



qathet

REGIONAL DISTRICT

SECTION 1 CORPORATE POLICIES

POLICY 1.11

SUBJECT TRIBUTE POLICY

ADOPTED OCTOBER 22, 2015

POLICY STATEMENT:

The qathet Regional District respects that the public is interested in honouring persons and/or community groups for various reasons and in various ways.

PURPOSE:

This policy will provide guidelines for receiving donations of, maintaining and replacing tribute benches, tribute picnic tables, tribute trees and tribute plaques to honour persons and/or community groups throughout the Regional District while enhancing the Regional District's cemeteries, parks and trails.

SCOPE:

This policy will apply to all requests to honour persons and/or community groups through the donation of a tribute bench, tribute picnic table, tribute tree or tribute plaque in Regional District cemeteries, parks and trails.

DEFINITIONS:

Cemetery – means the Regional Cemetery in Cranberry or the Woodland Cemetery on Texada Island.

Regional Park – means one of the following parks: Craig Park; Palm Beach Park; Haywire Bay Park; Shelter Point Park; Boot Point Park; Diver's Rock Park.

Regional Trail – means any beach access trail that the Regional District has opened and is maintaining.

Tribute Bench – means a bench installed in any cemetery, park or trail that meets the specifications set out in this policy.

Tribute Picnic Table - means a cedar picnic table on a concrete base installed in any park or trail that meets the specifications set out in this policy.

Tribute Plaque (Benches) – means a 3” x 5” bronze plate with letters engraved and installed on the front of the topmost bench back board.

Tribute Plaque (Picnic Table) – means a 3” x 5” bronze plate with letters engraved and installed on the top of the picnic table.

Tribute Plaque (Tribute Tree) – means a 3” x 5” bronze plate with letters engraved and attached to a concrete base.

Tribute Plaque (to be installed on rocks, individual buildings, bike racks and/or stand post) – means a 3” x 5” bronze plate with letters engraved and installed on a rock, individual building, bike rack and/or stand post.

Tribute Tree – means a tree planted in any cemetery, park or trail that meets the specifications as set out in this policy.

GUIDELINES:

The following guidelines will be adhered to when considering the donation and location for installing a tribute bench, tribute picnic table, tribute tree, and installing a tribute plaque on a rock, individual building or stand post on Regional District property:

1. Donators of tribute benches, tribute picnic tables, tribute trees, or those donating a tribute plaque to be installed on a rock, individual building or stand post must complete the Tribute Product Application Form attached to this policy as Schedule B.
2. The qathet Regional District reserves the right to approve any request for a tribute bench, tribute picnic table, tribute tree or installing a tribute plaque on a rock, individual building or stand post on Regional District owned or managed property. It may or may not include Regional District properties managed by other community organizations. The Regional District also has the right of final approval for the location of any tribute donation, but will work with the donator to locate the tribute product in an area of the donator’s choice.
3. The style of tribute bench, tribute picnic table and/or tribute tree will be determined by Operational Services staff, which may change from time to time. Sizes of plaques for the particular tribute product donated are set out above in the definition section.
4. The fee set out for each type of tribute product available, i.e., tribute bench, tribute picnic table, or tribute tree includes the product donated, installed at an appropriate location to be determined by Operational Services staff and the donator, and a plaque as set out in the definition section. The fee schedule for each tribute donation is set out on the attached Schedule A.

5. The qathet Regional District is responsible for the installation and maintenance of the tribute product for the term of the tribute bench, tribute picnic table and/or tribute tree. Once a tribute bench or tribute picnic table is in a state of disrepair, the Regional District reserves the right to remove it due to safety concerns and/or aesthetics for the area it is located. [Every attempt will be made to refurbish or repair a donated tribute product until such time as it is in a state of disrepair. At that time, an attempt will be made to locate the original donator of the tribute product to ascertain if they would like to replace the donation. If not, the area in question will be added to the list of available spaces.]
6. The donation of a tribute bench, tribute picnic table, tribute tree or the installation of a tribute plaque on a rock, individual building or stand post in no way constitutes ownership of the tribute product by the donator, nor the land upon which it is situated, or the surrounding land. The Regional District retains the right to use the lands adjacent to these donated tribute products as it deems appropriate, up to and including moving the tribute product to another location. Every attempt will be made to ensure tribute products are re-located as close to their original location as is feasible.
7. The addition of tribute benches, tribute picnic tables, tribute trees or the installation of a tribute plaque on a rock, individual building or stand post may be restricted in some parks as determined by Operational Services staff from time to time in order to ensure a reasonable balance of amenities and open space.
8. Tribute benches, tribute picnic tables and tribute tree installations or the installation of a tribute plaque on a rock, individual building or stand post are not intended to be burial spaces. Donations of these tribute products does not authorize the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the tribute bench, tribute picnic table, tribute tree or installed tribute plaque.
9. Operational Services staff shall have the authority to prune, alter in shape or size any donated tribute trees.
10. Donators of tribute products must sign a Letter of Understanding with the Regional District confirming tribute product term and other conditions. The signature will constitute agreement with the procedures and stipulations within this policy. The Letter of Understanding will be as set out on the attached Schedule C.

RESPONSIBILITY/AUTHORITY TO ACT:

qathet Regional District Manager of Administrative Services and Manager of Operational Services are authorized to act on this policy. Further authority is given to staff to decide what type of donated tribute product best suits individual areas, i.e., whether a particular area is best suited to a tribute bench, tribute picnic table, tribute tree, and/or installed tribute plaque on a rock, individual building or stand post.

PROCEDURES:

1. Operational Services staff will provide the Regional District office at the beginning of each year an inventory of unavailable areas for the installation of tribute benches, tribute picnic tables and tribute trees. Donations of tribute plaques for rocks, individual buildings or stand posts can be considered at any time.
2. The Tribute Product Application Form is completed by the Donator and submitted to the Regional District office.
3. Administration reviews the application for completeness and processes full payment of the identified tribute product.
4. Operational Services staff are provided with a copy of the application for follow up with the donator.
5. Operational Services staff works with the donator to finalize wording on the tribute plaque and placement of the donated tribute product.
6. Once finalized, Operational Services staff proceed with the installation of the donated tribute product in the desired location.