



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

**TITLE: Remembrance Banner Program**

**NO. E&PW - 06**

**POLICY:**

The Township, in partnership with various third party stake holders will facilitate the establishment and operation of a limited area program to honor and remember veterans of conflicts or peace keeping operations.

**1. Eligibility**

In order to participate in this program, individuals must have served with the Armed Forces of Canada or an allied nation's armed forces. These individuals will have served in either:

- Navy
- Army
- Air Force
- Nursing Sisters
- Merchant Marine (World War One and Two only)

Individuals who served in allied armed forces may be considered for inclusion into the program if they were Canadian citizens during their time with an allied armed force.

In order to be included within the program, an individual must be deceased. The contact person must have the legal authority in which to give permission to allow the deceased individual's name and other information to be displayed in public. This requirement will form part of the application process.

As there are a limited number of banner holders, participation within this program will be on a first come basis. If more individuals wish to participate in the program than banner holders are available, these individuals will be placed on a waiting list.

Once the first round of the program has elapsed, a second program will be undertaken with individuals from the waiting list being provided an opportunity for purchasing a banner prior to new applicants to the second program.

Individuals will complete the application form providing the required information for themselves and the banner holder. If the application form is incomplete or is incorrect, a banner will not be made.

**2. Content**

The banners will be standard and will be two-sided.

**EFFECTIVE DATE:**

**APPROVED BY:**  
Council

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The banners will have the following information displayed in white lettering and font that is readable from a distance:

- Header – Honouring
- Name of individual
- Conflict served in (World Wars I or II, Korea, Peace Keeping, Afghanistan)
- Footer – Township of Esquimalt corporate logo
- Size – width 610 mm (24") x length 1524 mm (60")
- Common background of a floral display

**3. Locations**

The banners will be located on banner holders located along Esquimalt Road and Admirals Road. There will be a total of 44 spaces available. Each banner will be randomly selected and placed on a banner holder with no set locations for individual banners. Due to the randomness of installation, no record shall be kept of the exact location of each banner. A banner *may* not be installed if the banner holder is damaged or out of service.

Virtual banners will also appear on a portion of the Township's website. The virtual banners will include the same information as the cloth banners.

**4. Schedule**

- The Township staff will mount and take down the banners on an annual basis.
- Length of time the banners will be displayed will be from fall to winter banner change to the winter banner change over (approximately September to December).

**5. Duration**

- The banners will have an active life of three years. At the end of this period the banner will be retired.
- Retired banners will be returned in their current condition to the third party that requested them if they so wish.
- If a banner is damaged during its life and is considered not functional by Township staff, it will be retired early.
- If the Requestor declines to keep the retired banner, it will be respectfully disposed of by Township staff.

**6. Cost**

- The requestor shall be responsible for providing the funds required to purchase the banner. This cost will be at market cost and will not include any markups.
- If the cost of banners increases in future cycles, the requestor shall be responsible for the new cost of banner.
- The Township will be responsible for the costs associated with the storage, installation and take town of the banners.

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<ul style="list-style-type: none"> <li>• No maintenance activities will be undertaken on the banners.</li> <li>• The Township will be responsible for the costs relating to the creation, maintenance and potential upgrades to the Township's web page dedicated to this program.</li> </ul> <p><b>7. Purchase of Banners</b></p> <p>A requestor will submit an application to the Township for a banner. This application will include:</p> <ul style="list-style-type: none"> <li>• Requestor's name</li> <li>• Confirmation that they have the legal authority to release the deceased personal information</li> <li>• Contact information for the return of the banner</li> <li>• Confirmation of payment of cost of the banner</li> <li>• Name of the deceased individual</li> <li>• Branch of service</li> <li>• Conflict served in</li> <li>• Confirmation that requestor understands that the information provided will become public information and can be made available under the FIOPPA Act and Regulations</li> </ul> <p>This application will be made through Parks and Recreation Departments. Once a list has been compiled an order will be placed for the manufacture of the banners.</p> <p>Once the ordered banners have been received from the Township, Engineering and Public Works will mount and take down the banners after the display period. Engineering and Public Works will coordinate the return of the banners to the Requestor or the disposal of the banners.</p> <p><b>8. Records</b></p> <p>Information such as a person's name, branch of service and date of service is considered to be personal information. Any Records that are accessed or disclosed under the <i>Freedom of Information and Protection of Privacy Act [FIPPA]</i> shall be securely retained by the Township for the required period in accordance with the Township's Records Management Policy. All privacy inquiries related to this Policy shall be directed to the Corporate Officer.</p>	

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