

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-038

<b>POLICY TITLE</b> <i>Commemorations and Monuments Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>May 6, 2013</i>
		<b>UPDATED TO</b> <i>June 25, 2018</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause 1, Report No. 7-2013 of the Planning and Operations Committee, City Council - June 25, 2018</i>	<b>CITY FILE NO.</b> <i>CK. 4040-1</i>	<b>PAGE NUMBER</b> <i>1 of 11</i>

## 1.0 PURPOSE

The objectives of the Policy are to:

- a) Facilitate commemorations that are of significant importance and relevance to the community of Saskatoon;
- b) Facilitate the identification of sites for commemorations that are appropriate for the subject and that enhance the urban surrounding;
- c) Provide opportunities for public appreciation and understanding of the commemoration; and
- d) Provide for the fair and equitable treatment of all proposals to install commemorations and monuments.

## 2.0 DEFINITIONS

2.1 City - means The City of Saskatoon.

2.2 Commemoration - means the honouring of the memory of a person, event or an idea. Commemorations include any one of the following:

- a) Artifacts - means objects that are taken from their original context and exhibited and are considered important because of their association with the person, place, event or idea.
- b) Cairn - means intentionally and carefully laid rocks with an affixed plaque.

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- c) Figurative Statue - means a sculptural resemblance that expresses some outstanding characteristic of a subject's personality, life or activity.
- d) Fountain - means commemorative fountains normally found in urban squares and central parks.
- e) Monument - means the incorporation of classical elements in large scale and used to commemorate historical events in a symbolic way, (e.g.: band stand, clock tower and cenotaph).
- 2.3 Commemoration Review Committee - means the ad hoc Commemoration Review Committee struck for each proposal for a commemoration to determine commemorative worthiness. The Committee will be comprised of:
- The City Archivist;
  - The Heritage Coordinator, Planning and Development Division;
  - The Public Art Consultant, Recreation and Community Development Division;
  - One representative from Urban Design, Planning and Development Division;
  - One representative from the Municipal Heritage Advisory Committee;
  - One representative from the Public Art Advisory Committee;
  - At least one third-party expert, such as a faculty member from the University of Saskatchewan;
  - One member of the general public (possibly from a community association or other stakeholder organization); and
  - When a Commemoration is being proposed within the Meewasin Valley Authority conservation zone, one staff member from the Meewasin Valley Authority.
- 2.4 Council - means the Council of The City of Saskatoon.
- 2.5 Placemaking - means the creation of a sense of place within the public realm. Culture is the overall makeup and expression of the users of a place. It involves artistic, musical, sports or other local cultural events to bring people together in time and purpose. Physical designs that can

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encourage this include public multi-purpose facilities, sports facilities and areas that local artists and musicians might use. Community memorials, public murals and other cultural features also enhance this. These features create a unique context of the environment and help determine the design principles and policies that best support the well-being of all user groups and contribute to their cohesiveness.

- 2.6 Planning, Development and Community Services Committee - means the Standing Policy Committee on Planning, Development and Community Services.

## 3.0 POLICY

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

### 3.1 Policy Scope

Commemorations are public, tangible and of significant interest or meaning to residents of Saskatoon. Tangible commemorations are physical markers in the landscape. Public commemorations are either publicly funded and implemented or are privately initiated and funded, but are placed in public spaces.

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

- a) "Dedications" such as found on benches, trees, paving stones, planting beds, civic structures, and street and park furnishings. Dedications are governed by the City's *Gifts and Memorial Program Policy No. C09-027*.
- b) "Interpretative panels and outdoor exhibits" provide appreciation of persons, places and events of importance. Their intent, however, is not to "honour" but to educate and to provide an understanding of the significance of the subject.

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- c) “Public Art” - A separate policy and set of procedures exists for the commissioning, donation and placement of Public Art in Saskatoon. Public Art is governed by the City’s *Public Art Policy No. C10-025*.
- d) “Naming” – The naming of streets, parks and civic buildings is governed by the *Naming of Civic Properties and Development Areas Policy No. C09-008*. The naming rights for City-owned and civic partner controlled assets related to sponsorship is governed by the *Sponsorship Policy No. C09-028*.

