



Memorial Program Policy

Policy Number: M-PW-004

Authority: Res. 219/17

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Department Responsible: Public Works

Revision Dates: n/a

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Status: Active

1. Policy Statement

- 1.1. The Town of LaSalle receives requests from individuals and groups to purchase benches, trees or bricks 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 of installation and purchase with staff.

2. Scope

- 2.1 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
- 2.2 While many 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. Specific locations for memorial benches, trees and bricks will be identified by the Public Works Department and noted in the application.
- 2.3 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
- 2.4 Once a memorial is installed, it shall become the property of the Town.

- 2.5 No other types of commemoration (i.e. wreaths, flowers, vases, bows, ashes, etc.) are permitted in municipal parks, open space or other natural heritage areas
- 2.6 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.
- 2.7 Memorials will not be permitted for any pets or animals
- 2.8 The Town reserves the right to refuse an application in memory of a publicly controversial individual.

3. Definitions

Please include any definitions used throughout the policy

- 3.1. **Applicant** shall mean a person who makes a formal application for something.
- 3.2. **Application** shall mean the action of putting something into operation.
- 3.3. **Memorial** shall mean something, especially a structure, established to remind people of a person or even.
- 3.4. **Municipality** shall mean a city or town that has corporate status and local government.
- 3.5. **Plaque** shall mean an ornamental tablet, typically of metal, porcelain, or wood that is fixed to a wall or other surface in commemoration of a person or event.
- 3.6. **Public Works Department** shall mean construction projects that are sponsored and carried out by a government administration'

4. Policy

4.1. Types of Memorials

4.1.1. The following types of memorials are permitted to be installed on property owned by the Town of LaSalle:

- Benches
- Trees
- Bricks

4.2 Application – Bench Memorials

- 4.2.1. The Public Works Department will receive applications for memorial benches throughout the calendar year. Once purchased Memorial Benches will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements. Installation will occur in Spring and Fall in accordance with the following:
- a. Those wishing to purchase a memorial bench shall be required to complete the application in the form as attached to policy number M-CR-003, and to submit to the Public Works Department for approval
 - b. The applicant shall select a location of a memorial bench according to the numbered locations available on the town map provided. Only those locations as identified on the map will be available to the applicants
 - c. Once the application has been submitted, staff will confirm with the applicant whether their application has been approved and update them on approximate date of installation
 - d. The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted
 - e. 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
 - f. Once an application is approved and payment has been processed no further changes to the wording of the memorial will be permitted
 - g. Applications that are received and approved prior to the second Friday in April in any calendar year will be installed no later than the 4th Friday of June (note: last day of installation may be delayed due to inclement weather).
 - h. Applications that are received and approved prior to the second Friday in August in any calendar year will be installed no later than the 4th Friday of October (note: last day of installation may be delayed due to inclement weather)
 - i. Any application received and approved after the dates set out in 3.8 will be automatically moved to the next installation period. Payment in full is due with submission of form.

4.2.2 Fee Schedule – Bench Memorial

Bench Category	Fee
A - New bench and plaque	\$1,800 + HST
B – Engraved Plate only on existing bench	\$1,000 + HST

4.3 Application – Tree Memorials

4.3.1. The Public Works Department will receive applications for memorial trees 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, install and engraving. Planting of Memorial Trees will take place two times in each calendar year in accordance with the following:

- a. Those wishing to purchase a memorial tree shall be required to complete the application in the form attached to policy number M-CR-003, and submit to the Public Works Department for approval.
- b. The applicant will select a park or trail and location preference for the memorial tree. Only Town owned parks and trails will be available to the applicants.
- c. Once the application has been submitted, staff will confirm with the applicant when their application has been approved.
- d. The applicant will be able to choose the species of tree to be planted as outlined in the form. The variety of tree species may change at the discretion of the Public Works Department.
- e. The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- f. An application will not be deemed approved until the location and the wording of the memorial has been approved by the Public Works Department and the full payment has been processed.
- g. Once an application is approved, no further changes to the wording to the memorial will be permitted.

- h. Applications that are received and approved prior to the second Friday in April in any calendar year will be installed no later than the 4th Friday of June (note: last day of installation may be delayed due to inclement weather).
- i. Applications that are received and approved prior to the second Friday in August in any calendar year will be installed no later than the 2nd Friday of November (note: last day of installation may be delayed due to inclement weather).
- j. Any application received and approved after the date set out in 3.18 will be automatically moved to the next installation period
- k. Payment in full is due with submission of form.

4.3.2 Fee Schedule – Tree Memorial

Species	Fee
Various (outlined in form)	\$600 + HST
Engraved Plaque Only On Existing Tree	\$200 + HST

4.4 Application – Brick Memorials

4.4.1. The Public Works Department will receive applications for memorial bricks throughout the calendar year. Once purchased Memorial Bricks will not be replaced by the town if damaged due to vandalism or effects caused by weather or natural elements. Replacement of bricks will be at the purchaser’s discretion including cost for replacement brick, install and engraving. Installation will occur in accordance with the following:

- a. Those wishing to purchase a memorial brick shall be required to complete the application in the form attached to policy number M-CR-003, and submit to the Public Works department for approval.
- b. Brick will only be permitted to be installed in the Millennium Gardens and at the entrance to the Vollmer Complex.
- c. An application will not be deemed approved until the location and wording of the memorial has been approved by Public Works and the appropriate fee has been paid in full.

- d. Following the approval of the application, brick(s) will be installed within 60 days.
- e. No bricks will be installed between Nov 1st and March 31st
- f. Applications approved after Sept 1st will be moved to the next calendar year for installation.
- g. Payment in full is due with submission of form.

4.4.2 Fee Schedule – Brick Memorials

Memorial Brick	Fee
Millennium Gardens or Vollmer Complex	\$100 + HST

5. Roles and Responsibilities

The Manager of Parks shall be responsible for the intake of memorial applications; and shall coordinate installation with the Public Works Department staff in the locations and timelines as set out in the approved policy.

6. References and Related Documents

None

7. Attachments

- Memorial Bench Program Form
- Memorial Tree Program Form
- Memorial Brick Program Form

To request copies of the attachments, please contact the Public Works department at 519-969-7770 extension 5013.