

TOWN OF THREE RIVERS

MEMORIAL PROGRAM

Policy Number: TR23-01

Date of Approval: April 11, 2023

Approved By: Town Council

Reviewed: April 11, 2024

Review Date: Yearly

1. POLICY OBJECTIVE

The primary objective of the policy is to provide the parameters and guidelines for interested parties to participate in a memorial Program with the Town's green spaces including parks, facilities, and trails. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities to preserve the Town's green spaces.

2. POLICY STATEMENT

The Town of Three Rivers receives requests from individuals and groups to purchase benches, trees, and banners, in honor of someone, to be placed on Municipal property. The Town is committed to residents in protecting all parkland and natural heritage features, while providing opportunities for families /organizations to remember those who were important to them. The memorial program establishes options for residents for memorials while coordinating the operations, installation, and purchase with staff.

3. SCOPE

While paying tribute to individuals is important and may enhance one's experience in a park or green space, open spaces are extremely important to all users and therefore memorials should take into consideration the primary use of the space.

3.1. While donors may wish to install memorials in highly visible locations, it should be recognized that the Town may be required to consider limitations or a moratorium of memorial installations in a particular location or alter the product available. Established priority locations for memorial benches, trees, and banners, will be identified and noted in the application.

3.2. Maintenance should remain a primary concern with view to the future. In all cases, the Town shall have control over the materials used to ensure suitable durability.

- 3.3. Once a memorial is installed, it shall become the property of the Town.
- 3.4. No other types of commemoration (ie. Wreaths, stones, flowers, vases, bows, pictures ashes etc.) are permitted in municipal parks, open space, or natural heritage areas.
- 3.5. The town reserves the right to re-locate a memorial. In the eventuality that such a relocation is deemed necessary, the Town will use its best efforts to contact the donor for consultation prior to the move.
- 3.6. Memorials for pets or animals will not be permitted at this time.
- 3.7. The Town reserves the right to refuse an application in memory of a publicly controversial individual.

4. TYPES OF MEMORIALS

The following types for memorials are permitted to be installed on property owned by the Town of Three Rivers:

- 4.1. Steel Benches (Model determined)
- 4.2. Wooden Benches/composite Benches (Model determined)
- 4.3. Trees
- 4.4. Banners

5. TERM/AGREEMENT

Steel Benches in an outdoor setting have a reasonable life span of 25 years. The dedicated bench period will be for a period of 25 years. The fee covers the acquisition and installation of the bench, plaques with inscription, concrete pad, and general maintenance and repair during its useful life. Wooden and composite benches will have period of 5 years, and 10 years respectively.

The town will not be responsible for damaged or vandalized benches. In the event of severe bench vandalism, the plaque may be installed on another bench. The Town reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting. Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern. Due to concerns for risk management, maintaining quality and safety of product and installation, substitution of other providers, bench options or do it yourself work shall not be permitted.

6. TYPES OF MEMORIALS

STEEL BENCH MEMORIALS

(Design as chosen by the Town, criteria: size, weight, ease of maintenance, life span, concrete pad.)

The Town will receive applications for memorials throughout the calendar year. Once purchased memorials will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements. Benches will meet the standards outlined by the Accessibility Act. Installation will occur in Spring and Fall in accordance with the following:

- Those wishing to purchase a memorial bench shall be required to complete the application in the form attached.
- The applicant shall select a location. Only those locations identified will be available for approval.
- Once the application has been submitted, staff will confirm with the applicant whether their application is approved and update them on the approximate date of installation.
- The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- An application will not be deemed approved until the location and the wording of the memorial has been approved and payment has been processed in full. Payment in full is due with submission of form.
- Once an application is approved and payment processed no further changes to the wording of the memorial will be permitted.

Fee Schedule – Steel Bench	Fee
New Bench and Plaque	\$ Current Market Price bench, and install + HST
Engraved Plate only on existing bench	\$ Current Market Price bench, and plaque costs.

7. WOODEN/COMPOSITE BENCH MEMORIALS

(Design as chosen by the Town, criteria: size, weight, ease of maintenance, life span, concrete pad, or epoxy legs)

The Town will receive applications for memorials throughout the calendar year. Once purchased memorials will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements. Benches will meet the standards outlined by the Accessibility Act. Installation will occur in Spring and Fall in accordance with the following:

- Those wishing to purchase a memorial bench shall be required to complete the application form attached.
- The applicant shall select a location. Only those locations identified will be available for approval.
- Once the application has been submitted, staff will confirm with the applicant whether their application is approved and update them on the approximate date of installation.
- The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- An application will not be deemed approved until the location and the wording of the memorial has been approved and payment has been processed in full. Payment in full is due with submission of form.
- Once an application is approved and payment processed no further changes to the wording of the memorial will be permitted.

Fee Schedule - Composite Bench	Fee
New Bench and Plaque	\$ Current Market Price bench and install + HST
Engraved Plate only on existing bench	\$ Current Market Price bench, and plaque costs

8. TREE MEMORIALS

The town will receive applications for memorials throughout the Calendar year. Once purchased Memorial Trees will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements.

Replacement of engraved plaques will be at the purchaser’s discretion including cost for replacement, installation and engraving. Planting of Memorial trees will take place two times in each calendar year in accordance with the following.

- Those wishing to purchase a memorial tree shall be required to complete the application form attached.
- The applicant will select a location preference. Only those locations identified will be available for approval.

- Once the application is submitted, staff will confirm with the applicant when their application has been approved.
- The applicant will be able to choose the tree as outlined in the form. The variety of species of trees may change at the discretion of the town.
- The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- An application will not be deemed approved until the location and the wording of the memorial has been approved by the Town and the payment has been processed. Payment in full is due with submission of form.
- Once the application is approved, no further changes to the wording of the memorial will be permitted.

