

# Memorandum to Council

Community Services Department

Parks Planning Division



**To:** Mayor and Members of Council

**CC:** Sean Malby, Sr. Manager Parks Planning & Development; Christopher Robertson, Planner I, Parks Planning

**Acknowledged by M. Gaskell,  
Chief Administrative Officer**

**From:** John Romano, Commissioner, Community Services

**Date:** April 18, 2024

**File #:**

**Subject:** Revision to Report CMS 04-24, Attachment 2 - Commemorative Tree and Bench Policy MS 260

Please be advised that Section 3.1.3 of the proposed Commemorative Tree and Bench Policy MS 260 has been updated since the Committee of the Whole meeting to add a font height requirement that has recently been endorsed by the Town's Accessibility Coordinator.

The addition to Section 3.1.3 is below:

3.1.3 The lettering on the plaques must be:

- Sans Serif font;
- 8mm text height minimum (text height is the measurement of capital letter H);
- Mixed case – not all capitals; and,
- High tonal contrast with background of plaque.