



Commemoration within City of Calgary Parks

1.0 Introduction

Commemorating individuals who, and organizations that, have made a significant contribution to The City or a specific community, can be done within a City of Calgary park. Commemoration can be done via naming specific assets (see the [Municipal Naming, Sponsorship and Naming Rights Policy](#)), establishing or investing in a commemorative asset (bench, tree, etc.), or via marking the commemoration in a way that appropriately honours or celebrates the individual or organization.

These guidelines formalize the process of commemoration to accommodate the recognition of individuals and organizations. It also reduces some of the negative outcomes of commemoration including unforeseen costs to The City including long term care and maintenance associated with the commemoration and lack of development potential as there is the assumption that commemoration assets must remain in-situ perpetually.

Naming

Commemorating Individuals or organizations by naming City of Calgary Parks assets can be realized through approval by Council. See the Municipal Naming Policy if you are seeking commemoration through naming.

[Municipal Naming, Sponsorship and Naming Rights Policy](#)

Policy CP2016-01

Adopted by/Date: Council/2016 April 11

Effective Date: 2016 April 11

Alternate Commemoration

Commemorating Individuals or organizations within a City of Calgary park with the establishment of a commemorative asset/marker can be realized through approval by the Calgary Parks Commemoration Committee.

2.0 Commemoration Principles

Commemoration Assets/Markers can be placed in honour of an individual within a City of Calgary park if the nominee is one of the following:

1. A prominent individual or organization who has contributed to a related sport, activity or area of interest.
2. An individual of recognized stature, e.g. political, humanitarian or some other field of endeavor.
3. An individual who has achieved some form of city-wide recognition or involvement and/or recognition through involvement in community service.
4. The individual or organization responsible for the development of the park.

5. An individual or organization who has contributed significantly to the total costs of a project taking into account land, capital and operating expenses.

3.0 Commemoration Guidelines

The following is a list of commemoration guidelines:

1. The commemoration should not negatively impact the public's enjoyment, use or understanding of the park.
2. The commemoration should consider historical and community significance.
3. City of Calgary Cemeteries are exempt from guidelines.
4. When commemorating individuals, the practice should generally be to use names of persons deceased or retired and no longer active in their field.
5. Commemoration Assets/Markers can be in a variety of forms including, but not limited to:
 - Plaques
 - Benches (refer to Parks Foundation, Calgary Bench Program)
 - Trees
 - Planting beds
 - Fountains
 - Other amenities
6. Commemorative plaques can be placed in existing planting beds and on other amenities where the plaque will not damage the asset. Plaques may be placed in/on the ground at the base of a tree.
7. The commemoration should not replace memorializing. If a small memorial is requested applicants should be directed to the Parks Foundation, Calgary Bench Program, or to the Symbolic Tree Program.
8. Work areas and assets used by the administration can be named to commemorate a long time respected employee who was connected with the services being provided from that building or facility.
9. The commemoration must not result in additional cost to The City, i.e. the cost of the physical alterations required for the commemoration and additional ongoing maintenance is the responsibility of the individual or group nominating the individual or organization for commemoration. An optional amenities agreement (or something similar) may be required.
10. The commemoration shall be for a fixed term and will be reviewed at the end of the term by the Calgary Parks Commemoration Committee. If it is determined the commemoration is no longer meaningful a de-commemoration process will be undertaken.
11. The City supports revenue generation from sponsorship arrangements when these arrangements directly benefit the Calgary community and The City. Refer all sponsorship requests to the Sponsorship and Partnership Liaison in Calgary Parks.

4.0 The Nomination and Administrative Process

Individuals or organizations may be nominated by the public for commemoration in any City of Calgary park.

The following procedures are followed to commemorate or name an asset within a City of Calgary park:

1. Applicants are encouraged to contact Calgary Parks through the 3-1-1 process, to discuss their proposed commemoration prior to preparation of documentation.

Documentation requirements will include:

- Name of individual(s) who has brought honour and/or have made a special contribution to the city and/or whose name(s) have been forwarded by individuals, groups or organizations who feel that a person is deserving of recognition.
 - The person's field of endeavor e.g. civic affairs, parks, sports, etc. and brief biography.
 - Biographical/background information and reasons, including historical significance of names and/or location where name is to be used.
 - Where appropriate, names nominated by the general public include a written consent from the nominee or his/her estate that use of the name is granted.
 - Proposed wording for the commemoration.
 - A location map indicating commemoration area or asset.
 - Letters from affected or interested Members of Council demonstrating they have been advised of proposed naming request.
 - Letters of support from recognized organizations in support of commemoration request.
 - Letter from requester including identification of any associated costs and confirmation of funding source(s).
2. Nominations are received by the Calgary Parks Commemoration Committee from any interested persons, groups or organizations, other levels of government, civic partners.
 3. The Calgary Parks Commemoration Committee will evaluate the proposed commemoration nominations semi-annually.
 4. Calgary Parks Commemoration Committee to determine additional considerations required, if any, and to decide on next steps.
 5. Calgary Parks staff will prepare a report, complete with recommendation.
 6. The report is forwarded to the Calgary Parks Director for approval.
 7. Upon approval, the commemoration will be established by Calgary Parks as required.

5.0 Calgary Parks Commemoration Committee

The Calgary Parks Commemoration Committee is comprised of Calgary Parks staff and was established to provide comments on the merits of commemoration within a City of Calgary park.

Members of Calgary Parks Commemoration Committee

The Calgary Parks Commemoration Committee is comprised of administrative staff from:

1. Calgary Parks Manager
2. Parks Community Strategist
3. Cultural Landscape Lead

Mandate of the Calgary Parks Commemoration Committee

The Mandate of the Calgary Parks Commemoration Committee is as follows:

1. To provide comments on the merit of proposed commemorations.
2. To ensure that the proposed commemoration is appropriate.
3. To offer alternative approaches if the proposed commemoration is deemed inappropriate.
4. To review the proposed site for historic significance.
5. To provide individual term limits for proposed commemorations.
6. To ensure commemorations remain meaningful and to de-commission commemorations when it is determined they are no longer meaningful.
7. To provide information on approved criteria and processes.
8. To provide feedback to applicant and interested parties.

Calgary Parks Commemoration Committee Review

The Calgary Parks Commemoration Committee will review all applications for commemoration and will review all commemorations reaching the end of the agreed upon term. This will occur as required and the Calgary Parks Commemoration Committee will assess the following:

1. The extent to which the commemoration is used elsewhere in Calgary.
2. The degree to which the commemoration may be precedent setting.
3. The degree to which the commemoration conflicts with the historical significance/background of the location.
4. The degree to which the commemoration is/may be problematic for Calgary Parks staff.
5. The degree to which the commemoration does/may pose problems when/if a plaque/cairn/fountain, or some such, is created.
6. Alternative, more appropriate, means to recognize citizens' contributions other than though the proposed commemoration, such as the Calgary Awards Program or Parks Foundation, Calgary.