



## **CITY OF LINDSBORG**

### **MEMORIAL TREES / PLAQUES POLICY**

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The City of Lindsborg recognizes that certain members of its community may wish to use community open space or other Local Government Land, to plant living memorials or donate infrastructure memorials to their loved ones. This policy has been established to provide guidance for this to occur.

#### **Types of Memorials**

The following types of memorials are endorsed:

1. Anyone is able to donate a memorial tree for placement in any park provided it complies with the existing planting design in that place or street. No special care or guarantee of replacement is given. No plaques are allowed. All costs are to be borne by the donor.
2. Anyone who is nominated, in addition to the family endorsement, and has served the community for more than ten (10) years, may qualify for a plaque in addition to a memorial tree, subject to Council approval. The wording on any plaque is to be submitted and approved by the Council prior to the consent being given for the placement of a plaque. All costs are to be borne by the donor.
3. Anyone is able to donate a memorial item of park infrastructure, e.g. a park bench or picnic setting, provided it complies with existing or proposed design standards in that park. A small plaque may be attached to the seat. The wording on any plaque is to be submitted to and approved by Council prior to consent being given for the placement of the plaque on the memorial item of park infrastructure. All costs of supply, installation and plaque are to be borne by the donor.

#### **Funding**

All costs, including overheads and administrative charges, are to be borne by the donor. All normal maintenance costs will be borne by the City of Lindsborg however no special maintenance on any memorial tree, plaque or item of infrastructure will be undertaken.

#### **Replacement/Vandalism**

Replacement of either the memorial tree, plaque or infrastructure item, if needed, is at the donor's cost.

#### **Size of Plaque**

The suggested size of a memorial plaque is 8" x 5" where mounted on a concrete base. In the case of a memorial plaque to be fitted to an item of park infrastructure, the suggested size of the plaque is 8" x 2". The wording of any memorial plaque must be submitted to and approved by Council. Other details such as materials etc. must be approved by the Parks and Recreation Director or his/her nominee.

#### **Tree Species**

Tree Species must comply with existing planting designs or be by mutual agreement between the donor and the Parks and Recreation Director or his/her nominee.

**Location**

The location of unmarked trees is not restricted however must be obtained by the Parks and Recreation Director or his/her nominee. However, memorial trees marked with a plaque should generally be restricted to parks or other locations approved by the Tree Board.

The location of any memorial item of park infrastructure shall be at the discretion of the Parks and Recreation Director after consultation with Parks and Recreation Advisory Board.