

# MEMORIALS

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Date Issued: May 5, 2017

Mandated by: City Manager

Current Revision: July 11, 2022

Cross Reference:

- Memorials Procedure GEN-009-A

Next Review: January 1, 2027

Responsibility: Director, Public Works

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## 1. PURPOSE

Memorials provide the public an opportunity to establish a place to honor, remember and pay tribute to a person or event.

## 2. POLICY

Individuals may apply for Memorials to be placed on public property to commemorate events or deceased individuals. Memorials may be in the form of Trees, Shrubs, Plaques or Benches.

## 3. DEFINITIONS

3.1 *Applicant* – means the person or group submitting an application for a Memorial.

3.2 *Bench* – means a standard bench made with a black or blue iron frame with wooden slats.

3.3 *City* – means the municipal corporation of the City of Fort Saskatchewan.

3.4 *Memorial* – means items such as Trees, Shrubs, Plaques or Benches that honor the memory of a person or an event.

3.5 *Plaque* – means a bronze plate affixed to an existing building or structure in the City. A plaque may also be affixed to a Bench or post, adjacent to a Memorial Tree or Shrub.

3.6 *Tree or shrub* – means a plant approved for a Memorial by the City.

## 4. GUIDING PRINCIPLES

4.1 Memorials are intended to honor an event or deceased person.

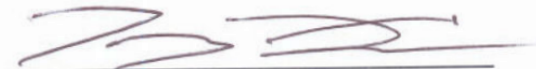
4.2 Memorials must be approved by the City and must meet the specifications set out by the City. Memorials shall only consist of Trees, Shrubs, Plaques or Benches.

4.3 The City reserves the right to decline any application.

- 4.4 The Applicant is responsible for all costs incurred by the City regarding the purchase of a Memorial.
- 4.5 The City is responsible for the acquisition and installation of the Memorial.
- 4.6 Once installed or planted, Memorials become property of the City.
- 4.7 Repair, maintenance, and replacement will be completed by the City, as resources and budgets allow.
- 4.8 The City reserves the right to relocate or remove any Memorial at any time.

**5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT**

The Director, Public Works has the responsibility and authority to implement this Policy and to develop procedures to enact it.



City Manager

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## 1. PURPOSE

To provide direction on how to proceed with establishing a Memorial.

## 2. DEFINITIONS

2.1 *Applicant* – means the person or group submitting an application for a Memorial.

2.2 *Bench* – means a standard bench made with a black or blue iron frame with wooden slats.

2.3 *City* – means the municipal corporation of the City of Fort Saskatchewan.

2.4 *Memorial* – means items such as Trees, Shrubs, Plaques or Benches that honor the memory of a person or an event.

2.5 *Plaque* – means a bronze plate affixed to an existing building or structure in the City. A plaque may also be affixed to a Bench or post, adjacent to a Memorial Tree or Shrub.

2.6 *Tree or shrub* – means a plant approved for a Memorial by the City.

## 3. PROCEDURE

3.1 To initiate a Memorial request, Applicants must complete the Memorial Application Form attached to this Procedure.

3.2 The City reserves the right to deny any Memorial application.

3.3 The Applicant must provide at least one (1) proposed location on the Memorial Application Form. The proposed location(s) must be on public property.

3.4 The approval of a Memorial location will be at the discretion of the City. The following factors will be considered when reviewing potential sites for approval:

- a) Density of Memorials in the area;
- b) Access for pedestrian and bicycle movement around the Memorial;
- c) Access for equipment and personnel to install the Memorial;
- d) Characteristics of the location (e.g. slope, probability of flooding, etc.); and
- e) Maintenance & replacement costs.

- 3.5 After reviewing the potential site(s), the City may provide approval of one (1) site. If the proposed sites are considered unacceptable, the Applicant must submit additional new sites, until an acceptable site is found. The City and the Applicant will work together, to select an acceptable site.
- 3.6 In the even that more than one site is deemed acceptable, the Applicant shall choose the location of the Memorial.
- 3.7 The City is responsible for providing both the Applicant and City staff with information regarding the cost of the Memorial. Payment by the Applicant shall be made at the Public Works Office, located at the James E. Graham building (11121 88 Avenue).
- 3.8 The Memorial will not be acquired until the application has been approved by the City and payment in full has been received from the Applicant. Plaques may not be installed until the Memorial item has been paid for and the location has been approved by the City.
- 3.9 Benches are available for purchase through the City.
- a) Benches are either a “cemetery style” with a black iron frame or a “pathway style” with a blue steel frame.
  - b) The Applicant may provide permission for additional Plaques to be placed on a Memorial Bench. If this permission is provided by the Applicant, the City will use discretion for installation of additional Plaques
- 3.10 Plaques must be purchased by the Applicant.
- a) Plaques for Benches shall measure 9 inches x 2 inches.
  - b) They may be installed adjacent to existing infrastructure, providing there is a significant connection between the person or event and the infrastructure.
  - c) The Plaque maker must complete the installation.
  - d) Plaques to identify Memorial Trees may be placed on 10 inch x 10 inch, pressure treated angle tipped posts or on Benches.
  - e) Plaques for 10” x10” treated posts shall measure 5 inches x 8 inches.
- 3.11 Trees and Shrubs will be selected and purchased by the City.
- a) Selection will be based on suitability for approved location.
- 3.12 The City reserves the right to relocate or remove any memorial at any time.



## MEMORIAL APPLICATION FORM

**APPLICANT INFORMATION** **DATE OF REQUEST:**

Applicant: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

**MEMORIAL DETAILS**

Name of person / event that memorial is dedicated to: \_\_\_\_\_

\_\_\_\_\_

Reason for Commemoration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF MEMORIAL REQUESTED (Mark applicable box)**  
Please provide at least one (1) location for placement of tree, shrub, plaque or bench.

**BENCH** Proposed Locations:  
1) \_\_\_\_\_  
2) \_\_\_\_\_

**PLAQUE** Proposed Locations:  
1) \_\_\_\_\_  
2) \_\_\_\_\_

Proposed Inscription: \_\_\_\_\_  
\_\_\_\_\_

**TREE/SHRUB** Proposed Locations:  
1) \_\_\_\_\_  
2) \_\_\_\_\_

**OFFICE USE ONLY**

Type of Memorial Approved: \_\_\_\_\_  BENCH  PLAQUE  TREE / SHRUB

Approved Location: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_