

MUNICIPALITY OF KILLARNEY – TURTLE MOUNTAIN

POLICY & PROCEDURES MANUAL

<i>Section</i>	Municipal Property	<i>Classification</i>	Policy
<i>Subject</i>	Memorial Benches	<i>Pages</i>	2
<i>Authority</i>	Council	<i>Effective Date</i>	
<i>Approved (date and resolution number)</i>	August 16, 2023 # 2023 0252	<i>Index Number</i>	PROP-08

Purpose

The purpose of this policy is to outline the terms and conditions on memorial benches purchased in memory of loved ones.

Policy Statement

The Municipality of Killarney-Turtle Mountain is committed to establish a policy to regulate the placement of memorial benches to be placed on Municipal property and be looked after by the Public Works employees of the Municipality of Killarney-Turtle Mountain.

1. While memorializing individuals is important and may enhance the experience in the park or greenspace, open spaces are very important to all users and therefore memorials should take the primary use of space into consideration
2. Many donors may want to install memorial benches in highly visible locations, however, it should be recognized that the Municipality may be required to consider limitations or a moratorium of memorial installations in a particular location or alter the product available. Specific locations for memorial benches will be identified and noted in the application.
3. Maintenance should remain a primary concern currently and into the future.
4. When a bench is installed, it shall become the property of the Municipality.
5. No other types of memorial commemoration will be permitted on or near the bench. (ie wreaths, vases, flowers)
6. The Municipality reserves the right to re-locate a bench.
7. Memorials will not be permitted for pets or other animals.
8. The Municipality reserves the right to refuse an application.

Application for Memorial Benches

The Municipality of Killarney-Turtle Mountain will review all applications for memorial benches throughout the calendar year. Installation will occur in spring and fall in accordance with the following:

1. Anyone wanting to purchase a memorial bench will be required to complete the application form as attached to policy number PROP-08 and submit to the Municipality for approval.
2. The applicant shall select a location for the memorial bench according to the locations available on the town map provided.

3. Once the application has been submitted, the Municipality will confirm with the applicant that they have been approved and let them know the approximate date of installation.
4. The memorial plaque will be standard size and font for all and no other types of plaques will be permitted.
5. The application will not be approved until the wording for the plaque has been submitted and the payment has been processed.
6. Once the application has been approved and payment processed, no further changes to the wording of the memorial plaque will be permitted.
7. Applications will be accepted on an ongoing basis and approved as the budget allows.

Fee Schedule

Bench and Plaque \$1800.00 plus GST

Complete amount must be paid in full when application form is submitted.

Responsibility

The Municipality shall be responsible for the intake of applications; and will arrange for the installation of the bench.

Attachment

Memorial Bench Program Form