

	CORPORATE POLICY COMMUNITY TRIBUTE	Policy No: 2,028
		Approved By: Council
		Effective Date: April 10, 2017
		Resolution No.: 81-17
		Department: Planning and Infrastructure – Public Works

COMMUNITY TRIBUTE POLICY

POLICY STATEMENT

This policy allows for the operation of a tribute program to provide citizens the opportunity to remember a loved one or to commemorate a special event through the dedication of a park bench or a tree. The establishment of this policy is consistent with the City's objective to improve overall citizen satisfaction with municipal services.

1. PURPOSE

- 1.1 This policy will provide for the administration of a tribute program by outlining application requirements and setting standards for the installation of plaques that identify dedicated benches and trees.

2. DEFINITIONS

- 2.1 "Applicant" means the person who is making application to the tribute program.
- 2.2 "Approved Inscription" means wording approved for inscription on a plaque.
- 2.3 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 "Director" means the Director of Public Works for the City of Spruce Grove.
- 2.5 "Fees" means the amounts paid to the City by as specified in the Fees and Charges Bylaw.
- 2.6 "Plaque" means a cast bronze tablet provided by an applicant.
- 2.7 "Post" means a length of recycled plastic lumber set in the ground to which a plaque is attached.

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2.8 “Term” means a ten year tribute period.

2.9 “Tribute Bench” means a park bench that is installed, owned and maintained by the city and approved for inclusion in the community tribute program.

2.10 “Tribute Tree” means a tree purchased and installed by the City on behalf of an applicant.

3. RESPONSIBILITIES

3.1 The Director of Public Works shall be responsible for the overall coordination of the Tribute Bench Program.

3.2 The Director of Public Works is responsible for the maintenance and updating of this policy.

3.3 Wherever the term “Director of Public Works” is used, it is intended to mean either the Director of Public Works or designate.

4. APPLICATION PROCESS

4.1 Applications to the Tribute Program are submitted to Public Works and shall include:

- a. a proof of the plaque, including text, that meets the requirements set out in Section 5, and,
- b. the location of an existing park bench which the applicant wishes to use as a tribute bench, or,
- c. the tree species selected by the applicant, and,
- d. payment to the City of Spruce Grove of any required fees.

4.2 Following City review, and upon approval of an application, the applicant, at their expense, will provide to the City a plaque that meets the specifications set out in Section 5, Plaque Requirements.

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4.3 Where an application is declined, Public Works staff will advise the applicant of required changes for any subsequent application.

5. PLAQUE REQUIREMENTS

5.1 For tribute benches, the cast bronze plaque must meet the following specifications:

- a. Style: 530, Raised Edge, Square Corners;
- b. Size: 8 inches wide by 3 inches high;
- c. Sides: Single Sided;
- d. Thickness: 0.375 inches;
- e. Face Finish: Raised Horizontal Brush;
- f. Edge Finish: Raised and Brushed;
- g. Background: Recessed Leatherette, PLE03/Painted 0070 Heritage Brown; and
- h. Mount: Concealed/Flush with (4) 6-32 Stainless Steel Threaded Pins and Epoxy.

5.2 For tribute trees, the cast bronze plaque must meet the following specifications;

- a. Style: 530, Raised Edge, Square Corners;
- b. Size: 5 inches wide by 5 inches high;
- c. Sides: Single Sided;
- d. Thickness: 0.375 inches;
- e. Face Finish: Raised Horizontal Brush;

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- f. Edge Finish: Raised and Brushed;
- g. Background: Recessed Leatherette, PLE03/Painted 0070 Heritage Brown; and
- h. Mount: Concealed/Flush with (4) 6-32 Stainless Steel Threaded Pins and Epoxy.

5.3 Plaques shall not be inscribed with dates indicating years of birth or death.

5.4 Images are not allowed on plaques.

5.5 The City assumes no responsibility for claims or damages resulting from errors in layout, formatting or design, including but not limited to errors in wording, spelling, or other inaccuracies related to inscribed information.

6. GENERAL

6.1 At no time will the City display text deemed to be inappropriate in nature, or supporting discrimination, prejudice, or violence.

6.2 The City reserves the right to decline any applications at their discretion.

6.3 The number of approved applicants for bench tributes will be limited to the number of park benches available for use in the program at any time.

6.4 A bench or post may have a maximum of one tribute plaque affixed at one time. Staff will assist applicants to locate an available bench should their preferred location be unavailable.

6.5 Park benches will remain the property of the City.

6.6 City staff will consult with applicants to locate a specific planting location for trees within a pre-defined area.

6.7 The City reserves the right to determine which tree species or varieties may be used as tribute trees.

6.8 Tree planting will take place no more than twice annually.

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- 6.9 Only City staff are permitted to plant trees under this policy.
- 6.10 Once planted, tribute trees become the property of the City.
- 6.11 Plaques will remain the property of the applicant and, when applicable, plaques will be returned to the applicant at the conclusion of the term, where the applicant has provided accurate contact information and has advised Public Works of any changes to their contact information during the term.
- 6.12 The City is not responsible for the theft, damage or vandalism to any supplied plaques but will endeavor to remove superficial vandalism, such as graffiti, to the best extent possible.
- 6.13 The City will endeavor to maintain all tribute benches at their original locations but reserves the right to re-locate any tribute benches if required for any reason.
- 6.14 In the event that a park bench is no longer serviceable, the City will provide a replacement park bench and re-install the plaque on the replacement bench.
- 6.15 The City will maintain trees installed under this program as required and will replace individual trees that are removed due to disease, death or other reasons.
- 6.16 If, in the opinion of the Director of Public Works, a plaque is no longer serviceable, the City will return the plaque to the applicant who may choose to supply a replacement plaque for installation.
- 6.17 Should an applicant request to withdraw from a program prior to the end of the term or at any other time, the plaque will be removed and returned to the applicant and no refund will be owed to the applicant.
- 6.18 Where a plaque is removed due to damage and the City is unsuccessful in contacting an applicant within 180 days, the applicant will be deemed to have forfeited any remaining term.

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6.19 Only City staff are allowed to either affix or remove plaques from City benches or posts.

7. RELATED DOCUMENTS

The City of Spruce Grove Open Space Area Bylaw C-910-15, as amended.
The City of Spruce Grove Fees and Charges Bylaw C-929-15, as amended

APPROVAL

Mayor: Original signed by Stuart Houston Date: April 17, 2017