

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-13
POLICY: Roadside Monuments and Memorials				
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POLICY STATEMENT

The County of Renfrew as a road authority, has a need to ensure that any monument or memorial placed within the road allowance is consistent with the Department's primary objective of providing and maintaining a safe road system.

BACKGROUND

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to those items that may be placed within the road allowance.

1. The Municipal Act, 2001 in Section 11 permits a municipality to pass by-laws pertaining to the public assets of the Municipality acquired for the purpose of exercising its authority under the Act, and to pass by-laws pertaining to highways.
2. The Municipal Act, 2001 in Section 63(1) permits a municipality to pass by-laws for prohibiting or regulating the placing, stopping, standing, or parking of an object or vehicle on or near a highway.

DEFINITIONS

For the purposes of this policy the following definitions shall apply:

"Highway" has the same meaning as provided in the Municipal Act, 2001, Section 1 and pertains only to those highways that fall under the control and jurisdiction of the County of Renfrew.

"Memorial" means an object or display placed in memory of a person killed as a result of a motor vehicle collision on the highway.

"Monument" means a plaque, cairn, statue or structure built to commemorate a person, site or event of local, County, Provincial, or National historical importance.

"Road Allowance" means the land occupied by the highway.

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PROCEDURES

Roadside Monuments

The County of Renfrew may permit the installation of roadside monuments within the road allowance subject to the following terms and conditions:

1. Monuments may only be installed by recognized and accredited groups and agencies of local, provincial, or national interest.
2. Monuments will be reviewed on a case-by-case basis and a decision whether or not to permit the installation will be based on the historical significance of the person, event or site to which the monument is dedicated.
3. Monuments are considered to be permanent in nature and are to be constructed of good quality, durable, low maintenance materials.
4. Groups or agencies wishing to install roadside monuments shall make application, in writing, to the Director of Public Works and Engineering. Applications shall include the name of the group or agency, the details of the proposed monument including, its materials, access and construction, and the details pertaining to the historical significance of the person, event or site to which the monument is dedicated.
5. The installation and maintenance of roadside monuments shall be the responsibility of the group or agency requesting the monument. All monuments shall be kept in a good state of repair to the satisfaction of the Director of Public Works and Engineering. Monuments that fall into a state of disrepair may be removed by the County of Renfrew at the expense of the group or agency that installed the monument.
6. Groups or agencies wishing to install roadside monuments shall accept all liabilities associated with the installation and maintenance of the monument. The group or agency shall agree in writing to indemnify the County of Renfrew from any and all claims arising as a result of the installation, maintenance and removal of the monument.
7. Groups or agencies wishing to install roadside monuments shall be responsible for obtaining all utility company clearances, locates and relocations required for the installation of the monument as well as the costs of any utility plant damage incurred as a result of the installation, maintenance or removal of the monument.

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8. Removal or relocation of the monument as required or directed by the Director of Public Works and Engineering, shall be the responsibility of the group or agency responsible for the monument. Such removal or relocation shall be completed within 30 days of being directed. Upon removal of any monument the disturbed area shall be restored to the condition that existed prior to the installation of the monument and to the satisfaction of the Director of Public Works and Engineering.

Roadside Memorials

The County of Renfrew may permit the placement of roadside memorials within the road allowance subject to the following terms and conditions:

1. Memorials are considered to be temporary in nature and shall be permitted to remain in place for a period of not more than two years after the date of the event that resulted in the memorial being requested. All costs associated with the placement of the memorial shall be borne by the person wishing to place the memorial.
2. Memorials shall only be placed in memory of a person killed as a result of a motor vehicle collision on the highway.
3. All memorials shall be placed as close to the limits of the road allowance as possible.
4. Memorials shall be limited in size to a maximum height of 90 cm (3 feet). Memorials shall be limited to a single cross and/or wreath.
5. Planting of shrubs, trees or other long lasting materials is prohibited.
6. Persons wishing to place roadside memorials shall be responsible for obtaining all utility company clearances, locates and relocations required for the placement of the memorial as well as the costs of any utility plant damage incurred as a result of the placement or removal of the roadside memorial.
7. Roadside memorials are to be removed after the expiry of the two year period and all disturbed areas shall be restored to the conditions that existed prior to the placement of the memorial and to the satisfaction of the Director of Public Works and Engineering. Roadside memorials that are not removed within the prescribed time may be removed by the County of Renfrew.
8. Roadside memorials which, in the opinion of the Director of Public Works and Engineering, constitute a hazard or jeopardize the safety of the roadway, may be removed by the County of Renfrew.

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APPROVALS

The installation or placement of roadside monuments and memorials shall be subject to the conditions imposed by the Director of Public Works and Engineering. Approval of the roadside monument or memorial may be revoked at any time by the Director of Public Works and Engineering. Should approval be revoked, the monument or memorial shall be removed by the person or group responsible. Should the monument or memorial not be removed, the County of Renfrew may remove the monument or memorial. The decision of the Director of Public Works and Engineering shall be final.