## 3.2 Subject Evaluation and Approval

- a) Subjects for commemoration can include individuals, events, ideas and sites that are of significant meaning, importance and relevance to the community of Saskatoon. As part of their application, proponents will be required to submit a commemorative statement that summarizes the rationale for the commemoration.
- b) If an individual or group is being considered for commemoration, best practice recommends that 10 years must have passed following the death of the individual or the last surviving member of the group. In the case of events, best practice recommends that at least 20 years must have passed after the occurrence of the event.
- c) In a case where a commemoration to a particular subject already exists, a duplicate commemoration of that subject will not normally be considered.
- d) For each proposal for commemoration, an ad hoc Commemoration Review Committee will be struck in accordance with this section to determine commemorative worthiness.
- e) The process will be facilitated by the Community Services Department.

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- f) The following factors shall be considered by the ad hoc Commemoration Review Committee to determine the degree to which the subject is of symbolic importance:
  - i. Level and intensity of meaningfulness: the degree to which the subject has contributed to the well-being of the community;
  - ii. Prominence: the degree to which the subject is widely known and respected;
  - iii. Number of people affected: the impact that the subject has had on society; and
  - iv. Inclusiveness: the degree to which the subject helps to broaden the full breadth of the story of Canada, Saskatchewan or Saskatoon and its residents.
- g) 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.
- h) In addition, the City will consult with the Meewasin Valley Authority to ensure the proposed commemoration does not conflict or overlap with other projects in the Meewasin Valley Authority's area of responsibility.

### 3.3 Identifying, Selecting and Approving the Location for the Commemoration

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

- a) The City will work with the proponents 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 Saskatoon and identify any potential issues that must be resolved.
- b) 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.

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- c) Consultation will take place with staff from relevant civic departments and divisions (and the Meewasin Valley Authority, where applicable) to ensure compatibility with the plans and policies, and consideration of easements, rights of way, line of sight, etc.
- d) The proposed commemoration, including its location, will be made available on the City's website with opportunity for the public to provide feedback. Depending on the size and design of the commemoration and its proximity to residential areas, the proponent 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 Commemoration Review Committee will take these comments into consideration in their final review and recommendation.
- e) A report will be sent to Council recommending final approval of the location of a commemoration.
- f) A separate application to the Meewasin Valley Authority will be required in the case of approving a commemoration site in the Meewasin Valley Authority's conservation zone.
- g) Once a commemoration location has been approved, the site will be set aside for up to three years to allow the proponent to develop the project.

## 3.4 Design Review and Approval

- a) Design review is concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to Placemaking in Saskatoon.
- b) Proponents are responsible for the development of plans, designs, models, environmental assessments and presentation materials necessary to obtain design approval. City staff will provide assistance and advice at all stages of the project, including the development of design criteria, assistance with design

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competitions, if deemed appropriate, and the selection of an appropriate design.

- c) The design of commemorations should encourage distinctive and high-quality artistic expression.
- d) The Public Art Advisory Committee will review and comment on the artistic merit of the proposed commemoration.

### 3.5 Final Approvals

- a) Once the site identification, design and selection review is complete, the location of the commemoration site is submitted to Council, along with comments from the Public Art Advisory Committee, for final approval.
- b) Where a commemoration is to be located within the Meewasin Valley Authority's conservation zone (e.g. riverbank parks), the proponent must, after Council approval has been obtained, submit a development application to the Meewasin Valley Authority for approval.

### 3.6 Project Implementation

- a) Prior to project implementation/installation, the proponent must have available funds to cover the full project costs. This includes funds for design, project management and installation.
- b) The proponent is responsible for the fabrication, development and construction of the commemoration, including obtaining any required permits. The City may assist in obtaining these permits.
- c) The City will monitor the construction to ensure that the development conforms to the approved design and that industry standards are followed.
- d) A final inspection by the City will verify completion of the project according to the design and land use approvals.

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- e) A commissioning report that summarizes the project history and provides information on warranties, the maintenance program, forecasted life cycle interventions, special maintenance/care requirements and completion drawings shall be prepared by the proponent and must be submitted to the City.

### 3.7 Ownership of the Commemoration

Once the commemoration is completed, the proponent may offer 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.

