



POLICY No. 2022-03

Commemorative Program Policy

Originating Department CDP-12-2022

SMT Approval: 2022-04-27

Council in Committee: 2022-08-23

Recommendation #: 8

Council Approval: 2022-08-29

Resolution #: 87-22

Revision History:

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1. PURPOSE

Haldimand County recognizes the civic importance of a Commemorative Program as a means to honour the memory of a loved one, celebrate a special occasion, or recognize an accomplishment. Community groups and individuals that request a commemorative item to be installed on County property—memorial bench, tree, or other—provide an enhancement and sense of community for residents and visitors.

The purpose of this policy is to establish the criteria, parameters and definitions for reviewing and approving Commemorative Program requests, as well as supporting the County's Asset Management Program.

2. DEFINITIONS

Applicant – Any individual or community organization which comes forward with a request to install a commemorative item on County property.

Application – All requests for the installation of a commemorative item (bench, tree, or other) on Haldimand County property require an application for review/approval by a staff review team.

Bench – Bench requests must comply with the County's style and installation standards. Individuals/groups requesting a memorial/commemorative bench will be provided with these details.

Concrete Pad – A concrete pad, installed to the County standards and specifications, is required for all bench installations and may be required for other commemorative items (i.e. cairn, etc.).

Fees – All costs associated with a Commemorative Program request are the responsibility of the Applicant.

Other Commemorative Item – On occasion, Haldimand County will consider other commemorative items to honour an individual, a special occasion, or to recognize an accomplishment. These requests will be reviewed by staff through the County's Community Partnership Program (Policy 2011-01).

Park – Any parcel of land that is specifically designated as a municipal park and is in the current Haldimand County Parks inventory.

Trail – Any Haldimand County-identified trail.

Tree – Haldimand County is part of the Carolinian eco-region, and any requests for a memorial tree will be coordinated with the County’s Forestry Operations staff.

3. POLICY

3.1. **Administration of the Commemorative Program & Policy** will occur through the Community Development & Partnerships Division. The Community Partnership Liaison and/or designate will coordinate the request, its associated staff review and implementation, ensuring compliance with the policy.

3.2. **Applications** will be accepted throughout the year and will be reviewed and approved by a multi-disciplinary staff review team. Applications are available online on the County’s website (HaldimandCounty.ca); paper copies are available at the Haldimand County Administration Building.

3.3. **Fees** for the Commemorative Program will be dependent on the item for which the Applicant has applied:

3.3.1. **Commemorative Bench** (cost will be updated annually based on supplier’s pricing):

- Option 1: Purchase of a bench with recognition plaque and concrete pad in a new location for a ten-year period;
- Option 2: Where available in an existing location, commemoration of a bench and recognition plaque for a five-year period;

3.3.2. **Commemorative Tree** (cost will be updated annually by Forestry Operations staff and published in User Fee Schedule R of the Tax-Supported Operating Budget):

- Option 1: Tree with plaque;
- Option 2: Tree with no plaque;

3.3.3. **Other Commemorative Item:**

- Requests for a commemorative item (not a bench or tree) will be reviewed through Haldimand County’s Community Partnership Program application process, including review by a multi-disciplinary staff team and possible presentation to Council (if the project budget is greater than \$10,000).

3.4. **Benches** will either be a new purchase or commemoration of an existing bench. In all cases, requests will be reviewed by the County’s staff review team.

3.4.1. Benches will be sourced by the County through its supplier(s) and will meet the specifications required for the asset;

3.4.2. New Bench in a New Location – The Applicant will be responsible for the fees associated with installation of a new bench, plaque and associated concrete pad. These assets will commemorate the individual/event/accomplishment for a ten-year period;

3.4.3. Existing Bench in an Existing Location – Applicants can request commemoration of an existing bench in an existing location for a five-year period.

3.4.4. Relocation – The County reserves the right to re-locate a bench/plaque when such a move is deemed necessary (i.e. bench is subject to recurring vandalism, location is scheduled for redevelopment, servicing upgrades, etc.). In those situations, staff will make every attempt to notify the original Applicant.

3.5. **Trees** may be purchased with or without a plaque:

3.5.1. Trees purchased with a plaque include an opportunity for the Applicant to meet with Forestry Operations staff to determine the planting location and the wording on the plaque;

3.5.2. Trees purchased without a plaque will be added to the tree-planting schedule and Applicants will receive a donation receipt in the amount of the tree, based on User Fee Schedule R in the Tax-Supported Operating Budget;

3.5.3. Replacement of Trees with Plaque – When a tree with plaque is purchased through the Commemorative Program it is added to Haldimand County’s tree inventory and will be maintained and replaced, with recognition, for a ten-year duration.

After ten years, recognition of a memorial tree must be renewed. If no renewal is made the memorial plaque will be removed after three (3) attempts are made to reach the Applicant to renew the recognition.

3.6. **Location(s)** can be suggested by the Applicant through the application process; each location will be reviewed by a multi-disciplinary staff review team in terms of viability and accessibility requirements. Installed benches/commemorative items may be removed and/or re-located at the discretion of staff, following three (3) attempts at appropriate notification to the Applicant.

3.7. A **Plaque and Text** are a form of remembrance of a loved one, celebration of birth or anniversary, or to honour the personal and/or professional contributions of an individual/group to the community. Requests for a plaque and the associated text will be reviewed/approved by Haldimand County staff—including Haldimand County’s Accessibility Committee—prior to production/installation.

3.8. **Duration of Agreement** for Commemorative Trees and Benches – The recognition plaque for a new commemorative item will remain in place for a ten (10)-year term from the date of installation. An additional five (5)-year term can be purchased at least one (1)-month prior to the expiration of the end of the ten (10)-year initial term. There is no option for a second five (5)-year renewal term. At the end of each term, and if no renewal is initiated, an attempt will be made to return the plaque to the Applicant.

Requests for commemoration of an existing bench can be made for a five (5)-year term from the date of installation of the plaque. An additional five (5)-year term can be purchased at least one (1)-month prior to the expiration of the original five (5)-year term. There is no option for a second five (5)-year renewal term. At the end of each term, and if no renewal is initiated, an attempt will be made to return the plaque to the Applicant.

3.9. **Maintenance** of each commemorative item (bench, tree, or other) becomes the responsibility of Haldimand County’s Facilities, Parks, Cemeteries & Forestry Operations, including ongoing inspection, repairs, and replacement (i.e. due to vandalism, and prior to end of the term of recognition).

3.10. **Restrictions** include the placement of any tokens or mementoes at or near the commemorative item (bench, tree, or other), which is not permitted. Anything that is found at or near a commemorative item will be removed and disposed of by County staff.

3.11. **Events** (public or private) to celebrate a commemorative installation will be undertaken in keeping with Haldimand County’s Festival & Events Policy (No. 2015-02)—including potential rental of a park or other facility, if required—and the Public Relations & Media Events Protocol (Policy No. 2018-02). Once approved, all costs associated with the event will be the responsibility of the Applicant or associated organizer.

4. REFERENCES

- 4.1 Haldimand County Accessibility Standards for Customer Service Policy (No. 2009-02)
- 4.2 Haldimand County Accountability and Transparency Policy (No. 2007-05)
- 4.3 Haldimand County Asset Management Policy (No. 2019-03)
- 4.4 Haldimand County Community Partnership Program Policy (No. 2011-01)
- 4.5 Haldimand County Festival & Event Policy (No. 2015-02)
- 4.6 Haldimand County Integrated Accessibility Standards Policy (No. 2013-04)
- 4.7 Haldimand County Public Relations & Media Events Protocol Policy (No. 2018-02)

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
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