



Village of Sundridge Corporate Policy

POLICY: Hope & Memory Garden Memorial Policy	COUNCIL APPROVAL DATE: March 22 2023
POLICY NUMBER: CO-2023-001	RESOLUTION NUMBER:
SUPERCEDES POLICY NUMBER: N/A	REVISION DATE: N/A

1. PURPOSE

To establish a policy that will provide a consistent and timely process for the installation of Memorial Plaques at the Hope & Memory Garden Memorial.

2. DEFINITIONS

For the purpose of this Policy:

"Hope & Memory Garden" means the Memorial Garden located at the Children's Centennial Garden at 133 Main Street, Sundridge Ontario.

"Plaque Supplier" means a third-party supplier who has been designated by Council to provide all memorial plaques to ensure the memorial remains visually pleasing.

3. POLICY

3.1 Policy Statement

The Village of Sundridge is committed to protecting all parkland and existing memorial sites, while providing opportunities for families/organizations to remember and honour those who were important to them. The Hope & Memory Garden Memorial Policy establishes the application process for memorial plaques while coordinating the operations of installation and purchase with staff.

3.2 Policy Application

This Policy applies to all Memorial Plaque additions at the Hope & Memory Garden Memorial.



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4. MEMORIAL PLAQUE INSTALLATION

All Memorial Plaques shall be installed following the process as set out below:

- a) Any individual/organization wishing to purchase a memorial plaque shall complete and sign the application form, Schedule A to this Policy;
- b) Once staff have received a completed application form, the Village will submit all necessary information to the designated plaque supplier and request a proof to be sent to the Village Office. Staff will contact the applicant upon arrival of the proof.
- c) All applicants must sign off on the final proof. It is the responsibility of the applicant to ensure correct spelling and dates on Memorial Plaques;
- d) The cost of each plaque is to be covered by the individual/organization requesting the plaque. Cost is as per third party supplier and covers the plaque, engraving, and shipping fees.
- e) Purchase of a plaque is available to anyone (i.e. residents and non-residents). However, Council reserves the right to refuse an application and/or remove plaques;
- f) All applicants shall make payment in full to the Village prior to staff finalizing the order of each plaque;
- g) Installation/removal will be completed by Village Staff as scheduling allows and will be limited to May – September, weather permitting. Applications received from October – April may be held until the following installation season. Under no circumstances are plaques to be installed or removed on any Municipally owned property by anyone other than Village Staff.
- h) Each plaque will be formatted with First Name Last Name on the upper line with date of birth to date of death on the lower line with limited space available. Staff will work with applicants to ensure satisfaction. Staff are not able to add any additional notes, images, or messages;
- i) A standard template for font type and size apply to all plaques. Staff are not able to make any alterations to the template;



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- j) If required, it shall be the responsibility of the applicant to apply for a replacement plaque or, if possible, for the repair of an existing plaque. The process shall be the same as the process for a new plaque with all applicable cost being the responsibility of the applicant;
- k) Over time, if a plaque becomes worn and reaches an unrepairable condition, the Village reserves the right to remove the plaque;
- l) The Village reserves the right to re-locate a memorial plaque in the eventuality that such a relocation is deemed necessary;
- m) Memorial Plaques will not be permitted for any pets or animals.

5. INTERPRETATION

This Policy shall be interpreted and enforced in a manner consistent with the objective of the Policy set out in the Policy Statement section above.

6. POLICY SCOPE

This Policy sets out the Village's values and principles on the subject-matter hereof. This Policy is not intended and does not serve to amend any other policy and/or agreement. In the event of any inconsistency between this Policy and any other federal, provincial, or municipal legislation, the Clerk Administrator shall be notified immediately.

7. QUESTIONS

Any questions about this Policy, its application, administration and/or interpretation may be directed to the Clerk Administrator or their designate.



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SCHEDULE 1

HOPE & MEMORY GARDEN MEMORIAL PLAQUE APPLICATION FORM

REQUESTED BY:

FIRST NAME: _____ LAST NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

Is this an application for a replacement Memorial Plaque? YES NO

IN MEMORY OF:

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: _____ DATE OF DEATH: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT A PROOF WILL BE PROVIDED TO ME FOR APPROVAL AND THAT PAYMENT IN FULL MUST BE PROVIDED TO THE VILLAGE PRIOR TO STAFF FINALIZING THE PLAQUE ORDER

SIGNATURE

DATE

OFFICE USE ONLY	
DATE APPLICATION RECEIVED	
DATE PAYMENT RECEIVED	
DATE OF PROOF SIGN-OFF	
DATE OF PLAQUE ORDER ARRIVAL	
DATE OF INSTALLATION	