

Council policy

Policy Title: Municipal Complex Commemoration Policy
Policy Number: Assigned by the City Clerk's Office
Report Number: LAS2016-
Adopted by/Date: Council/Date Council policy was adopted
Effective Date: The date adopted, or a later date if directed by Council
Last Amended:
Policy Owner: Facility Management

1. POLICY STATEMENT

- 1.1 To provide opportunities in the Municipal Complex for the temporary public display of achievements of our city's culture and heritage, in balance with the primary purposes of the space and in accordance with the Council-approved City of Calgary Municipal Complex Commemoration Policy Principles attached to this Policy as Schedule B; and
- 1.2 To establish an open, fair and transparent process for considering and communicating decisions relating to all proposals for commemorations in the Municipal Complex.

2. PURPOSE

- 2.1 The purpose of the policy is to provide criteria for:
 - a. Submission of an application to The City of Calgary for the installation of commemorations in the Municipal Complex recognizing individuals, groups or historical events deemed of significant importance to the culture and heritage of Calgary;
 - b. Installation and celebration of an approved commemoration in an assigned location in the Municipal Complex;
 - c. Removal of the commemoration after a period of time not exceeding one year; and
 - d. Responsibilities for the cost of installation and maintenance during the display period.

3. DEFINITIONS

- 3.1 "Commemoration" for the purposes of this policy means a temporary display honoring Calgary's past by celebrating significant contributions of individuals, groups or historical events. A commemoration may celebrate either:

- a. A relevant and significant past event; or
- b. A significant contribution by an individual or group; or
- c. An achievement, anniversary, or accomplishment

that led to an outcome that instilled pride and respect, or that connects Calgarians to their heritage and their community.

3.2 “Municipal Complex” includes the Calgary Municipal Building, Historic City Hall, the Administration Building and the external Plaza as defined in the Municipal Complex Bylaw 38M2012.

3.3 “Significant Contribution” means:

- a. The result of effort from an individual or group, or
- b. An idea or event that had or continues to have an impact on the experience of Calgarians

that would be widely regarded as important or noteworthy for community well-being and development by most Calgarians with either a local, provincial, national or international dimension.

3.4 “Temporary Display” means that an approved commemoration will be displayed in the Municipal Complex for a period of time appropriate to the subject matter of the commemoration, not exceeding one year.

4. APPLICABILITY

4.1 This policy applies to any individual or organization proposing a commemoration of a significant contribution that includes a temporary display in the Municipal Complex.

4.2 Excluded from this policy are:

- a. Existing commemorations, dedications and public art displayed within the Municipal Complex; and
- b. Commemorative assets/markers for parks, dedication plaques for buildings and public art displays as governed by other City of Calgary policies.

5. PROCEDURE

5.1 Application: Applicants may submit to The City of Calgary a proposal for a commemoration in accordance with requirements outlined in this policy and guidelines in Schedule A. The City of Calgary will accept proposals for commemorations between **October 1 and November 15** annually.

The City of Calgary will not consider an application for a proposal for a commemoration that is contrary to Canadian federal or provincial laws, municipal bylaws or policies.

5.2 Review, Evaluation and Recommendation:

- a. Administration will review and evaluate all applications with input from the appropriate City department subject matter experts and may consult with experts external to The City of Calgary as part of the evaluation.
- b. Within 90 days of the application close date, Administration will submit to Council, through the appropriate Committee, a report with recommendations

on whether to approve applications for commemoration in the Municipal Complex based on the review and evaluation.

- c. Administration will provide applicants with a copy of the report and scheduled dates for Committee and Council review.
- d. Final approvals for the temporary display of commemorations in the Municipal Complex will remain with Council.

- 5.3 Notification: Applicants will be informed of the status of their commemoration following Council's decision.
- 5.4 Installation: Successful applicants are responsible for the cost of the display, ceremony and the manufacture and installation or approved commemorations.
- 5.5 Ownership: Successful applicants maintain ownership of the commemoration.
- 5.6 Insurance and Indemnification: Prior to installation, successful applicants will provide proof of insurance, and will agree to indemnify and hold harmless The City of Calgary from any and all liability for any damage to the display or personal injury to any third party resulting from the commemoration while on display in the Municipal Complex during the approved time period.
- 5.7 Security and Maintenance: The City of Calgary is responsible for security and maintaining the commemoration while on display in the Municipal Complex during the approved time period.
- 5.8 Removal: The applicant is responsible for the costs associated with the removal of the commemoration at the end of the approved display period.

6. **SCHEDULES**

- 6.1 Schedule A: Guidelines for the Municipal Complex Commemoration Policy
- 6.2 Schedule B: Council-approved City of Calgary Municipal Complex Commemoration Policy Principles

7. **AMENDMENT(S)**

New Policy

Date of Council Decision	Report / Bylaw	Description
To be completed by the City Clerk's Office		

8. **REVIEW(S)**

Date of Policy Owner's Review	Description
To be completed by the City Clerk's Office	

Proposed Guidelines for the Municipal Complex Commemoration Policy

1. Application

- 1.1. In accordance with Section 4 of the Municipal Complex Commemoration Policy (MCCP), any individual or organization may be an applicant and is welcome to submit an application proposing a commemoration.
- 1.2. The applicant shall be responsible for all costs associated with preparation of the Commemoration Application.
- 1.3. Applicants proposing a commemoration must submit a Commemoration Application that includes the following:
 - a. A short title that is descriptive of the event, or the name of the individual or group of individuals proposed for the commemoration.
 - b. The relevance and significance of the contribution of the individual or group, or the relevance and significance of the event.
 - c. A detailed description with drawings of the proposed commemoration.
 - d. Reference materials and supporting evidence.
 - e. A statement, in the form of a story, to accompany the commemoration.
 - f. In the event of an anniversary, a proposed date for the commemoration ceremony.
 - g. In accordance with Section 5.1 of the MCCP, applications for commemoration may be submitted to:

