



POLICY TITLE: Memorial Bench & Tree Policy
POLICY #: R-003-003
EFFECTIVE DATE: June 26, 2006
ADOPTED BY COUNCIL ON: June 26, 2006
RESOLUTION #: 215.06.06
SUPERCEDES: n/a

POLICY STATEMENT:

The Town of Sylvan Lake sees the need and opportunity of allowing for memorial benches and trees to be located within the Town, giving the public an opportunity to create a lasting memorial to a loved one while also enhancing the community.

THE PURPOSE OF THIS POLICY IS TO:

Establish guidelines where the public may dedicate standardized benches and / or trees within the trail system and parks of the Town of Sylvan Lake.

1. DEFINITIONS:

- A. Applicant: shall mean the person or group submitting an application for a Memorial Bench and / or Tree.
- B. Board: shall mean the Sylvan Lake & District Recreation & Parks Board.
- C. Council: shall mean the Council for the Town of Sylvan Lake.
- D. Town: shall mean the Town of Sylvan Lake

2. RESPONSIBILITIES:

A. Council:

- i. Approves policy.
- ii. Appoints the Board.
- iii. Adopt (from time to time) by resolution the Trails and Parks Development Standards.

B. Board:

- i. Review and approve (or deny) applications within 60 days of receipt of the complete application submission.

C. Applicant:

- i. Complete the Application Form (attached as Schedule 'A') and submit it to the Board for consideration.
- ii. Attend a meeting of the Board (if required) to present the Application.

3. PROCEDURES:

A. Memorial Benches:

- i. Memorial Benches may be dedicated and placed within the Parks and Trails System of the Town;
- ii. Memorial Benches must comply with the designs set out in the Trails & Parks Development Standards.
- iii. A proposed Memorial Bench which does not meet the design specifications of the Trails & Parks Development Standards could be placed at a location not within a park or trail at the discretion of the Board.
- iv. Upon application (and approval) for a Memorial Bench, recognition of the dedication shall be given to the Applicant by way of a plaque to be installed on the bench with the following script:

*'This bench has been dedicated in memory of _____ from the ____
_____ Family'.*

- v. The Applicant may request (through the application) alternative script provided that the script is no longer than 4 lines with a maximum 32 characters and spaces per line.

B. Memorial Trees:

- i. Memorial Trees will be located in the Memorial Tree Garden of the West Meadows Cemetery located at Lot 1, Block 1, Plan 982-6490.
- ii. Upon application (and approval) for a Memorial Tree, recognition of the dedication shall be given to the Applicant by way of a plaque to be installed in the memorial gazebo with the following script:

*'A tree has been planted in the Memorial Tree Garden as a dedication to _____
_____ from the _____ Family'.*

- iii. The Applicant may request alternative script (through the application) provided that the script is no longer than 4 lines with a maximum 32 characters and spaces per line.



MEMORIAL BENCH & TREE PROGRAM
APPLICATION FORM

Donor Information (if there is more than one donor and/or if more than one receipt is required please complete a second form)

Name: _____ Home Ph: _____
Address: _____ Bus. Ph: _____
City: _____ E-mail: _____
Province/State: _____ Postal Code: _____

Contact Name/Address as above _____, or

Name: _____ Home Ph: _____
Address: _____ Bus. Ph: _____
City: _____ E-mail: _____
Province/State: _____ Postal Code: _____

Bench Location (if more than one bench is requested, please complete a 2nd form)

Preferred location: _____ (See attached map)

Comments: _____

Plaque Inscription (4 lines, maximum of 32 characters/spaces per line)

PAYMENT

The fee to purchase a Memorial Bench or Tree is cost plus 15%. The fee to purchase a plaque is \$75.00 + GST

PLEASE PROVIDE YOUR CHEQUE OR MONEY ORDER FOR YOUR MEMORIAL BENCH OR TREE PAYABLE TO:

TOWN OF SYLVAN LAKE

Signature: _____ Date: _____

Please complete the Application Form and mail or drop with your payments for the Memorial Bench & Tree Program to:

in person:

Town of Sylvan Lake
4804- 48 Street
Sylvan Lake, AB

by mail:

Town of Sylvan Lake
4926-50 Avenue
Sylvan Lake, AB T4S 1A1

Attention: Recreation & Parks

The personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act for the purpose of administering requests for Memorial Bench and Trees. It is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIPP coordinator for the Town of Sylvan Lake at (403) 887-2141.