

Memorial Plaque Program and Application Form

Date of Application: _____

Application Number(office use only): MPP

STEP 1: Applicant information

Name of Applicant: _____

Mailing address: _____

Phone: _____ Email: _____

Name of Deceased: _____ Relationship to deceased: _____

Have you obtained permission from Next of Kin? Yes No

Next of Kin Name: _____ Phone: _____ Email: _____

** Permission to commemorate through the Memorial Plaque Program must be granted by the Next of Kin prior to the approval of an application*

STEP 2: Item for installation of Memorial Plaque & Commemorative Term

- | | |
|--|---------|
| <input type="checkbox"/> Bench (10-year commemoration term) | \$3,050 |
| <input type="checkbox"/> Bench (20-year commemoration term) | \$5,500 |
| <input type="checkbox"/> Picnic Table (10-year commemoration term) | \$3,650 |
| <input type="checkbox"/> Picnic Table (20-year commemoration term) | \$6,750 |
| <input type="checkbox"/> Additional plaque on existing dedication | \$500 |
| <input type="checkbox"/> Renewal of existing dedication | TBA |

STEP 3: Location of the commemoration

Location of the commemoration is subject to availability and review. It is required that you decide on your preferred locations and obtain their ID# from the Memorial Plaque Program Map prior to application.

Location 1: _____ (1st Choice)

Location 2: _____ (2nd Choice)

Location 3: _____ (3rd Choice)

***Insert link to
map here***

The Parks Coordinator will contact the Applicant to confirm the final approved location.

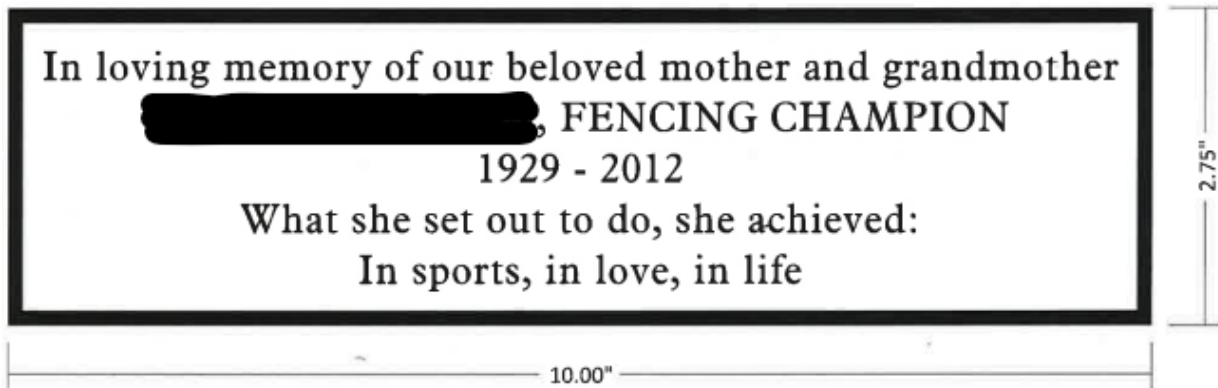
STEP 4: Plaque text

Plaque size: 2.75" x 10"

Character limit: Three to five lines of text (max 40 characters per line including spaces)

Line 1: _____
Line 2: _____
Line 3: _____
Line 4: _____
Line 5: _____

Enter your text in the lines above using upper- and lower-case lettering to suit your message. Mark a * next to the line(s) you wish to have larger or use all capital letters for these lines. Usually a minimum amount of text creates the most elegant message.



Memorial Plaque Program Acknowledgement

The Memorial Plaque Program is offered by the Town of Canmore Parks Department to commemorate a deceased family member, friend, or acquaintance (no pets). The Applicant can purchase a memorial plaque to be installed on Town of Canmore (Town) owned benches or picnic tables. This document provides the applicant with clear direction on the program and application process. It also provides the Town with clear direction on program administration and maintenance.

1) DEFINITIONS

- a) *Applicant* is the person signing the application for the purchase of a Memorial Plaque
- b) *Memorial Plaque Fee* is the cost for the Memorial Plaque program as defined in the Master Fee Schedule approved by Council (as amended from time to time).
- c) Next of *Kin* as defined in the Wills & Succession Act
- a) *Commemoration Term (term)* is length of time the plaque will be installed on a bench or picnic table.

