

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: Park Memorial Program

PURPOSE: To provide a methodology for the control and management of memorial requests in parks owned and operated by the City.

AUTHORITY: Council Resolution #2003-04-04 dated February 24, 2003

PARK MEMORIAL PROGRAM POLICY

POLICY STATEMENT

The City of Whitehorse believes in providing opportunities to all applicants who wish to observe, acknowledge or remember a significant historical event, occasion or individual and to beautify public parks by planting trees, installing site furnishings or amenities.

DEFINITIONS

1. In this policy,

"PARK MEMORIAL PROGRAM" means those persons, locations, objects, events or organizations who take part in and/or provide Park Memorials in the following categories:

- Site Furnishing A park bench or picnic table
- Tree A tree or a shrub
- Amenity A plaque or a sign

"CITY" means the municipal corporation of the City of Whitehorse.

"COUNCIL" means the duly elected Council of the City of Whitehorse.

"DONOR" means an individual, group or organization wishing to place a site furnishing, tree or amenity in a City owned park.

"DEPARTMENT STANDARD" means the standard of acceptance for all site furnishings, trees and amenities being considered.

"MANAGER" means the Manager of the Parks and Recreation Department of the City of Whitehorse or his/her designate.

"RECREATION DEPARTMENT" means the Parks and Recreation Department of the City of Whitehorse.

RESPONSIBILITIES

2. City Council shall:
 - (1) Establish the Park Memorial Program Policy and amendments thereto.
 - (2) Set the levels of service.
3. The Manager of Parks and Recreation shall ensure the implementation of the Park Memorial Program Policy by:
 - (1) Accepting or rejecting submissions for memorials within City owned parks.
 - (2) Determining the location of a memorial within City owned parks.
 - (3) Allocating and scheduling Parks and Recreation resources.
 - (4) Obtaining, allocating and scheduling privately held resources.
 - (5) Addressing Public Inquiries.
 - (6) Managing the Program.
 - (7) Maintain department standards for trees, site furnishings and amenities.
 - (8) Recommending revisions to the policy on an as needed basis.

GUIDELINES

4. All applications for memorials to be located in public parks must be submitted in writing to the Recreation Department for consideration.
5. Donors may choose to have a tree planted or a park furnishing or amenity installed. Any item that is chosen must meet the city's departmental standard.
6. The Recreation Department will install all trees, site furnishings and amenities once the donor has made the required donation to the Park Memorial Program. The donation will cover the cost of the amenity and the donor shall enter into a Parks Memorial Program agreement.
7. The Recreation Department will maintain trees, site furnishings and amenities according to the maintenance schedule for the selected park. Trees will be pruned and maintained to the same standard as other trees in the park.
8. The Recreation Department may repair vandalized or damaged trees, site furnishings or amenities with full replacement occurring only once. Should repeat vandalism occur, relocation of the amenity may be suggested.
9. Requests are accepted year-round for memorials. Site furnishings, and park amenities may be installed May through October. Trees are planted in the spring.

10. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the Recreation Department to do so. Donors are responsible for all ceremonial arrangements and associated costs.
11. All locations for donations under this policy shall be the sole decision of the Manager.

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