### 3.8 Funding and Costs

- a) Proponents are responsible for the funding of their Commemoration. All costs associated with the project management, development, construction and installation of a Commemoration are their responsibility.
- b) At the project initiation stage, the proponent will be required to prepare a letter of intent to outline the commitment to raise funds for the project. The letter must also acknowledge the estimated cost and proposed completion date. Once the City has verified that the proponent is able to complete the fundraising, the design stage can begin.
- c) Fundraising must be completed before the project moves forward to its implementation phase. Proof of funding must be provided to the City before fabrication and construction are allowed to proceed.

### 3.9 Life Cycle Management of the Commemoration

- a) Where the City assumes ownership of the Commemoration, the completed Commemoration will be maintained as an asset of the City. The City will be responsible for monitoring and ensuring annual maintenance of the Commemoration to professional



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conservation and sustainable life cycle management standards in keeping with the dignity of the site.

- b) Regular annual maintenance entails cleaning, preventative maintenance (waxing), graffiti removal and vandalism repair. Life cycle repair interventions could include minor repairs, component replacement and minor restoration of materials that have deteriorated.
- c) The maintenance and life cycle costs will be identified at the time of the acquisition of the Commemoration and will be funded from the City's Public Art and Commemorations Maintenance and Conservation Fund.

### 3.10 Relocation of a Commemoration

- a) 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.
- b) In such cases where relocation is required, the City will 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 proponent will be taken into consideration, the City will be responsible for selecting a relocation site.
- c) When the City directs that a commemoration be relocated, the City will assume the costs for relocation.

### 3.11 Communicating Significance

- a) Proponents 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 proponent is responsible for the planning and staging of any unveiling events and associated costs.

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- b) Other ongoing public activities or ceremonies that honour the subject of the commemoration and are in keeping with the dignity of the site are encouraged.

### 3.12 Proponent Recognition

The principal proponent 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 commemoration. Proponent recognition plaques must be approved by the City.

### 3.13 De-accession or Removal of a Commemoration

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

## 4.0 RESPONSIBILITIES

### 4.1 Council

- a) Approve the location for a commemoration based on a recommendation from the Commemoration Review Committee;
- b) Approve the annual budget for maintenance and conservation of commemorations owned by the City; and
- c) Approve amendments to this Policy based on a review and recommendations from the Planning, Development and Community Services Committee.

### 4.2 Community Services Department

- a) Facilitate all aspects of the commemoration review process including managing the intake of applications and the striking of the Commemoration Review Committee;

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- b) Consult with other related stakeholders such as the Meewasin Valley Authority to ensure that the proposed commemoration does not conflict or overlap with other projects in their area of responsibility;
- c) Include an appropriate provision in the City's operating budget each year for maintenance and conservation of commemorations owned by the City under this Policy;
- d) Review and, when necessary, propose amendments to this Policy; and
- e) On behalf of successful proponents, submit a written report to inform Council of the acquisition of a commemoration and its recommended location for placement.

#### 4.3 Commemoration Review Committee

- a) Assess whether the subject for commemoration is relevant to residents of Saskatoon and, in this way, determine commemorative worthiness;
- b) Work with the proponent in identifying the most appropriate locations for placement of the commemoration, taking into consideration the relationship between the commemoration and its location and make a recommendation to Council; and
- c) Review the design of the commemoration and how it contributes to placemaking in Saskatoon and consider the artistic merit of the proposed commemoration.

#### 4.4 Municipal Heritage Advisory Committee

For each new proposal, appoint one member to the ad hoc Commemoration Review Committee.

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## 4.5 Public Art Advisory Committee

- a) For each new proposal, appoint one member to the Commemoration Review Committee;
- b) Review the design for artistic merit; and
- c) Review location for appropriateness.

## 4.6 City Solicitor's Office

Provide any legal advice regarding contracts, public exhibition rights, copyright legislation and intellectual rights.

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## RELATED REFERENCES AND RESOURCES

*Gifts and Memorial Program Policy No. C09-027, Public Art Policy No. C10-025, Naming of Civic Properties and Development Areas Policy No. C09-008, Sponsorship Policy No. C09-028.*