# TOWN OF SUSSEX POLICY

| Subject | | Number |
|---|---|---|
| MEMORIAL PROGRAM POLICY | | CS-24 |
| *Date*<br>FEBRUARY 17, 2021 | *Approved by*<br>COUNCIL [X] OTHER(S) [ ] | *Date*<br>FEBRUARY 17, 2021 |
| *Signature* | *Date of Revision* | 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,

1. "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

2. "TOWN" means the municipal corporation of the Town of Sussex.
3. "COUNCIL" means the duly elected Council of the Town of Sussex.
4. "DONOR" means an individual, group or organization wishing to place a site furnishing, tree or amenity in a Town owned park.
5. "DEPARTMENT STANDARD" means the standard of acceptance for all site furnishings, trees and amenities being considered.

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.

## ADD YOUR SPECIAL TRIBUTE TO ONE OF OUR PARKS

Help us to beautify our community and commemorate your event or loved one with the Park Memorial Program.

With more than 8 parks and the trail to choose from and many amenity choices you are sure to find the perfect way to honor your event, special someone or even your favorite pet.

Remember or acknowledge a significant historical event, occasion, individual, pet or organization by adding a bench or tree to one of our many parks or along the trail in their name.

Sussex
NEW BRUNSWICK
Gateway to the Fundy Experience

**Submit Completed Applications to:**

Town of Sussex
524 Main Street
Sussex, NB
E4E 3E4

Form No. CS24-001
Issue No. 21-1

Service: Park Memorial Program
Issue Date: February 2021

# Park Memorial Program

**Town of Sussex**
**2021-2022**



# TOWN OF SUSSEX - PARK MEMORIAL PROGRAM

## APPENDIX B – PROGRAM AGREEMENT

This Park Memorial Program Agreement is made between the Town of Sussex and

_____, the Donor, on _____.
*(Donor's Name)* *(Date)*

The Donor has agreed to donate_____for installation at:
*(Site Furnishing or Tree)*

_____
*(Location)*

Both parties agree to the following responsibilities:

**The Donor shall be responsible for:**

1. Donation payment to the Town of Sussex prior to purchase and installation.
2. Assume expenses related to any commemoration or dedication ceremony.
3. Identify and hold harmless, the Town of Sussex, its agents, servants and employees from and against all actions, suits, proceedings, or judgements taken against the Town based on the construction and installation of all amenities undertaken by the Town, unless such action, suit, proceeding or judgementwas due to the negligent acts or omissions of the Town of Sussex, its employees, agents or servants.

**The Town shall be responsible for:**

1. The purchase and installation of the agreed upon site furnishing or tree to Town department standards.
2. Any damage or repairs to any existing equipment or to the site due to installation of the site furnishing or tree, and clean-up of construction debris after installation.
3. Retain all the manufacture warranties and ensure that guarantees are carried out as required.

4. Identify and hold harmless the donor, his/her agents, servants and employees from and against all actions, proceedings or judgements taken against the donor based on the construction and installation of the amenities undertaken by the Town, unless such action, suit, proceeding or judgement was due tothe negligent act or omission of the donor, their employees, agents or servants.

In witness whereof the parties hereto sign this Agreement on the day and year written below.

| | |
|---|---|
| _____ | _____ |
| Donor's Signature | Date |
| _____ | _____ |
| Community Services Department Signature | Date |

**Town of Sussex**
**Policy CS-24: Memorial Program**
**Schedule of Fees**

| Item | Name | Details | Donor Cost | Supplier(s) |
|---|---|---|---|---|
| | **Site Furnishings** | | | |
| A | Bench - Granite with Backrest | BK Bench 48x18x30<br>Black Polished | $4,100 | Nelson Monuments |
| B | Bench - Granite without Backrest | BK Bench 48x16x18<br>Black Polished | $3,800 | Nelson Monuments |
| C | Bench - Recycled Plastic with backrest | Model no: CAB-820<br>Length: 70.9" , Width: 23.3",<br>Height: 30"<br>Weight: 121lbs.<br>Comes with Stainless steel<br>memorial plaque | $1,800 | Canaan Site Furnishings |
| D | Picnic Table - Concrete | 72"x36"<br>Comes with 5"x6" plaque | $1,150 | White's Precast Concrete<br>Lester's Trophy |
| | **Trees or Shrubs** | | | |
| E | Red Oak Tree | 250cm<br>Comes with stake/ 5"x6"<br>plaque | $330.00 | Sun Nurseries<br>Kings County Mechanical<br>Lester's Trophy |
| F | Ginko Biloba Tree | 225cm<br>Comes with stake/5"x6"<br>plaque | $330.00 | Sun Nurseries<br>Kings County Mechanical<br>Plaque Place |
| G | Serviceberry Tree | 300cm<br>Comes with stake/5"x6"<br>plaque | $330.00 | Sun Nurseries<br>Kings County Mechanical<br>Lester's Trophy |

Approved by Council July 15, 2024

Scott Hatcher, C.A.O.