



**City of
Lloydminster**

Policy

Policy Title:	Roadside Memorials		Policy Number:	250-01	
Date of Council Approval:	June 11, 2018	Motion No.:	179-2018	Year of Review:	2020
Department Sponsored by:	Office of the City Clerk				

1. Purpose

- 1.1.** To control roadside memorials, recognizing the sensitivity around the placement, as well as the safety of the public and assist in safer alternatives.

2. Objective

- 2.1.** To ensure the safety of the public and control roadside memorials, while supporting safer ways to memorialize fatally injured persons in motor vehicle related accidents.

3. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
Member of Council	An individual elected pursuant the <i>Saskatchewan Elections Act 2015</i> as a Member of Council.
Roadside Memorial	a marker placed at or near a previous motor vehicle accident in tribute to the memory of a death of a person(s), and consisting of one or more floral arrangements, wreaths, Religious artifacts, or personal mementos.

4. Scope

- 4.1.** This Policy applies to all Members of Council and Administration.

5. Placing of Roadside Memorials

5.1. Roadside Memorials shall not:

- 5.1.1.** be located on the travelled portion of the roadway, medians, traffic islands, sidewalks, bicycle paths or multi-use trails;
- 5.1.2.** impede site lines;
- 5.1.3.** be larger than 1 metre by 1 metre.

6. Duration of Roadside Memorials

- 6.1.** Upon receipt of information that a Roadside Memorial has been placed Administration shall leave the memorial in place for up to six (6) months following the incident.
- 6.2.** Any Roadside Memorial may be removed by Administration prior to the expiration of the six (6) months if it:
 - 6.2.1.** is not being maintained;
 - 6.2.2.** is not in compliance with Section 5 of this Policy; or
 - 6.2.3.** may interfere with a construction project;

7. Removal of Roadside Memorials

- 7.1.** If a Roadside Memorial has not been removed within the six (6) month timeline, Administration shall remove the memorial.
- 7.2.** In the event a Roadside Memorial is to be removed by Administration, the Senior Manager of Public Safety shall attempt to contact the person(s) responsible for the Roadside Memorial prior to the removal date and:
 - 7.2.1.** notify them of the pending removal and to take anything from the Roadside Memorial they wish to keep;
 - 7.2.2.** inform them of memorial programs offered throughout the City of Lloydminster.
- 7.3.** If the Senior Manager of Public Safety cannot reach the person(s) responsible for the Roadside Memorial prior to the removal date the Senior Manager of Public Safety shall continue to try and make contact for a grace period not less than 1 month before the Roadside memorial can be removed.
- 7.4.** Roadside Memorials shall be removed and disposed of once the Senior Manager of Public Safety has made contact or the 1 month grace contact period has past.
- 7.5.** If a Roadside Memorial is re-established after it has been removed Administration shall immediately remove the memorial and dispose of it.

8. Penalty:

- 8.1.** Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 8.2.** Any Member of Council found to be in violation of this policy may be dealt with utilizing the "Code of Conduct Bylaw" or provisions of "The Lloydminster Charter."

9. Responsibility:

- 9.1.** City Council will review and approve all policies.
- 9.2.** City Administration will administer the policy through the use of a supporting procedure.
- 9.3.** Sponsoring Department is responsible for creating and amending a supporting procedure.