

MUNICIPAL DISTRICT OF BIGHORN No. 8

POLICY

Name: Memorial Plaque Program

Number: CS-16

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PURPOSE AND INTENT

The Memorial Plaque Program is offered by the MD of Bighorn for resident applicants who seek to commemorate a deceased loved on, family member, friend or acquaintance.

1. Memorial Plaque Applicants will be given the opportunity to have a memorial plaque mounted on a bench selected from a list of available benches from the MD of Bighorn.
2. The Memorial Plaque Program will be administered by the Community Services Coordinator in accordance with the Memorial Plaque Program and the Memorial Plaque Program Schedule "A" – MD of Bighorn Memorial Plaque Program Details

Date Approved: *Nov 15, 2022*

Motion No.: *R340/22*

Date Amended:

Motion No.:

C.A.O.

F. Begeringer

Reeve

A. Roswell

Date Rescinded:

Motion No.:

Attachments - Schedule "A" – MD of Bighorn Memorial Plaque Program Details

MUNICIPAL DISTRICT OF BIGHORN No. 8

Schedule "A" – MD of Bighorn Memorial Plaque Program Details

Program Definitions

1. *Applicant* is the person signing the application for the purchase of a Memorial Plaque.
2. *Memorial Plaque Fee* is the cost for the Memorial Plaque Program as approved and amended by Council of the MD of Bighorn.
3. *Next of Kin* as defined in the Wills and Succession Act: Section 1 (1) (g) "In this Act, "kin", in respect of an individual by blood or adoption and does not include a relative by marriage;".
4. *Commemoration Term (term)* is the length of time the plaque will be installed on a bench.

Application Conditions

1. The MD of Bighorn retains the sole and absolute discretion whether to approve or deny any application and renewal application.
2. The MD of Bighorn at all times remains the exclusive owner of all benches and land upon which benches are situated and the surrounding area associated with the Memorial Plaque Program.
3. The MD of Bighorn retains the right to use the adjacent lands as it deems appropriate.
4. The MD of Bighorn may, at its sole discretion, temporarily or permanently relocate the bench or plaque for any reason whatsoever such as safety, maintenance, construction or park development. The MD of Bighorn will make reasonable efforts to notify the Applicant of changes.
5. The MD of Bighorn does not guarantee that the bench will have a clear view from obstruction during the commemoration period. The view may change for many reasons including but not limited to construction, vegetation growth and tree planting.
6. Plaque locations are not intended as memorial sites. The plaque installation does not give anyone the right for scattering or internment of cremated remains, placement or installation of landscaping around the bench.
7. The Application must choose from location options provided to them by the MD of Bighorn.
8. Final plaque locations are assigned by the MD of Bighorn on a first come, first served basis and final approval from the MD of Bighorn.
9. The Memorial Plaque Program is strictly limited to deceased individuals, no pets. The Memorial Plaque Program cannot be used to further any commercial interest.
10. An application can only be made to memorialize a deceased family member; or friend with a signed and authorized of Next of Kin Form, see Appendix A.

11. The style of plaque is pre-determined by the MD of Bighorn. The content will be provided by the applicant. The MD of Bighorn has the sole and absolute discretion to approve the wording and formatting of the plaque.
12. The MD of Bighorn will install and remove the memorial plaque.
13. Each bench can accommodate up to 2 (two) plaques from an applicant. Plaques shall be placed as follows: on the front side of the back rest of a bench.
14. The installation of a second plaque does not increase the initial 10-year term. The term of the second plaque ends at the date of the initial plaque installation.
15. If the plaque is stolen or vandalized, one (1) identical plaque will be purchased and installed at the cost of the MD of Bighorn at the MD of Bighorn's sole discretion. All other conditions remain unchanged.
16. The plaque will remain installed on the initial bench and cannot be moved if a more desirable bench becomes available.
17. The initial commemoration term (term) is 10 or 20 years from the date of installation of a plaque. If a ten-year term is purchased, a renewal term is available for another ten years to the original Applicant only. A plaque term can only be a total of 20 years.
18. The MD of Bighorn will contact the Applicant prior to the expiry of their ten-year term to offer a renewal. If the original Applicant opts not to renew within 60 days of contact by the MD of Bighorn, the plaque will be removed, and the location will be offered to a new Applicant.
19. On expiry of a ten- or twenty-year term, the plaque will be removed, and the MD of Bighorn will make a reasonable effort to return it to the original Applicant. After sixty days, the plaque will be recycled.
20. The MD of Bighorn will not administer a waiting list. Applications are processed on a first come, first served basis. Only 2 applications will be accepted annually for the years 2023 – 2025.
21. The application process may take up to 16 weeks from the time of application.
22. Once details are finalized and application is approved, the Community Services Coordinator will send a Confirmation email to the Applicant along with the plaque proof. The Applicant must respond to the MD of Bighorn's confirmation email within 30 days if they want to proceed with the approved location and plaque proof provided by the MD of Bighorn.
23. The invoice for the purchase of a Memorial Plaque will only be issued in the name of the Applicant. Full payment of the invoice is required within 30 days from the date of the invoice. The MD of Bighorn will not commence any work until the invoice is paid in full. **If the Applicant does not respond in 30 days from the date of the confirmation email, the MD of Bighorn may at its sole discretion release the bench location to other potential Applicants and may deem the Application abandoned.**

The MD of Bighorn Community Services Responsibility:

- a) Communicate and engage only with the named Applicant in the application form through the application process and during the Commemoration Term of the dedication.
- b) Will open acceptance of applications starting on the first Monday in February at 9:00:00 AM MST annually.
- c) Receive and ensure the applications are processed February - March.
- d) Order the plaque in March – April.
- e) Install the plaque in May – September.
- f) Return the memorial plaque at the end of term if the applicant can be located. If not, the plaque will be recycled.
- g) Will care for and maintain the plaque and bench in accordance with the applicable policies and procedures for maintenance of MD of Bighorn owned assets.
- h) Review the program annually to ensure asset management accuracy and plaque locations.
- i) Make changes as necessary to reflect operating budget and overall program function.

Applicant Responsibility:

- a) Submit a complete application form through the MD of Bighorn.
- b) As applicable, provide the signed Authorization of Next of Kin form
- c) Pay the Memorial Plaque fee to the MD of Bighorn upon application approval.
- d) Submit a request for renewal to the MD of Bighorn prior to the end of the Commemoration Term.
- e) Contact the MD of Bighorn every five years to update the contact information, in the case that the Applicant would like the memorial plaque(s) returned to them at the end of the term.