

MEMORIAL PROGRAM POLICY

Date approved by Council:

Policy Number: # GOV-80

Lead Role: Chief Administrative Officer

Replaces:

Last Review Date:

Next Review Date: August 2017

Administrative Responsibility: Chief Administrative Officer Resolution: *149/2016*

PURPOSE:

Council understands the desire of residents to establish a memorial program. The program will also beautify the community.

POLICY STATEMENT:

This policy is in place to provide a clear guideline for residents to participate in the Memorial Programs and to provide an understanding of administration and maintenance responsibilities.

PROCEDURES:

A. MEMORIAL BENCH PROGRAM

1. Residents wishing to participate in the Memorial Bench Program may do so by completing an application form, attached as Schedule "A". The Memorial Bench may include a commemorative plate.
2. Memorial Bench Program applications shall be reviewed and approved by the Chief Administrative Officer or designate.
3. Upon approval of the application, residents shall provide to the Town, the required funds to offset the total costs of the bench and any commemorative plate.
4. Benches shall be located in a designated area as determined by the Town with the following considerations:
 - Sidewalks must remain passable and unrestricted.
 - Permission for bench placement from property or business owners must be provided in writing.

The completion of a placement agreement (attached as Schedule "B") will be required prior to placement of the bench.

5. Maintenance of the benches will be the responsibility of the Town however the Town shall not be held responsible for any that are removed or vandalized.
6. Benches shall be ordered one time per year based on demand. Town Staff shall determine the order date and notify the public as per Section "C" of this policy.
7. The commemorative plate will be placed where the purchaser prefers to have it placed. The plate shall not exceed 5" x 7" in size if placed on the back of the bench. Sample wording is outlined in Schedule "A". All wording and changes to the location of the commemorative plate must be approved by the Town.

8. The commemorative plate shall be ordered and installed by the Town staff.

CONDITIONS:

Like all park and trail features, commemorative benches are subject to vandalism. Superficial vandalism (such as graffiti) will be removed to the best extent possible. In cases of malicious or accidental destruction of the bench/plaque, which is beyond the Town's control, replacement of the bench cannot be guaranteed. The Town would see to contact the donor if the plaque needs to be replaced. If the donor wished to replace the plaque, the \$50 fee would be charged.

A commemorative bench will be kept in place as long as it is serviceable up to 10 years. When it is determined that a bench is no longer serviceable, a letter will be sent to the original donor advising them that the bench must be removed for safety reasons. The Town retains the right to modify the terms of this commemorative bench policy.

B. MEMORIAL TREE PROGRAM

1. Residents wishing to participate in the Memorial Tree Program may do so by completing an application form, attached as Schedule "B". The Memorial Tree Program may include a commemorative plaque which will be ground mounted at the base of the tree.
2. The applicant is responsible for the cost of the tree, plaque, plaque installation and tree planting. Town staff will install the plaque and plant the tree. Installation and tree planting fees are as follows:
 - Plaque installation: \$50
 - Tree planting: \$50

The cost of the tree will vary depending on market value and variety chosen.

3. The Town of Bruderheim will assist you with determining a choice of tree that is best suited for the chosen location and for the Bruderheim climate conditions.
4. Trees shall be planted in the designated locations in section D. Applications requesting alternate locations must be reviewed and approved by the Chief Administrative Officer or designate.
5. Once the application form is approved and payment of the required funds to offset the purchase and installation of the tree is made in full, Town staff will plant the tree at the designated time in the appropriate location as approved by the Chief Administrative Officer or designate. The applicant will be notified in advance of the date, time and location of the planting.
6. Maintenance of the trees will be the responsibility of the Town; however, the Town shall not be held accountable for any trees that do not survive.

7. Trees shall be ordered and planted once per year. Town staff will determine the date for ordering and planting of the memorial trees based on availability of the trees and recommended times for planting.
8. The commemorative plaque will be ground-mounted at the base of the tree and shall be 6" x 9" in size. Sample wording is outlined in Schedule "A" All wording must be approved by the Town.
9. The commemorative plaque shall be ordered and paid for by the applicant. Town staff shall be responsible for the installation of the plaque.
10. The Town shall not be responsible for ongoing maintenance or vandalism of any of the plaques.

C. PUBLIC NOTIFICATION

1. The Town shall notify the public of the memorial programs once a year. The notification shall be through the following mediums: newsletter, website and newspaper. The advertisement shall be no later than December 31st and shall provide the public with 60 days notification to apply under one of the memorial programs.

D. PLACEMENT OF MEMORIAL TREES

- Planted along Highway 45 berm area
- Planted along the walking trail in West Woodlands
- Planted in the Bruderheim Campgrounds

Dated this 06 day of July, 2016

THE TOWN OF BRUDERHEIM

PER: 

PATTY PODOBORZNY,
Chief Administrative Officer

APPLICATION FORM FOR MEMORIAL PROGRAM

POLICY #GOV-80

SCHEDULE A

MEMORIAL BENCH PROGRAM

Name of Applicant _____

Address _____

Phone number(s) _____

Number of Benches to be ordered: _____

Briefly identify the location you wish to have your memorial bench located. Please refer to information-Section D

You are reminded that your choice may not be granted depending upon previously submitted applications. You may wish to identify 1st and 2nd choices.

Indicate the wording you wish on the name plate. Remember that the name plate is 5" x 7" in size.

*Example: 2010 (year placed)
 In memory of Joe Doe
 Our Loving Friend*

Applicants Signature: _____

APPLICATION FOR MEMORIAL PROGRAM
POLICY #GOV-80
SCHEDULE B
MEMORIAL TREE PROGRAM

Name of Applicant: _____

Address: _____

Phone Number(s): _____

Number of trees to be ordered: _____ (Please refer to schedule "C" for location options and provide us with your preferred location.)

You are reminded that your choice may not be granted depending upon previously submitted applications. You may wish to identify 1st and 2nd choices.

Choice of Tree: _____

Indicate the wording you wish to put on the plaque. Remember that the plaque will be 6" x 9" in size.

Example: 2010 (year planted)
 In memory of Joe Doe
 Our loving friend

Applicants Signature: _____