



# TOWN OF THREE HILLS

## POLICY # 550-A1

### MEMORIAL POLICY

Adopted by Council on: July 10, 2023  
Resolution No.: 156-2023

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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. Staff are to be cognizant of the *Freedom of Information and Protection of Privacy Act* (FOIP).
- 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 on 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.

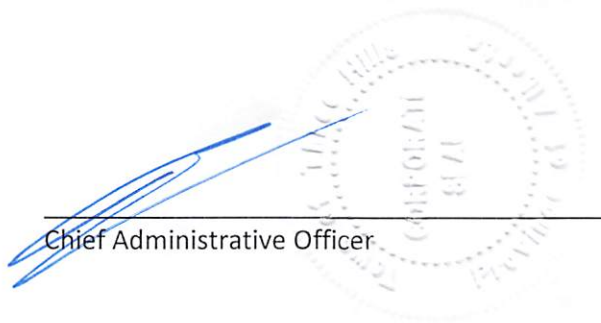
- 6.2. Upon evaluation of the Memorial application, the CAO shall make recommendations to Council. Council shall approve all Memorials placed on Town-owned Property.
- 6.3. If approved, an appropriate Memorial and wording will be agreed upon by the Applicant and Town staff.

**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.



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Mayor



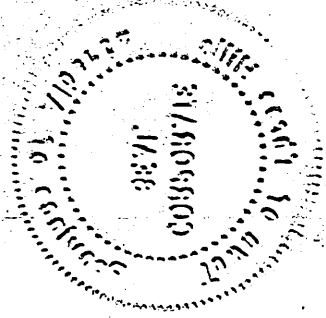
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Chief Administrative Officer

Previous Version:	June 22, 2020	310-2020
Effective On:	July 10, 2023	156-2023
Review Date:	July 10, 2026	

of the Commission on the State of the Republic of the Philippines  
Chairman: Benigno Aquino III  
Members: ...

Page 1 of 2

The Commission on the State of the Republic of the Philippines  
has the honor to acknowledge the receipt of your letter dated ...



*[Handwritten signature]*

Very truly yours,  
[Signature]  
[Name]  
[Title]