2) PROGRAM INFORMATION AND CONDITIONS OF APPLICATION AND SIGNING

- a) The Town of Canmore administers the Memorial Plaque Program.
- b) **THE TOWN HAS THE SOLE AND ABSOLUTE DISCRETION WHETHER TO APPROVE OR DENY ANY APPLICATION AND RENEWAL APPLICATION.**
- c) The Town at all times remains the exclusive owner of all benches, picnic tables, the land upon which it is situated, and the surrounding area associated with the Memorial Plaque Program.
- d) The Town retains the right to use the lands adjacent to these Town assets as it deems appropriate
- e) The Town may, in its sole discretion, temporarily or permanently relocate the bench or plaque for reasons such as safety, maintenance, construction, or park redevelopment. The Town will make reasonable efforts to notify the Applicant of changes.
- f) The Town does not guarantee that the bench will have a clear view free from obstruction during the Commemoration Period. The view may change for many reasons including but not limited to construction, vegetation growth, and tree planting.
- g) Plaque locations are not intended as memorial sites. The plaque installation does not give anyone the right for scattering or interment of cremated remains, placement or attachment of any items including, but not limited to; flowers, pictures, ornaments, or installation of landscaping around the bench or picnic table.
- h) Using the Memorial Plaque Locations Map, the Applicant must choose and prioritize three existing available locations. Not all benches or picnic tables are available for a plaque dedication.
- i) Final plaque locations are assigned by the Town on a first come, first served basis and final approval from the Town.
- j) The Memorial Plaque Program is strictly limited to honouring deceased individuals, no pets. The Memorial Plaque Program cannot be used to further any commercial interest.

- k) An application can only be made to memorialize a deceased family member or friend with the signed Authorization of Next of Kin Form (Appendix A)
- l) The style of plaque is pre-determined by the Town. The content will be provided by the applicant. The Town has the sole and absolute discretion to approve the wording and formatting of the plaque.
- m) The Town will install and remove the memorial plaque.
- n) Each bench or picnic table can accommodate up to 2 (two) memorial plaques. Plaques shall be placed as follows: in the top center of a picnic table and on the front side of the back rest of a bench.
- o) The installation of a 2nd plaque does not increase the initial 10-year term. The term of this 2nd plaque ends at the date of the initial plaque installation.
- p) If a plaque is stolen or vandalized, (1) one identical plaque will be purchased and installed at the cost of the Town at the Town's sole discretion. All other conditions remain unchanged.
- q) The plaque will remain installed on the initial bench or picnic table and cannot be moved if a more desirable bench or picnic table becomes available.
- r) The initial Commemoration Term(term) is 10 or 20 years from the date of installation of a plaque. If a 10 year term is purchased, a renewal term will be offered for another 10 years to the original Applicant only. A plaque term can only be a total of 20 years.
- s) The Town will contact the applicant prior to the expiry of their 10 year term to offer a renewal. If the original Applicant opts not to renew within 60 days of contact by the Town, the plaque will be removed, and the location of the bench or picnic table offered to a new Applicant.
- t) Participants in the Memorial Bench Program from 1998-2015 will have the first right of renewal on their existing bench site through the Memorial Plaque Program prior to the location being released to new participants.
- u) On expiry of a 10 or 20 year term, the plaque will be removed and the Town will make a reasonable effort to return it to the original Applicant. After 60 days, the plaque will be recycled.
- v) The Town will not administer a waiting list and process applications on a first come, first served basis. Only 15 applications will be accepted annually for the years of 2021-2023.
- w) The application process may take 8-12 weeks from the time you apply to be processed.
- x) Once details are finalized and application is approved, the Parks Coordinator will send a Confirmation email to the Applicant along with the plaque proof. The Applicant must respond to the Town's Confirmation email within 30 days if they want to proceed with the approved location and plaque proof provided by the Town.
- y) The invoice for the purchase of a Memorial Plaque will only be issued in the name of the Applicant. Full payment of the invoice is required within 30 days from the date of the invoice. The Town will not commence any work until the invoice is paid in full. **If the Applicant does not respond in 30 days from the date of the Confirmation email, the Town may in its sole discretion release the location to other potential Applicants and may deem the Application abandoned.**

3) RESPONSIBILITIES

THE APPLICANT WILL

- a) Submit a complete application form through www.canmore.ca
- b) Provide the signed Authorization of Next of Kin form
- c) Pay the Memorial Plaque Fee to the Town upon application approval
- d) Submit a request for renewal to the Town prior to the end of the Commemoration Term
- e) Contact the Town every five years to update the contact information, in the case that the Applicant would like the memorial plaque(s) returned to them at the end of the term.

THE TOWN WILL

- a) Will only communicate and engage with the named Applicant in the Application Form through the Application process and during the Commemoration Term of the dedication.
- b) Will open acceptance of applications starting the first Monday of October at 9:00AM MST annually.
- c) Receive and ensure the applications are processed October – February,
- d) Order the plaque in March- April,
- e) Install the plaque in May – September,
- f) Return the memorial plaque at the end of term, if the applicant can be located. If not, the plaque will be recycled,
- g) Will care for and maintain the plaque, amenity, and surrounding areas in accordance with the applicable policies and procedures for maintenance of Town owned lands and assets.
- h) Review the program annually to ensure asset management accuracy and plaque locations,
- i) Make changes as necessary to reflect operating budget and overall program function.

I, the Applicant (print name) _____ have read and understood the content of this document and agrees to adhere to all conditions set within it.

Applicant Signature: _____ Date: _____

Thank you for your submission!

We will review your Application and if it is approved, we will send you a Confirmation email along with the plaque proof and an invoice. You must respond to the Town's Confirmation email within 30 days if you want to proceed with the approved location and plaque proof. You must also make the payment within 30 days from the date of the invoice. After your payment is received, the Town will order the plaque and schedule the installation.