

## Memorial and Dedication Policy

### **Purpose:**

- 1 To allow City of Red Deer residents the ability to honour the memory of loved ones in a meaningful way. An important date, personal message, name of a person or group can be displayed on park benches. Memorial trees can be planted in memory of a person or group in a designated area within the City of Red Deer's park spaces.

### **Policy Statements, General:**

- 2 The City of Red Deer recognizes memorializing to celebrate a person's memory or commemorate a group for their work in the community.
- 3 Applicants are encouraged to contact a Parks & Public Works Administrator to discuss their proposed memorialization.
- 4 Applications may be submitted in person at the Alto Reste Cemetery office, or by emailing [parksandpublicworks@reddeer.ca](mailto:parksandpublicworks@reddeer.ca).
- 5 Applications submitted by the interested person, group or organization will be reviewed by a Parks & Public Works Administrator.
- 6 The sale of benches and trees shall be on a cost recovery basis, as determined by the most recent User Fees Guide.
- 7 Payment for the bench or tree will accompany a signed application by the applicant prior to the order being placed with the supplier(s).
- 8 Payment may be made in person at the Alto Reste Cemetery office, or over the phone with a designated Parks and Public Works Administrator.
- 9 The City of Red Deer must approve the location of the bench or tree.
- 10 The City reserves the right to move or remove the bench, plaque or tree to accommodate unforeseen future events.
- 11 The City reserves the right to deny any memorialization.
- 12 Placing of unauthorized permanent/non-permanent memorials within parks spaces is not permitted. Items may be removed at the discretion of the Parks and Public Works Department.
- 13 Memorial bench and tree installations will only occur during the months of May to October, weather dependent.

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- 14 Installation will be performed by Parks staff in the approved location.
- 15 The applicant will be notified upon installation of their bench or tree.
- 16 The City of Red Deer will record all memorialization tree and bench requests and keep up-to-date records where possible to contact the applicant or the applicant's family.

### **Policy Statements, Memorial Benches:**

- 17 Bench plaques will meet the City of Red Deer standards. The City of Red Deer reserves the right to approve the wording on plaques. Messages must be presented in a positive and respectful way.
- 18 Approval of the proof for bench plaque inscription will be by signature on the application. No changes or modifications can be made after the order has been placed with the supplier(s).
- 19 The City of Red Deer will allow the placement of a memorial bench where there is an existing bench along trails, playgrounds, parks, and neighbourhood communities. If a location is requested where there is no bench, approval will need to be given by the Parks Infrastructure & Waskasoo Park Services Supervisor.
- 20 The City will maintain the memorial bench and complete the necessary repairs or replacement that results from damages or vandalism within the term of the memorial. All suppliers will be pre-approved by the City of Red Deer.
- 21 The memorializing individual is not permitted to tamper with or relocate the memorial bench, or tamper with the area immediately surrounding it.
- 22 Existing benches prior to 2008 will be grandfathered in place.
- 23 Benches memorialized 2009 and after will have the option to dedicate a bench for a 5-year or 10-year term, at which time the applicant will be notified of their renewal date. Fees for renewal will apply, as determined by the current User Fees Guide at the end of their memorialization term.
- 24 If the original applicant or family of the applicant does not renew for an additional term, it is within the City of Red Deer Parks and Public Works Department ability to sell the memorialization opportunity to another applicant at that location or remove the memorial.
- 25 The bench plaque may be removed at the end of the maintenance term and kept by the purchaser upon request.

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### Policy Statements, Memorial Trees:

- 26 Trees may only be planted on City of Red Deer owned parkland designated for memorial usage in perpetuity. The current memorial garden is located in Barrett Park. The Parks section reserves the right to approve or deny planting requests.
- 27 The Parks section will work to determine the date for ordering and planting of memorial trees based on availability of the trees and recommended times for planting.
- 28 The final decision on the selected tree species for planting will reside with Urban Forestry.
- 29 Memorial trees will be included in Urban Forestry's schedule of care and maintenance.
- 30 Trees are not able to be memorialized individually.
- 31 The City is not responsible for loss or damages to Memorial Dedication Trees resulting from theft, vandalism, natural causes, or damages resulting from wildlife, insects, and diseases.

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### References/Links:

- 1 2023-2025 User Fees Guide
- 2 City of Red Deer Corporate Procedure CP#2005
- 3 Parks and Public Facilities Bylaw 3255/2000

### Scope/Application:

- 1 This policy applies to all employees of the City of Red Deer Parks and Public Works Department, volunteers, and contractors who are collectively referred to in OH&S terms as "workers".

### Authority/Responsibility to Implement:

- 1 Parks and Public Works Manager
- 2 Parks Superintendent
- 3 Parks Supervisors
- 4 Parks and Public Works Administrators

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**Inquiries/Contact Person:**

- 1 Please contact a Parks and Public Works Administrator for all general questions about interpreting and applying this policy.
- 2 For specific questions regarding Memorial Tree planting, contact the Urban Forester.
- 3 For specific questions regarding Memorial Bench installation, contact the Infrastructure and Waskasoo Park Services Supervisor.

**Policy Monitoring and Evaluation:**

- 1 Parks and Public Works - Administration

**Document History:**

Date:	Approved/Reviewed By:	Title:
MAY 08 2023		Greg Sikora, M.Sc., P.Eng Parks & Public Works Manager Emp # 2352