TOWN OF THREE HILLS

POLICY # 550-A2

MEMORIAL POLICY

Adopted by Council on: October 26, 2026
Resolution No.: 293-2026

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1. PURPOSE

1.1. The Town receives requests from the public who are interested in naming Town-owned Property through a Memorial. The Town may approve such requests for Memorials, as per this Policy.

1.2. The purpose of this Policy is to provide consistent evaluation and approval of Memorials in Parks and public places, buildings and structures, and municipal facilities owned by the Town.

2. AUTHORITY

2.1. The authority for this Policy is by resolution of the Council of the Town of Three Hills.

2.2. The CAO is accountable and responsible for the development, evaluation and implementation of this Policy.

2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this Policy.

3. DEFINITIONS

3.1. Whenever the singular masculine gender is used in this Policy, the same shall include the feminine and neutral gender whenever context requires.

3.2. In this Policy, unless the context otherwise requires:

3.2.1. "Applicant" shall mean the person or group submitting an application for a Memorial Bench and/or Tree.

3.2.2. "Memorial" means a dedication of naming a Town-owned Property reserved for those deceased individual(s) who made a special contribution to the Town, and/or whose name(s) has been forwarded by individuals, groups or organizations who feel that a person is deserving of recognition.

3.2.3. "Town-owned Property" or "Town Property" means an item, object, thing or real estate property owned by the Town.

4. STANDARDS

4.1. Memorializing is a way to celebrate a person's legacy. Messages must be presented in a positive, respectful, and meaningful way.

4.2. The Memorialization should positively impact the public's enjoyment, use or understanding of the park.

4.3. The Town reserves the right to:

4.3.1. Approve the wording on plaques;

4.3.2. Determine the type of tree and/or style of bench, taking into consideration maintenance requirements, the wishes of the Memorializing group or Applicant and the design of the area;

4.3.3. Approve the location of the plaque, tree or bench;

4.3.4. Move the plaque, tree or bench to accommodate unforeseen future events;

4.3.5. Retract any Memorials on Town-owned Property, as deemed necessary; and

4.3.6. Deny any Memorialization.

4.4. The sale of plaques, trees and benches shall be on a cost recovery basis.

4.5. The Applicant or Memorializing group are not permitted to tamper with or relocate the Memorializing item or tamper with the area immediately surrounding it.

4.6. The replacement of a Memorial plaque, for whatever reason, is the responsibility of the Applicant or Memorializing group.

4.7. Should the Applicant request to move a Memorial, the Applicant will assume all associated costs.

4.8. Should Applicants wish to participate in the planting of a Memorial tree or host a commemorative ceremony, they may make arrangements with the Town to do so in a Town facility. Applicants are responsible for all ceremonial arrangements and associated costs.

4.9. Memorials that are vandalized are the sole responsible of the Applicant. The Town is not responsible for repairing and/or replacing Memorials due to vandalism. The Town shall make all reasonable efforts to contact the Applicant upon notification of vandalism to a Memorial. If the Town is unable to contact the Applicant, the Town will assume ownership of the Memorial and may resell it at Council's discretion.

4.10. Ongoing maintenance of all Memorial trees will be the responsibility of the Town.

4.11. All Memorial improvements to a park area or facility must meet all Town standards.

4.12. Town Staff shall ensure compliance with the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (ATIA), as applicable.

4.13. In naming for a person or family, it is understood that naming shall be in effect for the natural life of the facility.

5. TYPES OF MEMORIALS

5.1. Memorialization can be in a variety of forms including:

5.1.1. Plaques on Town-owned Property;

5.1.2. Benches on Town-owned Property; and

5.1.3. Trees on Town-owned Property.

5.2. Memorial Plaques

5.2.1. Council may authorize a Memorial plaque to be placed in a Town-owned facility, subject to the provisions of this Policy.

5.2.2. Memorial plaques may also be placed or Memorial benches or with newly planted trees.

5.2.3. Plaques may be placed in the ground at the base of a tree, on the back of a bench or may be free standing.

5.2.4. The placement of Memorial plaques shall not damage the asset in any way.

5.3. Memorial Benches

5.3.1. Memorial Benches may be dedicated and placed within the Town.

5.3.2. 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.

5.3.3. Memorial Benches must be affixed to a concrete slab to ensure maintenance requirements can be met by Town Staff.

5.4. Memorial Trees

5.4.1. Memorial Trees may be dedicated and placed within the Town.

5.4.2. Upon application (and approval) for a Memorial Tree, recognition of the dedication shall be given to the Applicant by way of a plaque placed in the ground at the base of the tree.

5.4.3. It is the intent that a Memorial tree will be a permanent tree on public lands and will only be replaced by the Town if it dies within a reasonable warranty period .

6. APPLICATION PROCESS

6.1. An application for a Memorial shall be completed and submitted to the CAO.

6.2. Upon evaluation of the Memorial application, the CAO shall make recommendations to Council. Council shall approve all Memorials placed on Town-owned Property.

6.3. If approved, an appropriate Memorial and wording will be agreed upon by the Applicant and Town staff.

7. PRIOR POLICY

7.1. This policy shall supersede and replace all prior policies, oral or written, regarding Memorials within the Town of Three Hills.

Mayor

Chief Administrative Officer

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