

	POLICY		Owner Department: Recreation
	Administration of Monuments, Memorials and Amenities		
Effective Date: October 15, 2007	Last Reviewed Date: December 6, 2021	City Council Approval Dates: December 6, 2021	
Approving Authority: Moncton City Council	Replaces No.: Policy 1309		
1. Purpose			

The purposes of this policy are to:

1. Establish the objectives for the acceptance and placement of monuments on City property;
2. Define the criteria the City will use in accepting monuments that applicants would like to have placed on City property;
3. Establish the application requirements for an applicant requesting the placement of a monument on City property;
4. Guide the City in determining the appropriate locations for proposed monuments; and
5. Ensure the design, placement and look of a monument is consistent with the community interest and it respects the natural environment and community uses of the City property.

6. Application

This Policy applies to all monuments being considered for placement on City property, subject to any exceptions noted in the Policy.

This Policy does not apply to memorial bench or tree-planting requests which fall under the Memorial Bench and Tree Program Policy.

7. Definitions

In this Policy:

“**City**” means City of Moncton;

“**City property**” means any park, trail, playground, public square, sports field, greenspace, building, street, facility, or any other property or infrastructure owned by the City;

“**applicant**” means a person proposing to erect a monument on City property; and

“**monument**” means any commemorative monument, memorial or other amenity being proposed for placement on City property.

8. Policy

1. Monuments proposed for City property shall:

- (a) respect the intended purpose of the City property and surrounding environment;
- (b) enhance the landscape, recreational and cultural value of the City property; and
- (c) encourage community engagement.

Acceptance Criteria

2. The City will use the following criteria in the evaluation of proposed monuments:

- (a) No monument will be placed on City property unless it is consistent the City’s Municipal Plan, Zoning By-law, this Policy, the City of Moncton Policy on Official Languages, the Recreation Master Plan, any other applicable by-laws, policies or directives, and plans, and does not conflict with any City fundraising campaigns.
- (b) Monuments will only be considered by City Administration if they satisfy one of the following criteria:
 - i. commemorating a deceased individual who contributed significantly to the City of Moncton;
 - ii. commemorating a community association and/or group that have contributed significantly to the City of Moncton; or
 - iii. commemorating places or historical events of national, provincial or local significance.

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3. A monument will not be considered if City Administration is of the opinion that it would be considered offensive to members of the community.

Acceptable Form or Construction

4. Monuments in all forms will be considered, including but not limited to:

- (a) historical artifacts that are significant to the community;
- (b) playground equipment;
- (c) park furnishings;
- (d) a section of trail (plaque at specific sections of the trail would explain the memorial or cause) for a specific donation amount;
- (e) decorative lighting;
- (f) landscaped sections of garden (perennials) to include garden borders, pavers, etc.; and
- (g) urban landscape amenities such as decorative fencing or trellis.

5. Any monument request will be carefully assessed to ensure that the proposal protects the integrity of City property, in accordance with the following process:

- (a) An individual, group or business proposing to erect a monument on City property will submit a detailed application to the Recreation Department, including the following information:
 - i. the design/structure of the monument;
 - ii. the requested location of the monument (map to be included);
 - iii. a detailed explanation of how the proposed monument meets the objectives and criteria of this policy; and
 - iv. Details and estimates regarding ongoing maintenance and repair requirements, and operating costs.
- (b) The Recreation Department will review the application to determine if the proposed monument meets the criteria and objectives of this policy, and, if it is recommended for approval, will prepare a report to Moncton City Council for ultimate approval.
- (c) The Recreation Department will determine the appropriate location for the proposed monument in consultation with the donor. The location may be different than what is being requested by the applicant.
- (d) The City of Moncton reserves the right and responsibility, in its sole discretion, to temporarily or permanently remove or re-locate a monument for any of the following reasons:
 - i. temporary removal or relocation to accommodate a construction project;
 - ii. Endangerment of public safety;

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- iii. Need for excessive repairs or maintenance;
- iv. Redevelopment of a property whereby public access is no longer possible;
- v. Demolition or the sale of a building where the monument is incorporated into the structure;
- vi. In the sole discretion of the City, the monument no longer fits with the use of the property;
or
- vii. Expiry of the lifespan of the monument

In the event of removal or relocation at the City's request, the City will be responsible for all expenses in relation to the removal or relocation, and where possible will consult with the applicant to determine a suitable new location or plan for decommissioning of the monument.

The applicant may also request removal or relocation of the monument. All such requests will be dealt with on a case-by-case basis, and the applicant would be responsible for all expenses in relation to the removal or relocation unless otherwise agreed to by the City.

- (e) Applications will also be reviewed by the Public Art Advisory Committee of the Cultural Board (the "Committee"), who may determine in its sole discretion whether or not the monument proposal would fall under its mandate as public art. Any monument proposals deemed to be public art would be dealt with by the Committee under its applicable processes and policies.
- (f) If Moncton City Council approves the proposed monument, the applicant must agree to:
 - i. cover the full costs of designing, building, and installing the monument. The City will install the monument at the applicant's expense; and
 - ii. at the City's sole discretion, enter into an agreement with the City to either provide a lump sum or periodic payments, or future service obligations, with respect to ongoing maintenance requirements.

9. Applicant recognition

Applicants may request a recognition plaque on the monument. The City of Moncton will determine the size of the recognition plaque, as well as having final approval over the text.

10. Administration and Contact

City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca