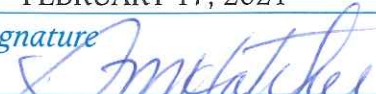




TOWN OF SUSSEX

POLICY

<i>Subject</i> MEMORIAL PROGRAM POLICY		<i>Number</i> CS-24
<i>Date</i> FEBRUARY 17, 2021	<i>Approved by</i> COUNCIL <input checked="" type="checkbox"/> OTHER(S) <input type="checkbox"/>	<i>Date</i> FEBRUARY 17, 2021
<i>Signature</i> 	<i>Date of Revision</i>	PAGE 1 OF 4

POLICY STATEMENT

The Town of Sussex believes in providing opportunities to all applicants who wish to observe, acknowledge or remember a significant historical event, occasion or individual and to beautify public parks by planting trees, installing site furnishings or amenities.

PURPOSE:

To provide a methodology for the control and management of memorial requests in parks owned and operated by the Town of Sussex.

DEFINITIONS


In this policy,

- "PARK MEMORIAL PROGRAM" means those persons, locations, objects, events or organizations who take part in and/or provide Park Memorials in the following categories:
 - Site Furnishing A park bench or picnic table.
 - Tree: A tree or a shrub (per current selection guide)
 - Amenity A plaque or a sign
- "TOWN" means the municipal corporation of the Town of Sussex.
- "COUNCIL" means the duly elected Council of the Town of Sussex.
- "DONOR" means an individual, group or organization wishing to place a site furnishing, tree or amenity in a Town owned park.
- "DEPARTMENT STANDARD" means the standard of acceptance for all site furnishings, trees and amenities being considered.



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6. "DIRECTOR" means the Director of the Community Services Department of the Town of Sussex or his/her designate.
7. "COMMUNITY SERVICES DEPARTMENT" means the Community Services Department of the Town of Sussex.

RESPONSIBILITIES

Town Council shall:

- (1) Establish the Park Memorial Program Policy and amendments thereto.
- (2) Set the levels of service.


The Community Service Department Director shall:

- (1) Accepting or rejecting submissions for memorials within Town owned parks.
- (2) Determining the location of a memorial within Town owned parks.
- (3) Allocating and scheduling Community Service Department resources.
- (4) Obtaining, allocating and scheduling privately held resources.
- (5) Addressing Public Inquiries.
- (6) Manage the Program.
 - A. Ensure compliance with fee policy.
 - B. Participate in regular review of the fee policy.
- (7) Maintain department standards for trees, site furnishings and amenities.
- (8) Recommending revisions to the policy on an as needed basis.



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GUIDELINES

1. All applications for memorials to be located in public parks must be submitted using the appropriate application form (Appendix A – paper form or website form) to the Community Services Department for consideration.
2. Donors may choose to have a tree planted or a park bench installed. Any item that is chosen must meet the Town’s departmental standard.
3. The Community Service Department will install all trees and site furnishings and amenities once the donor has made the required donation to the Park Memorial Program. The donation will cover the cost of the item donated and the donor shall enter into a Parks Memorial Program agreement (Appendix B).
4. The Community Service Department will maintain trees and site furnishings according to the maintenance schedule for the selected park. Trees will be pruned and maintained to the same standard as other trees in the park.
5. The Community Service Department may repair or clean any vandalized or damaged trees, site furnishings or amenities with full replacement occurring only once. Should repeat vandalism occur, relocation of the amenity may be suggested.
6. Requests are accepted year-round for memorials. Site furnishings, and park amenities may be installed May through October. Trees are planted in the spring.
7. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the Community Service Department to do so. Donors are responsible for all ceremonial arrangements and associated costs.
8. A small plaque can be placed with trees and benches. The donor will sign off with any spelling, dates, etc. Any errors are the responsibility of the donor.
9. All locations for donations under this policy shall be the sole decision of the Community Service Director.



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FEE CHANGE

1. The Fees outlined in Schedule A of this Policy may only be altered by a motion of Council and shall be reviewed in December of each year.