



The Corporation of the Town of LaSalle

<b>Date</b>	May 18, 2017	<b>Report No:</b>	R & C 05-17
<b>Directed To:</b>	Council	<b>Attachments:</b>	
<b>Department:</b>	Culture and Recreation	<b>Policy References:</b>	
<b>Prepared By:</b>	Director of Culture and Recreation		
<b>Subject:</b>	Memorial Program Policy		

**RECOMMENDATION:**

That the report from the Director of Culture and Recreation dated May 18th, 2017 (C&R 05-17) regarding the Memorial Program Policy BE APPROVED;

AND THAT Council support staff promoting the Memorial Program through social media, town website and the activity guide to educate our residents on the opportunity available and process for participating in the Memorial Program.

**REPORT:**

The Town of LaSalle's Memorial Program gives residents an opportunity to purchase a bench, tree or brick in memory of a loved one, to dedicate to a friend or family member or to commemorate a special person. The gift of a memorial is a lasting tribute that benefits the community as a whole by enhancing the community's parks, trails and open space areas with a large personal attachment with sensitivity.

The existing Memorial Program was concerning to staff and operations due to the obscure special requests and abundance for specific areas of placement along the waterfront, parks and trails. A request for a revised program and new policy was directed to staff to introduce a more effective and efficient process for operations. Staff have proposed a Memorial Policy (see Attachment A) based on the strengths of the existing program and supporting staff to operate effectively. Staff from Culture and Recreation as well as Public Works have met to review the existing program, highlight options to support operations and examined possible efficiencies around the Memorial Program, from these discussions the policy was created.

The program represents a cost recovery of labour, materials and equipment. The requests for purchase of a memorial may be made at any time of the year; however installations is scheduled twice annually and may be weather dependent which is outlined in the policy. The Memorial Program Policy will allow for staff to organize the program with operations and balance the locations and timing of installation to minimize the associated costs.

In the past, Staff have had several steps involved with residents who are looking to purchase a Memorial including payments, choice of memorial, choice of location, meeting on location, message to be engraved, follow up to collect final payment, etc. These various steps were time consuming for residents and staff. Under the proposed Memorial Program policy the process is streamlined including the payment, form and timeline. Parks staff will look to conduct memorial installs and planting twice a year during Spring and Fall operations. The dates and options are all detailed in the forms and will be posted on the Town Website for residents to access and promoted through social media.

Locations for memorial have been pre-approved by the Public Works Department and logged into a GIS database so maps can be produced for residents to choose their ideal location for placement. Once forms have been complete staff will review and approve or provide feedback regarding the request. The GIS map system will also benefit the department regarding inspections and maintenance of the memorials throughout LaSalle keeping a detailed inventory of benches, trees and bricks.

Should Council support the Memorial Program Policy, staff recommends that a social media campaign be created to educate residents and promote the program. The Interactive GIS map of various locations could be linked on the Town Website and through links on social media to share options and locations.



Julie Columbus, Director of Culture & Recreation

Reviewed by:							
CAO	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire



## THE CORPORATION OF THE TOWN OF LASALLE POLICY MANUAL

<b>POLICY MANUAL SECTION:</b>	<b>POLICY NUMBER:</b>
<b>POLICY NAME:</b> Memorial Program	<b>AUTHORITY:</b>
<b>DATE APPROVED:</b> June 13 2017	<b>DEPARTMENT RESPONSIBLE:</b> Public Works
<b>REVISION DATES:</b>	<b>REVIEW DATE:</b>
<b>STATUS:</b>	

### **PURPOSE:**

To establish a policy that will provide a consistent and timely process for the installation of memorials throughout the municipality.

### **POLICY STATEMENT:**

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.

### **SCOPE:**

- 1.1 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.
- 1.2 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.





- 1.3 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.
- 1.4 Once a memorial is installed, it shall become the property of the Town.
- 1.5 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.
- 1.6 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.
- 1.7 Memorials will not be permitted for any pets or animals.
- 1.8 The Town reserves the right to refuse an application in memory of a publicly controversial individual.

## **POLICY:**

### **2.0 Types of Memorials**

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

- 2.1 Benches
- 2.2 Trees
- 2.3 Bricks

### **3.0 Application - Bench Memorials**

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:

- 3.1 Those wishing to purchase a memorial bench shall be required to complete the application in the form as attached to policy number \*\*, and to submit to the Public Works Department for approval.
- 3.2 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.
- 3.3 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.
- 3.4 The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- 3.5 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.
- 3.6 Once an application is approved and payment has been processed no further changes to the wording of the memorial will be permitted.



- 3.7 Applications that are received and approved prior to the second Friday in April in any calendar year will be installed no later than the 4<sup>th</sup> Friday of June (note: last day of installation may be delayed due to inclement weather).
- 3.8 Applications that are received and approved prior to the second Friday in August in any calendar year will be installed no later than the 4<sup>th</sup> Friday of October (note: last day of installation may be delayed due to inclement weather).
- 3.9 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.

#### Fee Schedule - Bench Memorials

BENCH CATEGORY	FEE	TOTAL
A - New bench and plaque	\$1,800 + \$ 234 HST	\$2,034
B - Engraved Plate only on existing bench	\$1,000 + \$ 130 HST	\$1,130

#### Application – Tree Memorials

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:

- 3.10 Those wishing to purchase a memorial tree shall be required to complete the application in the form attached to policy number \*\*, and submit to the Public Works Department for approval.
- 3.11 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.
- 3.12 Once the application has been submitted, staff will confirm with the applicant when their application has been approved.
- 3.13 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.
- 3.14 The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
- 3.15 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.
- 3.16 Once an application is approved, no further changes to the wording of the memorial will be permitted.



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

#### Fee Schedule – Tree Memorial

Species	FEE	TOTAL
Various (outlined in form)	\$600 + \$ 90 HST	\$690

#### Application – Brick Memorials

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:

- 3.21 Those wishing to purchase a memorial brick shall be required to complete the application in the form attached to policy number **99** \*\*, and submit to the Public Works department for approval.
- 3.22 Brick will only be permitted to be installed in the Millennium Gardens and at the entrance to the Vollmer Complex.
- 3.23 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.  
Following the approval of the application, brick(s) will be installed within 60 days.
- 3.24 No bricks will be installed between Nov 1<sup>st</sup> and March 31<sup>st</sup>.
- 3.25 Applications approved after Sept 1<sup>st</sup> will be moved to the next calendar year for installation.
- 3.26 Payment in full is due with submission of form.

#### Fee Schedule – Bricks

MEMORIAL BRICK	FEE	TOTAL
Millennium Gardens or Vollmer Complex	\$100 + \$ 13 HST	\$ 113





### **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.

### **POLICY REVIEW**

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.