

Issued	May 27, 2021
Amended	

MEMORIAL PROGRAM POLICY- PARKS AND TRAILS

PURPOSE

The Memorial Program Policy provides guidelines for requesting, purchasing, installing, and maintaining memorial items in the Fraser Valley Regional District's (FVRDs) parks and trails. This policy will help ensure that memorial requests are handled effectively and efficiently and are compatible with the conditions of the chosen site. Members of the public can apply to have an item installed at a park site for a ten-year term. The policy outlines the terms of renewal once this period expires.

POLICY

This policy replaces any previous policy, guidelines, or approval process regarding installing any memorial item within sites managed by the FVRD. Any existing memorial dedication installed before this policy cannot be taken as a precedent for future approvals. The items that preceded this policy that do not comply, in whole or in part, with the guidelines outlined below will be considered to have a grandfather exemption. However, any proposed future changes to these memorial items must meet the criteria outlined in this policy.

- » Memorial items are limited to standard FVRD Parks plaques, benches and picnic tables (see Table 1).
- » The FVRD maintains ownership of the memorial item during and after the term expires.
- » All memorial applications will be processed on a first-come-first-served basis.
- » The cost of purchasing, installing and pro-rated maintenance of a memorial item shall be charged to the applicant, based on actual costs at the time of application. Full payment for these costs will be required before the item is installed.
- » The applicant agrees the FVRD will have final approval of plaque content and the installation location of memorial items.
- » The applicant is not allowed to alter memorial items or their surroundings. This includes etching, painting, staining, varnishing, decorating, or attaching articles to the memorial items. If alteration has occurred, the memorial item will be permanently removed and offered to be returned to the applicant.
- » The placing of cremated remains cannot be combined with this program. The FVRD does not allow the spreading or placing of cremated remains in its parks and trails.
- » Applicants will have the opportunity to renew their memorial before the term expires for another ten-year term. Those wanting to renew will be required to cover the costs of refurbishment, if required, and also maintenance for the term.
- » It is the responsibility of the applicant to contact the FVRD in advance of term expiry if they want to renew for another ten-year term. The FVRD may notify the donor to ask if they want to renew.

If an applicant cannot be reached or does not want to renew, the plaque will be removed and available for pickup for up to six months after the term expiry.

- » The FVRD reserves the right to relocate memorial items and will attempt to notify the donor if an item is going to be moved. Park maintenance, upgrades or special events, including filming, may require temporary relocation of memorial items.
- » The FVRD retains the right to use land adjacent to memorial items as it deems appropriate.
- » All memorial items within this program must be a dedication to a deceased individual(s).
- » The FVRD will maintain a record of applicant contact information and memorial items in its park and trails.

PROCEDURE

1. Applicants must submit a completed memorial program application form provided by the FVRD Parks Department.
2. Park staff will evaluate the application and notify the applicant if the selected options are available, and if not, they will provide alternatives.
3. An on-site meeting may be necessary to discuss a specific location, site restrictions, and any other questions that arise.
4. Once the memorial item and location are confirmed and payment made, the application will be sent to the Manager of Parks for review and approval.

Table 1: MEMORIAL ITEMS AND DETAILS

Memorial Item	Details
Plaque (3" x 8")	<ul style="list-style-type: none"> » Ordering and installation » Maintaining (cleaning and repairs) » Installing on an existing bench or table
Bench with a plaque	<ul style="list-style-type: none"> » Ordering of bench » Installing of concrete pad and bench » Maintaining (cleaning and repairing) » Refurbishing if renewing (resurfacing boards, powder-coating frame)
Picnic table with a plaque	<ul style="list-style-type: none"> » Ordering of picnic table » Installing of a concrete pad and table » Maintaining (cleaning and repairing) » Refurbishing if renewing (resurfacing boards, powder-coating frame)

Approved by	Fraser Valley Regional District Board
Policy Owner	Director of Regional Services