



TOWN POLICY

POLICY NUMBER: 7603

REFERENCE:

ADOPTED BY:
Town Council

PREPARED BY: Parks

DATE: February 15, 2017

TITLE: Memorial Bench/Tree Purchasing Policy

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Policy Purpose

The purpose of this policy is to enable community members to honor the memory of loved ones in a lasting and meaningful way. An important date, a personal message or the name of a loved one can accompany trees, parks benches or site amenities in designated Town of Strathmore Cemetery and Parks.

Policy Statement

The Town of Strathmore recognizes the opportunity to create a way for individuals and groups to memorialize loved ones while enhancing existing parks. This policy a clear guideline for residents to participate in the Memorial Programs and to provide an understanding of administration and maintenance responsibilities.

PROCEDURES:

Memorial Tree Program

1. Residents wishing to participate in the Memorial Tree program may do so by completing an application form, attached as Schedule "A". The Memorial Tree program may include a commemorative plaque which will be mounted on the "Tree Dedication Monument" in the Strathmore Cemetery.
2. The Town will assist applicants with determining a choice of tree that is best suited for the chosen location and for Strathmore climate conditions.
3. The applicant is responsible for the cost of the tree, plaque, plaque installation and tree planting. Fees to cover the cost of the tree, plaque, plaque installation

and tree planting are charged and collected in accordance with the *Town of Strathmore Fees Bylaw No. 13-21*.

4. Trees shall be planted in designated locations within the Town as determined by the Town of Strathmore and with consideration of the wishes of the applicant.
5. 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. Replacement of a memorial tree will be at the discretion and cost of the applicant.
6. All wording for commemorative plaques must be approved by the Town.
7. The replacement of a memorial plaque for whatever reason is the responsibility of the memorializing individual or group;
8. The Town reserves the right to move a tree that has become damaged or to accommodate for any unforeseen future events.
9. The Town reserves the right to deny any memorialization.
10. No person shall tamper with or relocate a memorial tree or the area immediately surrounding it;

Memorial Bench Program

11. Residents wishing to participate in the Memorial Bench program may do so by completing an application form, attached as Schedule “B”. This application will also provide an opportunity to indicate a preferred location. The Memorial Bench may include a commemorative plate.
12. The applicant is responsible for the cost of the bench, plaque, plaque installation and placement of the bench. Fees to cover the cost of the bench, plaque, plaque installation and placement of the bench are charged and collected in accordance with the *Town of Strathmore Fees Bylaw No. 13-21*.
13. Benches shall be located in a designated area as determined by the Town with the following considerations:
 - Wishes of the applicant.
 - Sidewalks must remain passable and unrestricted.
 - Permission for bench placement from property or business owners must be provided in writing.

Completion of a placement agreement (attached as Schedule “C”) will be required prior to placement of the bench.

14. Maintenance of the benches will be the responsibility of the Town however the Town shall not be held responsible for any benches that are removed or vandalized.
15. The commemorative plaque will be placed on the back of the bench. Such plaque shall be a standard size of 5 cm x 20 cm (2 in x 8 in). Sample working is outlined in Schedule "B". All wording must be approved by the Town.
16. The Town of Strathmore reserves the right to:
 - (a) Determine the style of bench taking into consideration maintenance requirements, the wishes of the applicant and the design of the area where the bench is to be installed.
 - (b) Remove the bench at the end of its useful life.
 - (c) Deny any memorialization.
17. No person shall tamper with or relocate the memorial bench or the area immediately surrounding it;

End of Policy

Schedule "A"

Town of Strathmore

Application Form for Memorial Tree Program

Name of Applicant: _____
Address: _____ **Town:** _____
Postal Code: _____ **E-mail:** _____
Home Number: _____ **Cell Number:** _____

Number of Trees to be ordered: _____

Species of Tree(s) to be ordered: _____

Briefly identify the location you wish to have your memorial tree planted. *(You may wish to identify your 1st and 2nd choices for location. You are reminded that your choice may not be granted depending on the Town's ability to prepare the site for planting.)*

Indicate the wording you wish on the plaque. Remember the plaque will be 3 5/8" x 2 3/4"

Example:

In Memory of:
John Doe
Donated By:
Mary Doe & John Smith

Applicant's Signature: _____

Schedule "B"

Town of Strathmore

Application Form for Memorial Bench Program

Name of Applicant: _____
Address: _____ **Town:** _____
Postal Code: _____ **E-mail:** _____
Home Number: _____ **Cell Number:** _____

Number of Benches to be ordered: _____

Briefly identify the location you wish to have your memorial bench located. *(You may wish to identify your 1st and 2nd choices for location. You are reminded that your choice may not be granted depending on the Town's ability to prepare the site for the bench.)*

Indicate the wording you wish on the plaque. Remember the plaque will be 2" x 8"

Example:

2017 *(year placed)*
In Memory of John Doe
Our Loving Father

Applicant's Signature: _____

Schedule "C"

Town of Strathmore

**Final Placement Agreement
Memorial Bench Program**

Memorial Bench Program:

When determining the final placement of the memorial bench, the following must be taken into consideration:

- Benches are permanently glued into position and once in place cannot be moved without significant damage to the placement site and the bench itself. Careful consideration must be given to final placement.
- Sidewalks must remain passable and unrestricted.
- Permission must be granted in writing from property or business owners to place a bench on their property and attached to this agreement.

Name of Applicant:

Description of agreed upon placement:

Please note a sketch of exact bench placement may be attached to this document, if needed.

The signatures below confirm agreement to the above described placement of the memorial bench.

Name of Applicant

Signature of Applicant

Town of Strathmore Representative

Signature of Town of Strathmore Representative