Director's Office
Facility Management

2. Administration Responsibilities

Facility Management will coordinate Administration's review and evaluation of any commemoration applications submitted within the application time period. Subject matter experts from City departments will be identified to participate in the review and evaluation as required, which may include:

- City Clerks, Corporate Records, City Archives
- City Clerks, Citizen Recognitions and Protocol
- Culture
- Facility Management
- Law
- Other City departments deemed appropriate to participate in the review

3. Review, Evaluation and Recommendation

3.1. Administration shall consider the following appropriate themes for commemoration that may include, but are not limited to:

- a. Famous Calgarians
- b. Indigenous Peoples
- c. Ethno-cultural communities
- d. Francophones
- e. The history relating to the settlement of Calgary
- f. Specific events or ideas in Calgary's history and community development
- g. Military history

3.2. Administration, in reviewing commemoration applications, shall apply the following minimum standards:

- a. The proposal for commemoration must not duplicate an existing commemoration displayed at City of Calgary facilities;
- b. That a named individual will not be considered for public commemoration until at least ten years after his/her death;
- c. That a group will not be eligible and considered for commemoration until at least ten years have lapsed after the group was established; and
- d. That an idea or event will only be considered for commemoration after at least ten years following its conclusion.

4. Installation and Ceremony

4.1. Successful applicants will be provided with appropriate contact information to coordinate the installation of the commemoration with the facility operator of the Municipal Complex.

4.2. The date and time of the commemoration ceremony shall be coordinated with the facility operator of the Municipal Complex, as the building schedule permits, to honor the requested date in Section 1.3(f) above.

4.3. The facility operator will identify an appropriate location within the Municipal Complex for the placement and installation of the temporary display of the commemoration.

4.4. Installation of the temporary display will be in accordance with processes and procedures developed by the facility operator of the Municipal Complex.

4.5. The commemoration ceremony will be in accordance with the event booking procedures for the Municipal Complex.

4.6. The successful applicant shall be responsible for all costs associated with the manufacture, installation and ceremony for the commemoration.

5. Maintenance and Removal

5.1. The City of Calgary shall maintain the commemoration in accordance with existing maintenance and security practices at the Municipal Complex.

5.2. At the end of the display period, the applicant shall coordinate with the facility operator to determine the schedule for removal or disposal of the display.

5.3. If a temporary commemoration is not removed when requested by Administration, the commemoration will be removed and disposed in accordance with current City of Calgary policies and/or practices.

5.4. The applicant is responsible for all costs associated with the removal or disposal of the display.

COUNCIL-APPROVED CITY OF CALGARY MUNICIPAL COMPLEX COMMEMORATION POLICY PRINCIPLES

1. *The Municipal Complex is a Meeting Place for Calgarians*

The City of Calgary will promote the Municipal Complex as a hub for our community and a key place in the Centre City where citizens, visitors and employees can interact and experience Calgary.

2. *The Municipal Complex is available to Commemorate Calgary Achievements*

The City of Calgary will provide opportunities in the Municipal Complex for public display of achievements of our city's culture and heritage, in balance with the primary purposes of the space.

3. *Proposals for Commemorations may be for People, Events or Ideas Meaningful to Calgary*

The City of Calgary will consider proposals for commemorations at the Municipal Complex for individuals, events or ideas deemed of significant importance to the community of Calgary.

4. *The Process to Consider Proposals for Commemorations at the Municipal Complex is Open, Fair and Transparent*

The City of Calgary is committed to an open, fair and transparent process for considering and communicating decisions relating to all proposals for commemorations at the Municipal Complex.

5. *The Standards and Procedures regarding Proposals for Commemorations at the Municipal Complex are Clear and Understood by Proponents*

The City of Calgary Municipal Complex Commemoration Policy and Procedures will:

- Define an intake process for proposals for commemorations;
- Provide criteria and timelines for evaluating proposals for commemorations, including standards to evaluate the subject's contribution to Calgary and the design of a commemoration;
- Establish locations within the Municipal Complex where commemorative pieces can be placed;
- Identify how decisions will be made regarding proposals for commemorations, including representation from the public in the decision-making process;
- Detail expectations of successful applications for commemorations, including the proponent's responsibilities for funding, design and development, construction, installation, maintenance, lifecycle management and public communications surrounding celebratory events upon placement;
- Identify the City of Calgary's responsibilities for an approved commemoration, including those related to ownership and stewardship ;

- Clearly define expectations relating to the length of time a commemorative piece may be displayed within the Municipal Complex;
- Articulate a de-commissioning decision-making process if a commemorative piece is deemed no longer appropriate for the space, including the return of the piece to the proponent;
- Respect existing City of Calgary policies that already govern specific dedications, exhibits, Public Art and other donations or gifts and;
- Establish timelines for periodic reviews of the policy.

6. *Stakeholders are Engaged in the Development of the Municipal Complex Commemoration Policy*

The City of Calgary will provide opportunities for stakeholder representation and engagement in the development, implementation and amendments to the Municipal Complex Commemoration Policy.