



## **Commemoration Policy**

**Approved: 2022-06-21**

***Motioned by Commissioner Pitcher***

*"I move that Village of Bible Hill amend the Commemoration Policy to include criteria, as established by the Committee at its June 7, 2022 meeting, to consider when deciding on commemoration requests."*

***Seconded by Commissioner Shea***

***Motion carried***

## **Purpose**

1. This policy establishes the procedures for interested parties to request the placement of a memorial bench or tree on Village property, to commemorate, honour, and/or celebrate family, friends, or events. It also includes information related to the purchase, installation/planting, maintenance, funding requirements, and other standards for requests of memorial benches and trees.

## **Definitions**

2. In this policy,
  - a. "Clerk and Treasurer" means the person appointed and employed by the Village as Clerk and Treasurer as described in the Municipal Government Act, and includes a person delegated the responsibilities of the Clerk and Treasurer by the Village Commission.
  - b. "Village" means Village of Bible Hill.

## **Terms of Policy**

### **Procedures**

3. The Parks and Recreation Director or his/her designate shall ensure compliance with this policy.
4. The procedure for requesting a memorial bench or tree is as follows:
  - a. Requests shall be in writing on the prescribed form and directed to the Parks and Recreation Director.
  - b. The Parks and Recreation Director shall review the application within 30 days, compare it to the applicable criteria, and discuss with the Parks and Recreation Advisory Committee. The Committee shall review the request against the applicable criteria and recommend approval to the Village Commission in cases determined appropriate by the committee.
  - c. Once the request has been approved the Village will require payment prior to the purchase, manufacture, and installation of the bench or planting of the tree. The donor shall submit cash or cheque (or other form of payment acceptable to the Village) in an amount set by the Village.

### **Criteria**

5. A request for a memorial bench or tree shall be considered in cases where it honours an individual(s) or organization(s) which:

- a. has demonstrated excellence, courage or exceptional service to the citizens of the Village of Bible Hill, the Province of Nova Scotia and/or Canada;
  - b. is historically significant to the development of the Village of Bible Hill, the Province of Nova Scotia, and/or Canada;
  - c. has an extraordinary community service record; or
  - d. has risked their life to save or protect others.
6. The Village may, in its sole discretion, refuse to accept any proposed donation on the following grounds:
- a. The donation could reasonably compromise the Village's public image or reputation;
  - b. The donation exposes the Village to potential liability or unacceptable risk;
  - c. The donor applies unacceptable conditions or restriction on the donation;
  - d. The donation will be difficult to administer;
  - e. The donation does not comply with the Canadian Income Tax Act, Canada Revenue Agency guidelines, or any other applicable law; or
  - f. The asset to be donated or to be purchased following the donation, or the requested placement of the item, does not align with a strategy or goal of the Parks and Recreation Director or Commission, or existing or planned infrastructure.

## **Plaque**

7. A commemoration (plaque) on a memorial bench and tree is a form of remembrance for a loved one with a connection to the community, or to honour others' personal or professional contributions to the community.
8. The Parks and Recreation Director and the donor will agree on the text content, and both shall sign off on the final proof. There is a 15-word limit.
9. The Parks and Recreation Director will determine the standard font type and background colour that adheres to accessibility requirements.

10. The Village will use a standard plaque (4" x 8") to promote consistency in costs, size, type, and mounting. Placement of the plaque will be consistent and pre-set based on the bench or tree placement.
11. Pictures are not permitted on plaques.

### **Fees**

12. The commemoration fee will be determined on a case-by-case basis, by the Clerk and Treasurer at the time of the request. The price will be for a single commemorative bench or tree, including a plaque, and installation by Village staff, based on availability of local products.

### **Location and Installation**

13. The Village has many parks, green spaces and facilities available for memorial benches and trees. Not all park areas are suitable for planting or bench placement. Every effort will be made to comply with the request of the donor. The Village reserves the right to determine and limit the placement of the bench or tree.
14. A bench or tree will be installed/planted by Village of Bible Hill staff to the Village's standard and specifications.
15. All installation and planting will occur in the in the months of June through November to avoid frost conditions.

### **Maintenance and Replacement**

16. The Village shall provide normal maintenance of the bench or tree and its surroundings during its useful life. Normal maintenance generally includes mowing, raking, pruning, mulching and general cleaning of the grounds around the memorial benches and trees as well as some minor repairs.
17. The Village is not responsible to replace damaged or stolen benches. The Village reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense. The Parks and Recreation Director will attempt to contact the donor to discuss replacement of the bench.

18. In the event that a memorial tree should die or become diseased or damaged, the Village will replace the tree with a landscape size tree of the same species (if available) for a period of one (1) year after the date of original installation.
19. All memorial benches and trees placed on Village property become the property of the Village at the time of installation. The placement of articles, flowers, notes/letters, etc., or decorating the bench in any manner is not permitted. Any articles left at a memorial bench site will be removed by Village staff.

## Policy Document Attestation

Date of notice to Village Commission of intent to consider: 2022-06-21

Date of adoption: 2022-06-21

I certify that this Policy was adopted by Village Commission as documented above:

  
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Chair

2022-11-30

Date

  
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Clerk and Treasurer

2022-11-28

Date