



Department: **Administration**

Policy No: **47**

Policy Title: **Memorial Tree and Bench Program**

Resolution No: **042/24**

Date: **February 21, 2024**

Review Date: **2027**

Policy Statement:

The Village of Alix recognizes the importance of memorializing loved ones in a lasting and meaningful way. An important date, a personal message or the name of a loved one can accompany trees or park benches as outlined in this policy.

This policy aligns with the Village of Alix Core Value of Community – “We will help citizens maintain the Village’s unique qualities, foster a strong sense of belonging, and strive to meet needs locally.”

Part A - Guidelines/Procedures:

1. An individual, group or family may make application for a Memorial Tree or Bench.
2. Municipal Staff will direct all communications regarding the application and subsequent Memorial to the contact person listed on the application, as updated from time to time through direct communication between the parties.
3. Municipal Staff will maintain the Memorial according to regular maintenance standards.
4. All wording on Memorial plaques must be approved by municipal staff. The Village reserves the right to deny any memorialization.
5. There shall be a maximum of three (3) plaques on any Memorial Bench.
6. There shall be a maximum of three (3) plaques per Memorial Tree with the option to add more at the Village’s discretion.
7. The Village reserves the right to move or remove a Memorial to accommodate unforeseen future events. Should this occur, every effort will be made to contact the applicant to discuss options (relocation possibilities, return of Memorial plaque etc.)
8. Installation of Memorial Trees will be performed/arranged by municipal staff.

Part B - General: Memorial Tree(s)

1. Memorial Trees are located at the Village of Alix Cemetery. Tree species and planting locations will be determined by municipal staff.
2. Those wishing to participate in the Memorial Tree program may do so by completing an application form, attached as Schedule “A” and paying all associated fees as outlined in this policy.
3. The Memorial Tree program will include a commemorative plaque. Style and size of the plaque options are shown in Schedule “B”.
4. The applicant is responsible for the cost of the plaque, associated installation hardware, and engraving on a full cost recovery basis at the time of ordering, plus \$100 for sponsorship of the tree.
5. A tree may not be sponsored under this policy until it has been planted for one full year.
6. The Village is not responsible for loss or damages to Memorial Trees resulting from theft, vandalism, natural causes or damages resulting from wildlife, insects, or disease.
7. The Village reserves the right to remove a Memorial Tree that has become damaged or a danger to the surrounding area.
8. The applicant is not permitted to tamper with or relocate the Memorial Tree or tamper with the area immediately surrounding it.

Part C - General: Memorial Bench

1. Memorial Bench placement will be determined through discussion between the applicant and municipal staff.
2. Those wishing to participate in the Memorial Bench program may do so by completing an application form, attached as Schedule “C” and paying all associated fees as outlined in this policy.
3. Once an application is approved, the applicant is responsible for ordering the bench and plaque(s) at their sole expense.
4. Memorial Bench installation is only permitted on concrete pads provided by the Village after approval of an application. All costs for the concrete pad are to be reimbursed to the Village and bench installation through a third party is to be arranged by and paid for by the applicant.

5. The Village is not responsible for loss or damage to a Memorial Bench resulting from theft, vandalism, natural or accidental causes excluding municipal staff negligence.
6. The applicant is not permitted to tamper with or relocate the Memorial Bench or tamper with the area immediately surrounding it.

Mayor

CAO

Date