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Policy:

City of Richmond Hill Policy for Memorial Gardens and Similar Dedications

Purpose:

To establish guidelines for the creation and maintenance of memorial gardens and similar dedications within City of Richmond Hill parks and public spaces, ensuring proper tribute to community members while balancing the City's resources and long-term maintenance capabilities.

Scope:

This policy applies to all requests for memorial gardens, plaques, benches, trees, or other permanent dedications within City-owned properties.

Policy:

1. Eligibility:

- o Memorial dedications may be granted to individuals or groups who have made significant contributions to the City of Richmond Hill through volunteerism, philanthropy, or public service.
- o Preference may be given to major donors, prominent community figures, or those contributing usable parkland.

2. Approval Process:

- o All proposals must be submitted in writing to the City Manager, including a detailed description of the dedication, proposed location, and associated costs.
- o The City Manager will review proposals based on eligibility, available space, budget, and the City's overall Master Plan.
- o Final approval will be granted by the City Council.



3. Financial Responsibility:

- o The donor is responsible for all costs associated with the creation and installation of the memorial dedication, including materials, labor, and permits.
- o The City may require an endowment or maintenance fund to cover ongoing upkeep and repairs.

4. Design and Maintenance:

- o All designs must be approved by the City Manager to ensure aesthetic compatibility with the surrounding environment and compliance with safety standards.
- o The City will be responsible for general maintenance of the area surrounding the dedication, but the donor may be required to provide additional maintenance for specific elements.

5. Limitations:

- o The number and size of memorial gardens will be limited based on available space and resources.
- o The City reserves the right to refuse any proposal that does not meet the established criteria or align with the City's overall goals.

6. Review and Revision:

- o This policy will be reviewed periodically and updated as needed to reflect changing circumstances and community needs.

Alternative Contributions:

- The City encourages alternative ways for individuals to contribute to the community, such as donating to park funds, volunteering time, or participating in legacy tree programs. These options offer lasting impact without requiring dedicated memorial spaces.

Communication:

- This policy will be publicly available on the City's website.
- The City will proactively communicate alternative contribution options to potential donors.



Disclaimer:

The City reserves the right to modify or amend this policy at any time.

By implementing this formal policy, the City of Richmond Hill can honor the wishes of its citizens while ensuring responsible use of resources and equitable access to public spaces.

Approved by Council: July 2, 2024