include an attached plaque naming the individual(s) in memory of whom the Donated Memorial is funded.

SECTION 2.0 APPLICATION PROCESS

- 2.1 The application for a Donated Memorials of a:
- 2.1.1 bench with an attached plaque may be requested by submitting an application to the General Manager of Community Services; or
 - 2.1.2 any other item requested may be presented directly to Council for consideration.
- 2.2 Applications will only be accepted when full payment of the cost of the Donated Memorial, plaque, inscription and installation have been received by the City.
- 2.3 Any Donated Memorial becomes the sole property of the City of Cold Lake at the time that full payment for its cost is received by the City.

SECTION 3.0 ACCEPTANCE CRITERIA

- 3.1 Requests shall be considered on an individual basis at the sole discretion of the City taking into consideration all factors the City deems to be necessary.

SECTION 4.0 CONDITIONS FOR DONATED MEMORIALS

- 4.1 All Donated Memorial benches, accepted by the City, are subject to the following:
- 4.1.1 the City shall have the sole discretion to make available specific style(s), size and design(s) for benches and plaques considering the bench’s maintenance requirements, the public space maintenance requirements, any current or future capital improvements, and general esthetic of the public space;
 - 4.1.2 applicants may request locations for the bench however the City shall have the sole discretion to approve the location and placement of the bench within the City;
 - 4.1.3 applicants would be responsible to pay the full cost of the bench, plaque, inscription and installation, as established by the City;
 - 4.1.4 benches may be installed by the City from May to September annually;
 - 4.1.5 the City shall have the sole discretion to approve any wording on a plaque.
- 4.2 The City of Cold Lake does not encourage the placement of roadside memorials at the site of traffic fatalities. Any such memorials will be allowed to remain for a maximum of three (3) months, after which they shall be respectfully removed at the discretion of the General Manager of Infrastructure Services.

- 4.3 Maintenance, care, and/or replacement of Donated Memorials shall be at the sole discretion of the City. The City does not commit to replacing or repairing Donated Memorials that have been damaged, vandalized, or broken over time.

SCHEDULE “B” COMMEMORATIVE PUBLIC ART

The specifications indicated below shall apply to Commemorative Public Art placed within the City to commemorate an individual, group, place or event that has a significant contribution to the City of Cold Lake or its history.

SECTION 1.0 DEFINITIONS

- 1.1 “Commemorative Public Art” shall mean an improvement(s) on public land whose purchase and installation was funded to commemorate an individual, group, place or event that has a significant contribution to the City of Cold Lake or its history.

SECTION 2.0 APPLICATION PROCESS

- 2.1 The application for Commemorative Public Art may be requested by submitting an application to the General Manager of Community Services.
- 2.2 Requests must include the following information for assessment:
- 2.2.1 Satisfactory evidence that the individual, group, place, or event being commemorated has had a significant contribution to the City of Cold Lake or its history including commemorating of historical sites or events of local, provincial, or national significant;
 - 2.2.2 A design of the proposed improvement including a description of the materials to be used in its construction, which may include but is not limited to original art/statues, fountains, plazas, historical artifacts that are significant to the community, and cairns or other markers bearing historical information;
 - 2.2.3 The suggested location for placement of the improvement along with the rationale for the suggestion of that particular location;
- 2.3 Applications will only be accepted when proof that full payment of the cost of the Commemorative Public Art, plaque, inscription and installation can be paid by the applicant has been received by the City.
- 2.4 Any Commemorative Public Art becomes the sole property of the City of Cold Lake at the time that full payment for its cost is received by the City.

SECTION 3.0 ACCEPTANCE CRITERIA

- 3.1 The General Manager of Community Services shall
- 3.1.1 review each application on an individual basis and determine if the proposed Commemorative Public Art meets the criteria and objectives of this policy;
 - 3.1.2 present a report to City Council for a final decision on whether the application shall be accepted including how the proposed Commemorative Public Art is consistent with the City’s Municipal Development Plan, Land Use Bylaw, and any applicable Area Structure Plan or Parks Plan.
- 3.2 The applicant may be requested to be present to provide additional information to City Council, when their application is considered.

- 3.3 Applications will not be considered for:
 - 3.3.1 Proposals that intend to promote a religious or political cause, issue or event that are deemed to be offensive to members of the Community;
 - 3.3.2 Proposals that do not meet the intent and requirements of this Policy.
- 3.4 The size and scale of any Commemorative Public Art should respect its proposed setting and not dominate it.

SECTION 4.0 CONDITIONS FOR DONATED MEMORIALS

- 4.1 All Commemorative Public Art, accepted by the City, are subject to the following:
 - 4.1.1 the City shall have the sole discretion to refuse any infrastructure considering the maintenance requirements, the public space maintenance requirements, any current or future capital improvements, and general esthetic of the public space;
 - 4.1.2 applicants may request locations for the Commemorative Public Art however the City shall have the sole discretion to approve the location and placement within the City;
 - 4.1.3 applicants would be responsible to pay the full cost of the Commemorative Public Art inclusive of any plaque, inscription and installation, as established by the City;
 - 4.1.4 the Commemorative Public Art may be installed by the City from May to September annually.
- 4.2 All Commemorative Public Art must be constructed of low maintenance, durable materials able to withstand the effects of outdoor climate and potential acts of vandalism.
- 4.3. Upon Council approval, the applicant agrees to:
 - 4.3.1 Cover the full cost of designing, building and installing the proposed Public Art or Monument. The City shall oversee the installation at the applicant's expense.
 - 4.3.2 The applicant may be required to provide an endowment for continued upkeep or operating expenses of the installation.
- 4.4 Upon final dedication, a letter of acceptance shall be conveyed to the applicant, and the Commemorative Public Art shall become the sole property of the City of Cold Lake.
- 4.5 Maintenance, care, and/or replacement of Commemorative Public Art shall be at the sole discretion of the City. The City does not commit to replacing or repairing Commemorative Public Art that has been damaged, vandalized, or broken over time.