



## Report

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**Subject: Commemorations Policy**

**Department: Community Services**

**Division: CMS**

**Report #: CMS-2025-009**

**Meeting Date: 2025-05-26**

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### Recommendations

**That report CMS-2025-009, Commemorations Policy, be received; and**

**That Council adopt the updated Commemorations Policy as outlined in Attachment 1; and,**

**That Council delegate primary authority to the Community Services General Manager and secondary authority to Community Services Divisional Managers to approve and implement commemoration requests.**

### Overview

The Town of Orangeville recognizes the importance of providing an opportunity for residents to commemorate individuals, teams, groups, or events. Historically, commemoration opportunities were offered informally and primarily in response to unsolicited requests. This approach resulted in a limited and inconsistent range of commemoration options and required staff to seek Council approval for each individual request.

The purpose and goal of the revised Commemorations Policy is as follows:

- Provide residents with a formal opportunity to honour individuals who currently reside or have previously resided within the community.
- Provide a simplified procedure for the submission and approval of commemoration.
- Designate approved locations in Town parks, cemetery, and trailways.
- Offer consistent and accessible commemoration options that are appropriate for public spaces.
- Ensure all associated costs, including installation are the responsibility of the applicant.
- Incorporate asset management and lifecycle protocols.

## **Background**

The Commemorations Policy, established in 2001, has several gaps, including unclear objectives, a lack of specific criteria, and no formal process for receiving, reviewing and approving commemoration requests.

The updated Commemorations Policy simplifies the process while still providing residents with a meaningful opportunity to honour individuals, teams, groups, and events in public spaces.

## **Analysis/Current Situation**

Currently, there is no process for submitting commemoration requests and the former policy does not address the maintenance or lifespan of commemorative items. These issues highlight the need for a revision to improve the application process, account for resource sustainability and adhere to asset management protocols. Moving forward, the commemoration application process will be clearly outlined on the Town's website, with inquiries directed to the Community Services Department.

In the updated Commemorations Policy, applicants will purchase a package from the Town that includes a bench, a plaque with their choice of wording and a selection of designated locations in various parks, cemetery, and trailways across Orangeville. All locations are pre-determined by the Parks Division.

Trees are no longer an option as tree planting programs are offered through Sustainable Orangeville in partnership with Credit Valley Conservation (CVC) as part of the Town's broader environmental and tree canopy initiatives.

Standalone plaques and tree-related memorials have been excluded in the Commemoration policy due to frequent damage and the higher level of maintenance they require.

## **Residential Criteria**

Like the original policy, applicants must meet at least one of the following criteria:

- Individuals – Must have been a resident of the Town of Orangeville or have spent most of their life living in the Town of Orangeville.
- Team – 75% of the members of the team must be residents of Town of Orangeville.
- Group – 75% of the group members must be residents of Town of Orangeville.
- Event – Must have taken place in the Town of Orangeville.

Commemoration requests are accepted if the applicant meets the above criteria and if there is a vacant, designated location available.

The Town reserves the right to repeal the posted commemorative should information arise that individual(s) was involved in the following.

- Criminal activity.
- Participated in or was a member of group or association that did not foster equality, reduce discrimination and accessibility for all individuals.
- Other behavior that was/is considered detrimental and in line with the Town of Orangeville's code of conduct.

## **Process**

The commemoration form will be available on the Town's website. Should commemorative submissions come from outside the immediate family, Town staff will require consent from the family to ensure they approve of the commemoration.

If the applicant meets the Residential Criteria, Staff will then contact them to confirm the location and collect payment.

Staff will make every attempt to install the bench and plaque in the same year the request was made. Town Staff and will ensure size, look and style remain consistent with Town standards and are suitable for the location.

The Town will not host a commemoration event such as a groundbreaking or unveiling of the plaque unless directed by Council or CAO.

## **Contributions**

The cost of the commemoration will be the responsibility of the applicant and will range between \$1,700 to \$2,300 plus HST. The commemoration package includes the bench, plaque, and installation.

The Town will oversee installation and will maintain the bench and bench plaque until it reaches its lifespan which on average is 15 years. At the end of the bench's lifespan the bench is removed, the plaque is returned to the family and the location return to the Commemoration inventory.

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## **Corporate Implications**

The Commemorations Policy program will be incorporated into the proposed 2026 Rates and Fees By-law 2024-074 to ensure cost recovery for the installation and ongoing maintenance of commemoration, with all associated expenses being the responsibility of the proponent. The program will be administered by the Community Services Department.

## **Conclusion**

The updated Commemorations Policy establishes a formal framework that standardizes the request and approval process for commemorating individuals, teams, groups, or events while ensuring thoughtful, sustainable placement options that align with best practices in asset management and the long-term stewardship of public spaces.

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## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Vitality

Objective: Fostering community unity by honouring the contributions of individuals, teams, groups, and events through meaningful commemoration.

### **Notice Provisions**

The updated Commemorations Policy has completed its management circulation and is now submitted for Council's consideration.

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Respectfully submitted,

Heather Savage  
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**Attachment(s):** 1. Commemorations Policy – CMS-2025-012