

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Memorials Policy	<i>POLICY NUMBER:</i> 7.1.35	<i>EFFECTIVE DATE:</i> July 15, 2013
<i>ORIGIN:</i> Community Services	<i>ADOPTED BY COUNCIL ON:</i> July 15, 2013	<i>DATE AMENDED:</i>

1.0 PURPOSE

- To provide guidelines which allow citizens in Melfort the opportunity to purchase items in memory of an individual which enhances or complements the existing City-owned parks or open spaces.
- To establish a policy that will ensure that the design, placement and look of a memorial is consistent with the community interest.
- To define the criteria for the accepted forms of memorials and locations.
- To establish the application procedure and maintenance parameters for the memorial.

2.0 MEMORIAL CRITERIA

2.1 **Acceptable Memorial Items**

- Memorial items considered acceptable include: 1) park benches, 2) trees, 3) historical artifacts, 4) art, 5) miscellaneous item that City Council considers acceptable.
- The item must be acceptable to the community interest and must be of a quality that can withstand the extreme Saskatchewan weather and possible rough handling.
- The Community Services Committee will review each memorial application to ensure the design and appearance complements the proposed location. After the proposal has been reviewed, the Committee will present a recommendation to Melfort City Council for ratification.

2.2 **Acceptable Locations**

- Memorials may be located in parks, athletic fields, or other outdoor public spaces as long as they do not conflict with the overall design and purpose of the space. In addition, the memorial may not conflict with any existing agreements or understandings pertaining to a particular outdoor space.

3.0 PROCESS

- An applicant may apply to purchase and install a memorial by filling in the form noted in Appendix A and submitted to the Director of Community Services. All applications will be reviewed by the Community Services Committee and a recommendation will be presented to Melfort City Council for ratification. Application approval is subject to the discretion of Council.
- The applicant will accept all costs pertaining to the purchase and installation of the memorial. The City of Melfort may establish criteria pertaining to the size, color, proposed location, species (in the case of a tree), size and wording of the plaque, or any other criteria considered important to satisfy the community interest.
- Once the installation of the memorial item has been completed, the City of Melfort will assume responsibility for the maintenance of the item. The City of Melfort has the right to remove any item that becomes damaged or degenerates to disrepair and will not be held responsible for replacement of the item.

4.0 ROADSIDE MEMORIALS

- All roadside memorials will be considered temporary and may not be in place any longer than 90 days from the date of the death of the memorial candidate. Memorial items remaining longer than the 90 day deadline will be removed by City of Melfort staff.
- In addition, any items that are considered unacceptable will be immediately removed regardless of whether the 90 day deadline has arrived. This includes but is not limited to liquor, cigarettes, flowers that have wilted, empty chip bags or anything that could be defined as refuse, lights that shine intermittently or any item that could be considered distracting to vehicular traffic, etc.



Memorial Application Form

202 Burrows Avenue West
P. O. Box 2230
Melfort, SK S0E 1A0
Phone: (306)752-5911
Fax: (306)752-5556
E-mail: city@cityofmelfort.ca
Web: www.cityofmelfort.ca

Date: _____
Memorial Candidate: _____
(enter the name of the individual you wish to memorialize)

PERSONAL INFORMATION	<i>Please Print</i>
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Name: _____
(last name) (first name) (middle/initial)

Address: _____
(mailing address . box number or street address)

(city) (province) (postal code)

Home Phone #: _____ **Work Phone #:** _____ **Cell #:** _____

E-mail Address: _____

DESCRIPTION OF MEMORIAL

Describe in detail the type of memorial you wish install. Include information on the dimensions of the memorial, color and size of the plaque. Please **submit a picture of the memorial** with this application.

REQUESTED LOCATION OF THE MEMORIAL

Indicate the preferred location for the memorial. Please note the City reserves the right to determine the final location.

PLAQUE INSCRIPTION

Below fill out the proposed inscription you wish to have on the plaque.

CERTIFIED CORRECT

Please sign below to indicate that the preceding information is correct and complete.

Signature

Date

OFFICE USE ONLY

Date Application Received: _____

Committee Review Date: _____

Council Ratification Date: _____