Fee Schedule - Tree Species	Fee
Various (outlined) New Planting 1. Maple 2. Oak 3. Birch 4. Pine 5. Spruce 6. Shrubs, Various 7. Non – Native Species	\$ Current Market Price Tree, plaque and install +HST
Engraved Plaque only on Existing Tree	\$ Current Market Price Tree, and plaque+ HST

9. REMEMBRANCE BANNERS

The town will receive applications for memorial Banners throughout the Calendar year. Once purchased Memorials will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements.

Replacement of banners will be at the cost of the purchaser.

- Those wishing to purchase a memorial banner shall be required to complete the application form attached.
- The applicant will select a location preference. Only those locations identified will be available for approval. Banners may be limited to display during specific dates each year.
- Once the application is submitted, staff will confirm with the applicant when their application has been approved.
- The applicant will be providing the photo and wording as outlined in the form. The display period may change at the discretion of the town.

- The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- An application will not be deemed approved until the location and the wording of the memorial has been approved by the Town and the payment has been processed. Payment in full is due with submission of form.
- Once the application is approved, no further changes to the wording of the memorial will be permitted.

Fee Schedule - Banners	Fee
Remembrance Banner	\$ Market Price, plus install +HST

10. INSCRIPTIONS

The requested inscription will not be permitted if it:

Detracts from the image of the Town.

May be considered discriminatory or offensive.

Exceeds the space available on one plaque per memorial.

11. POLICY REVIEW

This policy will be periodically reviewed and updated as required.

ATTACHMENTS

Memorial Application Form

To request copies of the attachments, please contact the Town Office at 902 838-2528

**Town of Three Rivers
Memorial Application**

Application Date: _____

Applicant Information

Name: _____

Address: _____ Postal Code: _____

Telephone (Home): _____ (Business): _____

Contact Information: (if different from above)

Name: _____

Address: _____ Postal Code: _____

Telephone (Day): _____ (Evening): _____

Type of Memorial:

- Bench \$ _____ Style: _____
- Tree \$ _____ Variety: _____
- Bush \$ _____ Variety: _____
- Banner \$ _____
- Bricks-TBD \$ _____

Memorial Location:

- AA Memorial Gardens Steel only
- Montague Waterfront Wooden or Composite
- Clay Park Wooden or Composite
- Village Green Wooden or Composite
- West Street Beach Wooden or Composite
- Montague Streetscape Steel only
- Georgetown Streetscape Steel only
- Park _____

Applicant to be notified when memorial is completed: Yes No

Payment Enclosed: \$ _____

<u>For Office Use Only</u>		
___ Application Accepted	___ Payment received	___ Confirmation of location
___ Tax receipt Issued	___ Proof confirmation	___ Plaque installed
Authorized Signature: _____		Date: _____

**Town of Three Rivers
Memorial Application**

Memorial Plaque / Banner Wording

Please complete the following for the plaque to accompany a memorial application:

Message to appear on the plaque or banner: (Note banner message must be accompanied by a photograph)

Photo Attached:

MEMORIAL PROGRAM MAINTENANCE AGREEMENT

As per policy TR23-01 Memorial Policy

STEEL BENCHES/COMPOSITE BENCHES/PLANTERS

1. Steel Benches/ planters shall hold a 25-year initial maintenance, Composite 10 year, wooden 5 year. Should other benches periodically be offered, an initial maintenance timeline will be established.
 - a. Cleaning of the bench
 - b. Removing of graffiti or other markings
2. Composite and wooden benches will hold a 5- year initial maintenance.

RENEWAL PERIOD TERMS

1. After the initial maintenance period expires, the donor will have the option of renewal.
2. To initiate renewal the condition of bench is assessed.
 - a. An estimate of cost to refurbish will be determined (i.e., replacement of fasteners, painted.)
3. Upon payment of the refurbishment costs by the donor(s), a subsequent maintenance period will begin, based on assessed condition.
4. If the donor(s) cannot be reached upon end of the maintenance period, or chooses not to undertake the required refurbishment cost, the Town will remove and return the plaque to the donors(s). The Town will use the contact information supplied at purchase.
5. It is the donor(s) responsibility to update their contact information with the Town (i.e., address and phone number changes)

BANNERS

1. Hold period, one (1) Year, banner will remain in rotation until it is deemed end of its useful life. Banners can sustain serious UV damage, material damage or loss through vandalism or theft.
2. To initiate renewal, the condition of banner is assessed.
 - a. An estimate of the cost to refurbish will be determined (i.e., replacement of banner, repairs.)
3. Upon payment of the refurbishment costs by the donor(s), the year-to-year maintenance period will begin, as per above.
4. If the donor(s) cannot be reached upon end of the maintenance period, or chooses not to undertake the required refurbishment cost, the Town will remove and return the plaque to the donors(s). The Town will use the contact information supplied at purchase.
5. It is the donor(s) responsibility to update their contact information with the Town (i.e., address and phone number changes)

TREES/ BUSHES

1. Hold an annual maintenance period for its life.
2. Trees/ Bushes hold a one-year free replacement warranty and will be replaced if they do not prosper.
3. To initiate renewal should the tree/bush need replacement, the condition of item is assessed. An estimate of cost to refurbish will be determined (i.e., replacement of tree, planting, or plaque.)
4. Upon payment of the refurbishment costs by the donor(s), the subsequent lifelong maintenance period will begin, as per above.
5. If the donor(s) cannot be reached upon end of the maintenance period, or chooses not to undertake the required refurbishment cost, the Town will remove and return the plaque to the donors(s). The Town will use the contact information supplied at purchase.
6. It is the donor(s) responsibility to update their contact information with the Town (i.e. address and phone number changes).