



INTRODUCTION

The City of Edmonton (“the City”) is committed to promoting the unique histories, cultures and identities that define our city. Working with the community, we want to facilitate programs and services that preserve, document and celebrate Edmonton’s heritage. Commemorative monuments are one way that the City and the community can create impact in Edmonton together.

Commemorative monuments are structures, statues or sites that are built or created to commemorate a person or event of historical significance. Monuments play a significant role in preserving cultural heritage, educating the public, and fostering a sense of identity and collective memory. Commemorative projects can allow for the exchange of history, ideas and expertise between Edmonton’s arts, heritage and cultural communities.

THE GUIDE

To address requests by members of the community and the general public for commemorative monuments, the City of Edmonton has developed this Pre-Screening Guide to Commemorative Projects in Public Spaces (“the Guide”).

The Guide outlines the steps to complete the pre-screening documentation for a commemorative monument in public spaces, such as City owned parkland and/or open spaces. The Guide is aligned with the City’s [Commemorative Projects Policy](#) and is the strategic prerequisite for processing monument applications via the City’s [parkland facility development program](#) / [community group led construction projects](#) process.

By following this Guide, groups will:

- Assess the project’s relevance to their own and other communities, and the City.
- Identify potential challenges involved with the commemorative monument project.
- Identify important topics to be considered for engagement with the public and other community groups.

Completion of this Guide will help the City to more efficiently screen and evaluate the project’s commemorative impact. From this information, the City can approve the project’s commemorative merit, or, provide feedback for additional considerations. Once approved through this pre-screening, your project will commence through the City’s parkland facility development program / community group led construction projects process which requires additional action and approvals, including but not limited to location, funding, engagement and maintenance and operational considerations. Once the project enters the parkland facility development process, depending on the complexity, completion can take between four and 12 months.

INSTRUCTIONS

1. Prepare a written response to each of the sixteen questions in the three sections below .
2. Responses may be submitted using your own letterhead or a blank template that represents your organization. Please include your organization's name, your name and contact details. Please label your submittal with "Completed Pre-Screening Package for [Project Name] Commemorative Project" and send to ParkandFacilityDevelopment@edmonton.ca.
3. Responses should be both complete and concise. Answers of a reasonable length (up to 250 words per question).
4. If you have any questions or need assistance, please contact ParkandFacilityDevelopment@edmonton.ca.

SECTION 1: PROJECT OVERVIEW

In this section you will provide an overview of the proposed commemorative monument and add context for several aspects relevant to your project. This information should serve an introduction to your project and highlight how the project weaves into the current fabric of Edmonton.

1. Provide a brief description of the project and the type of monument your group wants to exhibit in the public space. Please include how this is a unique opportunity and why a monument is the preferred option of recognition.
2. Explain how your project aligns with the values of Edmonton. You may reference [The City Plan](#), [ConnectEdmonton](#) and the [Indigenous Framework](#), and the [City's policies](#); and/or, apply your own experiences to define Edmonton's values.
3. Explain the historic, artistic, cultural and other significance of the project.

SECTION 2: IMPACT

In this section you will outline the impact that the proposed commemorative monument may have. This information should inform on the project's opportunities and risks for Edmontonians, the community, and the land. Please provide all supporting documentation, including any research and subject matter expert reports.

Community

4. Explain why this project is important to your organization, community, or committee.
5. Identify what other communities this project might be relevant to and why. Have these communities been involved in the project? If so, how? If not, what plans do you have to engage them?
6. If the project honours a person or recognized group, how has this person, group or heirs been engaged to provide their consent?
7. Explain how the project reflects the diverse groups in the community.
8. If applicable, explain how the project adheres to the [Calls to Action](#) of the Truth and Reconciliation Commission of Canada. If not applicable, please indicate that question 8 is not applicable in your response.
9. Is the theme of your project connected to an event that could be perceived as negative or harmful to others? If so, explain the intent of the commemoration.

Land and Location

10. Identify the proposed location of the monument. *Please note: if your preferred location is within the river valley, additional work will be required as per the [River Valley Bylaw](#).*
11. Explain the connection between the proposed project and the land - both in general, as well as this particular location. Specifically consider if the land where the project is to be located significant or sacred to any First Nations or other communities? Include any research or resources used to inform this response.
12. Provide information about your project and how it relates to nearby Treaty 6 and other Indigenous landmarks using the [Indigenous Framework](#).
13. Identify any other significant or related sites near the proposed location.

SECTION 3: ENGAGEMENT AND INCLUSION

In this section you will demonstrate the consideration for the engagement and inclusion of diverse perspectives in your project proposal. This information will demonstrate that all impacted communities, partners and stakeholders are, or will be, engaged in the project planning process. This section will also support the future completion of the [Community Public Engagement Plan](#) should the project advance.

14. How does this project support diversity, equity and inclusion in your community, in the city and for specific equity-seeking groups such as women, Indigenous people, persons with disabilities and members of racialized groups?
15. Who do you need to engage in this project?
 - a. How have you connected with Indigenous communities, i.e. Indigenous Elders, Knowledge Keepers, and community leaders? For more information, please contact the City of Edmonton Indigenous Relations Office at indigenousrelations@edmonton.ca.
 - b. How have you consulted the [Community League](#) of the area where the project will be located, and provided an opportunity to participate in some capacity?
 - c. How have you engaged the people and organizations representing diverse perspectives including but not limited to ethnic, cultural, racial, religious and gender identities in the neighbourhood, and provided an opportunity to participate in some capacity?
16. Describe how your organization's membership reflects diverse perspectives that are representative of Edmonton's community?
 - a. Does your project or advisory team include members of all relevant communities?
 - b. Are there additional stakeholders and experts your group will include in the project?
 - c. Please provide the names, roles and contact information for the project team, and stakeholders and experts your group would include in the project.

ADDITIONAL RESOURCES +

[Strategic Planning Framework](#)

[City of Edmonton Naming Committee](#)

[Community Parks Framework](#)

[University of Alberta Elder Protocol and Guidelines](#)

[Park and Facility Development Team](#)

[The Art of Inclusion: City Diversity and Inclusion Framework](#)

[Commemorative Programs](#)