



Corporate Policy

Commemorations Policy

Department: Community Services

Approved

by Council or CAO:

Resolution No.

Replaces: Previous Policy dated 2001

1. Policy Statement

The Town of Orangeville acknowledges residents' desire to honour individuals, teams, groups, or events. The main objective is to provide a structured method for installing a park bench with an accompanying plaque as a means of commemorating these entities.

2. Purpose

The purpose and goal of the **Town's Commemorations Policy** is as follows:

- Provide residents with a formal opportunity to honour individuals who currently reside or have previously resided in Orangeville.
- 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 the purchase of the bench, plaque, and installation are the sole responsibility of the **Applicant**.

3. Definitions

Applicant: the person or group who requests the **commemoration** of an individual, team, group, or event.

Commemoration: to honour an individual, team, group, or important event in a special way.

Town: the term "Town" refers to The Corporation of the Town of Orangeville.

4. Scope

This policy applies to all members of the **Town's** organization including members of Council, full-time, part-time and contract staff, members of Advisory Boards and Committees and volunteers.

This policy replaces the original **Commemorations** Policy enacted by Resolution Number 23 on June 25, 2001 and is in addition to the 'Artworks Policy' enacted by Resolution Number 20 on July 8, 2005 and the 'Private Memorials on Public Property' policy enacted by Resolution Number 16 on February 21, 2005.

The **Commemorations** Policy establishes a framework to recognize individuals, teams, groups, or events. The policy applies to applicants wanting to commemorate an Orangeville individual, team, group, or event that meets the following criteria:

- Individuals – Must be a resident of the Town of Orangeville or have spent most of their life living in the **Town**.
- Team – 75% or more of the team members must be residents of the Town of Orangeville.
- Group – 75% or more of the group members must be residents of the Town of Orangeville.
- Event – Must have taken place in the Town of Orangeville.
- The person, team, group, or event being honoured is in agreement with the method of **commemoration** (scale, scope, place, type, etc.) if they are living, or agreement by their next of kin, should they be deceased.

5. Policy

Honouring an individual, team, group, or event can be made by dedicating a bench with plaque at a park, cemetery, or trailway. All requests must be submitted by online application through the Orangeville.ca website, or in writing to the Community Services Department at 87 Broadway, Orangeville, L9W 1K1.

5.1 General Guidelines

- 5.1.1 The Town of Orangeville **commemoration** application process will be outlined on the **Town** website and inquiries will be directed to the Community Services Department.
- 5.1.2 The costs of the commemorative bench and plaque will be the responsibility of the **Applicant** who submitted the application form. All fees to be incurred by the **Applicant** will be listed on the website.
- 5.1.3 Staff will pre-determine commemorative locations in parks, cemetery and trailway and ensure size, materials, look and style remain consistent with the **Town** standards.

- 5.1.4 Benches and **commemoration** plaque will be installed by **Town** staff in the designated area and will coincide with the general scheme for the park, cemetery or trailway.
- 5.1.5 The **commemoration** is specific to that location and will be recognized for the duration of the bench's lifespan, which is typically up to 15 years.
- 5.1.6 Staff shall be responsible for the maintenance of the bench in the same manner as other park, cemetery, and trailway benches. In the event that the dedication bench and plaque is damaged or destroyed, the **Town** shall be responsible for the replacement if the damage occurred within the normal lifespan of the bench.
- 5.1.7 Once the bench and/or plaque reaches the end of its lifespan, Staff will inform the applicant and remove the items. The location then goes back into the inventory of available spots.
- 5.1.8 There are limited number of locations in **Town** parks, cemetery, and trailways for commemorative benches. If there is more interest than availability, the **Applicant** will be waitlisted until a location becomes available.
- 5.1.9 Staff shall contact the **Applicant** once the bench has been installed. Benches will only be installed when ground conditions are suitable, which typically occurs during the frost-free period from May to November each year.
- 5.1.10 Staff will make every attempt to install the bench and plaque in the same year it was requested
- 5.1.11 The **Town** will not host a **commemoration** event such as a groundbreaking or unveiling of the plaque, unless directed by Council or CAO.

5.2 Funding

All costs associated with honouring an individual, team, group, or event must be fully funded by the **Applicant**. Every bench includes a personalized engraved plaque. The bench will be installed at the **Town's** discretion, in one of the **Town's** parks, cemetery or on its network of trails. **Town** staff will ensure that the bench is maintained to meet the lifespan (15 years). If the commemorative item becomes damaged or deteriorated, the **Town** reserves the right to remove or relocate the item without notice and without obligation for repair or replacement.

5.3 Request Process

Requests are to be received in writing and will outline why the person(s) should be considered for recognition under the policy, what form the recognition will take

and the preferred location of the pre-approved list available. Not all parks, cemetery, and trailway areas are suitable for commemorative bench placement; however, every effort will be made to try to accommodate the request of the contributor provided it is at a pre-determined location. The **Town** reserves the right to determine and limit the locations of a bench.

5.4 Plaque/Engraving

To ensure suitability for display in a public space, messages are to contain the honouree's name, the date of the donation, and a brief reason for recognition.

Once the recognition of a person, team, group, or event is drafted, the proposed message for any commemorative plaque must be submitted to the **Town**, and applicable departments for final approval.

5.4.1 Examples of acceptable wording include:

"This bench was donated by [Name], May 26, 2025."

"This bench was funded through the kind donation of [Name or Organization]."

"This plaque is presented in recognition of the outstanding community work by [Team or Organization Name], May 26, 2025."

Messages that do not adhere to these standards or that contain inappropriate, promotional, or personal content may be modified or rejected.

Report Approval Details

Document Title:	Commemorations Policy - CMS-2025-012.docx
Attachments:	
Final Approval Date:	May 16, 2025

This report and all of its attachments were approved and signed as outlined below:

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