

## **MEMORIALS POLICY**

### **Council Policy No. 125/16**

#### **PURPOSE:**

The Purpose of the Memorial Policy is to provide guidelines which allow citizens the opportunity to purchase items within the City to create a lasting memorial to honour, remember, and pay tribute to an individual.

#### **PROCESS:**

Any person or organization may apply to purchase a memorial. The attached application form may be submitted to the Cemetery Clerk by email at [cemetery@fortstjohn.ca](mailto:cemetery@fortstjohn.ca) or by fax at 250-787-8181.

#### **GUIDELINES:**

Memorials proposed for municipal parks and open spaces shall:

- Respect the intended purpose of the City's parks and open spaces and their surrounding environment.
- Enhance the landscape, recreational and cultural value of the City's parks and open spaces.
- Encourage community engagement in the development of our park system.

The donor will be responsible for the cost of the item, installation costs and any applicable on-site recognition such as plaques.

Contributions may include trees, benches or picnic tables.

Seat dedications are also available in the North Peace Arena. Donors can purchase a seat in the North Peace Arena on which an engraved plaque will be permanently affixed and bear the name provided. The cost of seat dedications is \$200 which includes a 5" x 12" plaque with inscription, installation, and GST.

#### **LOCATION:**

Memorials may be located in parks, athletic fields, or other outdoor public spaces as long as they do not conflict with the overall design and purpose of the space for which they are intended and/or do not conflict with any other established agreements.

The City reserves the right to determine the final location of the memorial.

#### **MAINTENANCE OF MEMORIALS:**

Regular maintenance will be provided by the City to keep the contribution in a safe and useable condition. Once installed, memorials become the property of the City. Items that are contributed may not be replaced if they have deteriorated beyond repair, or if they are damaged due to theft or vandalism.

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#### **MAINTENANCE OF MEMORIALS:** (continued)

Repair and replacement, as well as life-cycle replacement, will be completed as City resources and budgets allow. If circumstances arise that require a donated item to be relocated or removed, the City will make all efforts to contact the donor and advise them of the relocation or removal.

The City understands that the item may have sentimental value. However, the City respectfully requests that no additional adornments or fixtures including wreaths, pictures, etc., be added to the item or at the site.

#### **MEMORIAL FEE SCHEDULE:**

The following is the fee schedule for memorials:

Tree Memorial: Tree purchased as part of the City's tree program (includes administration fee and HST)

- Dogwood (10 gallon) – \$300
- Mayday (15 gallon) – \$325

Bench Memorial – \$1,800

Concrete Picnic Table Memorial – \$2,000

#### **DONOR RECOGNITION:**

Donors may also elect to have a 2" x 12" plaque included on the memorial at the sole cost of the donor. The cost is an additional \$200, which includes a plaque with an inscription, installation and GST.

#### **PROCEDURES:**

The design, placement, and language must meet with requirements determined by City staff in cooperation with the applicant.

The City reserves the right to refuse any application in memory of a publically controversial individual, controversial historic leader, a loved one that is not deceased, an animal or pet.

Rates may be adjusted periodically at the discretion of City Council and shall be applied uniformly to facilities covered by this policy.

Applications are accepted at any time, however installations of memorials in municipal parks or outdoor places will occur between July and October. Therefore, any applications submitted after May 31<sup>st</sup> will be installed in the following calendar year.

# Memorial Application Form

Applicants Name:

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Business Name (if applicable):

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Address:

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Telephone:

Fax:

E-mail:

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Yes, I/We \_\_\_\_\_ wish to commemorate a memorial for \_\_\_\_\_ (for whom or what purpose).

**Please Choose from the Following Selections:**

- |   |  |
|---|--|
| <input type="checkbox"/> Concrete Picnic Table Memorial - \$1,700 | <input type="checkbox"/> Bench Memorial - \$1,500                  |
| <input type="checkbox"/> Mayday Tree Memorial (15 gallon) - \$250 | <input type="checkbox"/> Dogwood Tree Memorial (10 gallon) - \$270 |

*Please note that price includes HST*

Donors may elect to have a 2" X 12" plaque included on the memorial at the sole cost of the donor. Pricing reflects the cost of plaque with inscription and installation fees.

- Yes, I/We wish to commemorate our donation with a plaque for \$200.

**Plaque Inscription:**

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**Preferred Location(s):**

- |   |   |
|---|---|
| <input type="checkbox"/> Municipal Park   | <input type="checkbox"/> Downtown City Centre |
| <input type="checkbox"/> Community Forest | <input type="checkbox"/> Asphalt Trail System |
| <input type="checkbox"/> Other _____      |   |

*Please note: The City reserves the right to determine final location.*

Please email to [cemetery@fortstjohn.ca](mailto:cemetery@fortstjohn.ca) or send by fax at (250) 787-8181. Upon approval, payment in full is required prior to memorial installation.

**OFFICE USE ONLY**

Date application form was submitted to Public Works for ordering:

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Date Public Works' installed memorial:

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Location memorial was installed at:

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