



POLICY MANUAL

POLICY TITLE: Memorials on Town-Owned Property	POLICY #: 0100-032
AUTHORITY: Administrative	EFFECTIVE DATE: July 18, 2006
ISSUED BY: Director of Corporate Administration	REVIEW SCHEDULE: 2 – 3 years
	APPROVED BY: Council
DATE ISSUED: July 20, 2006	DATE APPROVED: July 18, 2006

PURPOSE:

To outline the policy for placing and dismantling memorials on Town-owned property.

POLICY:

To acknowledge fatal incidents that may occur on Town-owned property temporary memorials that, in the opinion of the Town (as determined by the CAO), do not compromise vehicular and pedestrian safety, are permitted on Town-owned property for a period of six (6) months from the time the Town is made aware of a temporary memorial.

PROCEDURES:

- 1.0 Once the Town becomes aware of a temporary memorial the date is noted and a letter of condolence – including the Town’s “Memorials on Town-Owned Property Policy” – is sent to the family of the deceased.
- 2.0 Once six (6) months has elapsed, if the temporary memorial has not already been dismantled, the Town, at its own expense, will dismantle the temporary memorial and retain the items for a period of thirty (30) days for collection by a family member of the deceased. An additional letter from the Town is sent to the family notifying them of the retained items and the thirty (30) day collection period.
- 3.0 Whether or not a temporary memorial has been placed, during the six (6) month period after an incident a family member may request that the Town install a permanent commemorative item (such as a tree or plaque – as mutually agreeable between the family and the Town) at or near the site. If such a location is deemed by the Town to compromise public safety and/or suitability, an alternate location will be selected by the Town in consultation with the family. Upon receipt of such request as well as a

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donation to the Town from the requestor – which is equivalent to the cost of the commemorative item and related fees – the Town will install the permanent commemorative item once the initial six (6) month period has elapsed.

- 4.0 Once a permanent commemorative item is installed and thereafter, artifacts, such as flowers, pictures, notes, gifts, etc. are not permitted at the fatality site.

DISTRIBUTION: Electronic file G:\ drive policy manual.

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