



Policy No. 12.1

Adopted: September 8, 2014

## ***Memorial Dedication Policy, 2014***

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### **1. Policy Statement:**

The purpose of this policy is to provide guidelines and direction for receiving, maintaining and replacing Memorial Dedications in District of Sooke parks, trails and public open spaces.

### **2. Policy:**

- 2.1 The Municipality accepts donations for Memorial Dedications subject to this policy and the procedures contained in this policy.
- 2.2 Donations for Memorial Dedications of benches, picnic tables, memorial plaques and trees (“items”) to enhance District of Sooke parks, trails and public open spaces are accepted provided that:
  - 2.2.1 the park, trail or open space in question has space for a Memorial Dedication item;
  - 2.2.2 payment in full of the current minimum donation for the style of a Memorial Dedication is received prior to ordering of the item; and
  - 2.2.3 the wording on the Memorial Dedication plaque conforms to current inscription guidelines for plaques on Memorial Dedications in Section 2.3.
- 2.3 Memorial Dedications are not intended as memorials. Donations do not give the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the items. The wording on plaques must not constitute a memorial message. The District of Sooke will work with donors to establish wording appropriate to a recreational setting.

### **3. Procedures**

- 3.1 The donor will work with the District of Sooke to select a location and type of Memorial Dedication.

## 3.2 *Benches and Picnic Tables*

- 3.2.1 The style of bench or picnic table will be determined by the District of Sooke and the availability of product. The District of Sooke will be flexible with the design of the bench and work with the donor to take into consideration maintenance requirements and design of the area.
- 3.2.2 A Memorial Dedication donation for benches and picnic tables is accepted on the basis that the item will be maintained by the District of Sooke for a minimum 10-year "term" in its original location, or in an area near its original location. After 10 years, the item will be assessed against criteria such as maintenance requirements and design of the area.
  - 3.2.2.1 Should the item be deemed satisfactory, a renewal of the Memorial Dedication term will be offered, in writing, to the original donor for an extension of a 10-year term. Alternately, the original donor will be contacted in writing and offered the opportunity to donate another item for a term.
  - 3.2.2.2 Should the original donor decide not to donate to keep the item for another 10 year period, the plaque will be removed and the location will be marked as available for future donation. Where possible, the plaque will be returned to the original donor or offered the opportunity to place a plaque on the memorial area at Whiffin Spit at no cost.
  - 3.2.2.3 Should donors desire, they may donate, and pay for in advance, up to three consecutive "terms", each term being 10 years, for a possible "total term" of 30 years.
  - 3.2.2.4 The District of Sooke may elect not to replace an item that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues.

## 3.3 *Trees*

- 3.3.1 The species of tree will be determined by the donor. The District of Sooke will be flexible and work with the donor to take into consideration maintenance requirements and design of the area.
- 3.3.2 A Memorial Dedication donation for trees is accepted on the basis that the item will be maintained by the District of Sooke for 10-years. Should the tree die within this time period the District will replace the tree at, or near, the original location.

### 3.4 *Plaques*

- 3.4.1 A Memorial Donation of a plaque placed at the memorial area at Whiffin Spit will be maintained by the District of Sooke. The District of Sooke will be flexible and work with the donor when placing Memorial Plaques on the memorial area at Whiffin Spit.
  - 3.5 The minimum donation for a Memorial Dedication item will include the acquisition cost of the item, assembly (if applicable), creation and installation of the cast bronze plaque, and installation of the Memorial Dedication item in a location mutually agreed upon by the donor and the District of Sooke.
  - 3.6 Minimum donations will change from time to time based on capital and maintenance cost considerations or on other considerations deemed appropriate by Council.
  - 3.7 The donation of a Memorial Dedication item in no way constitutes ownership of the item by the donor, nor the land upon which it is situated, or the surrounding lands. The District of Sooke retains the right to use the lands adjacent to these donated items as it deems appropriate, up to and including the moving of Memorial Dedication items to another location. Every attempt will be made to ensure the items are re-located as close to the original location as is feasible.
  - 3.8 The addition of Memorial Dedication items may be restricted in some parks as determined by the District of Sooke in order to ensure a reasonable balance of amenities and open space.
  - 3.9 All Memorial Dedication donors sign a Letter of Understanding with the District of Sooke confirming terms and other conditions. Signature will constitute agreement with the procedures and stipulations within this policy.
  - 3.10 A charitable tax receipt will be issued to the donor by the District of Sooke for the Memorial Dedication donation, following the current rules and procedures specified by the Canada Customs and Revenue Agency.
  - 3.11 The District of Sooke will keep a waiting list of individuals who are interested in donating a Memorial Dedication item. This list is organized chronologically and by the site desired for the item. The demand for some sites may imply a long wait for a Memorial Dedication item due to the "donor demand" outpacing the supply of available locations.
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