

**Policy statement**

The Memorial Dedication Program provides individuals, groups, and organizations the opportunity to improve the parks of Leduc County by planting trees or installing park amenities in remembrance of an event, occasion or individual.

**Definitions**

*Administration* means the department assigned the responsibility of managing the program pursuant to this policy.

*Park Amenity* means any bench, table, furnishing or other structure that increases the physical or material comfort of a park.

*Park* means any developed land used by the County as a public park, sports fields, or recreation area. Parks may also include developed areas surrounding storm ponds or natural areas designated for public use.

**Policy authority**

*Legislative implications:*

- *Municipal Government Act (RSA 2000, Chapter M-26)*

*Policy implications:*

- *Freedom of Information and Protection of Privacy (AS-02)*

**Policy standards**

1. All applications to the memorial dedication program will be made to the Parks and Recreation department for consideration and approval.
2. Applicants will provide payment equal to the cost of the park amenity or tree to be installed. Leduc County will assume all costs of installation.
3. All items to be installed must meet the development and design standards of Leduc County.
4. The Parks and Recreation department will purchase and install park amenities or trees in the approved location. Installation will occur as agreed upon from May – September.
5. The Parks and Recreation department will maintain and complete all required repairs or replacement that result from damage for up to 10 years following installation.
6. Memorial trees will be maintained by the Parks and Recreation department and replaced if required within a 2-year period at the cost of the County.
7. The program is strictly to honor an event, individual, or occasion. No corporate sponsorship will be considered.

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**Policy responsibilities**

*Council responsibilities:*

Council will,

- Approve the Memorial Dedication Program Policy

*Administration responsibilities:*

Administration will,

- Manage the applications and implementation of the program.
- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.

**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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