

## **MEMORIAL PROGRAM POLICY- Amended January 16, 2019**

Date approved by Council: 16 January 2019

Policy Number: # GOV-80

Lead Role: Chief Administrative Officer

Replaces: 149/2016

Last Review Date: 06 July 2016

Next Review Date: December 2020

Administrative Responsibility: Chief Administrative Officer Resolution: 27/2019

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### **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 "A") 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 on the front of the bench. The plate shall be 5" x 7" in size. 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 will 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. 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
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 "B" 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, brochures and website. The advertisement shall be no later than January 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 16 day of January, 2019

THE TOWN OF BRUDERHEIM

PER: \_\_\_\_\_

  
PATTY PODOBOROZNY,  
Chief Administrative Officer

**SCHEDULE A**  
**MEMORIAL PROGRAM- Policy GOV-80**  
**(MEMORIAL BENCH – APPLICATION)**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Number of Benches to be ordered: \_\_\_\_\_

2019 Bench and Plaque Cost: \$1,550.00

Briefly identify the location you wish to have your memorial bench located as noted in Section A4 of the policy. (To be determined in consultation with the Town)

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

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

*Example:        2019 (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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Placement of tree(s) \_\_\_\_\_ (Please refer to schedule "D" for location options and provide us with your preferred location, which includes along the berm on Highway 45, along the walking trail in West Woodlands, in the Bruderheim Campgrounds)

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

Number of Trees and Variety of Tree(s): (Variety of Trees available and Prices- Please contact the Bruderheim Administration Office for current pricing)

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

Example:        2019 (year planted)  
                      In memory of Joe Doe  
                      Our loving friend

Applicants Signature: \_\_\_\_\_