

CITY OF GRAND FORKS

POLICY TITLE:	Community Legacy Program	POLICY NO:	203
EFFECTIVE DATE:	February 16, 2009	SUPERSEDES:	
APPROVAL:		PAGE:	1 of 3

Policy:

1. To provide a means by which individuals or groups may dedicate a park bench or a tree as celebrations of an event such as a birth, marriage or in memory of a loved one; and
2. To provide a framework for the acceptance of donations to the City of Grand Forks that will add to the enjoyment of the community by its residents.

Procedure:

DEDICATED PARK BENCHES

1. The style and type of bench to best withstand weather and vandalism shall be chosen by the City of Grand Forks in consultation with the group, family or persons (applicant) that requests the bench dedication.
2. The purchase, delivery and installation costs of the bench and memorial plaque shall be the sole responsibility of the applicant. The memorial plaque shall be the size and design selected by the City. The exact message on any plaque shall be spelled out on the application form. The wording on all plaques is subject to the approval of the Manager of Works and Services.
3. The placement of the bench will be determined on an individual basis and in consultation with the Manager of Works and Services. The proposed location shall be approved by the Manager of Works and Services prior to any installation.
4. The installation of benches shall be carried out by the City of Grand Forks Public Works Department.
5. All benches shall be maintained by the City of Grand Forks
6. The City will continue maintenance of the benches until it is no longer feasible to do so. The City reserves the right to determine whether or not any bench is repairable. If it is not practical to repair a bench, the original applicant(s) may replace the bench and plaque for a fee equal to the costs of replacement by the City. If the original applicant(s) cannot be contacted, the bench will be removed and the location reallocated.

DEDICATED TREE PLANTINGS

1. All trees for dedication shall be purchased through the City of Grand Forks. The appropriateness of the species and proposed location shall be undertaken in consultation with the Manager of Works and Services. Fruit trees are not permitted.
2. The purchase, delivery and installation costs of the tree and memorial plaque shall be the responsibility of the group, family or persons (applicant) that requested the tree dedication.
3. An appropriate memorial plaque may be installed in consultation with the Manager of Works and Services. Plaques shall be encased in a concrete base, flush with the ground.
4. The City shall prepare the site, plant and stake the dedicated tree. The City of Grand Forks cannot guarantee the life span of any tree.

OTHER TYPES OF MEMORIAL DONATIONS

1. Other types of memorials will be accepted by the municipality.
2. Other types of memorials may include, but are not limited to donations of cash, land, public art items, picnic tables, and any other such commemorative items.
3. The disposition of such memorial donations shall be determined by Council and Administration.
4. A donation account shall be established for those unable to fund the entire cost of a memorial item, but who wish to contribute funds. No plaques are permitted in this case but City shall give recognition.
5. A City record will be established to record all commemorative items and contributions.

GENERAL REGULATIONS

1. In order to maintain control and to coordinate purchasing and installation of all memorials, an application, attached as Schedule "A" to this policy, shall be completed by the applicant.
2. Upon receipt of an application, the City will require a deposit for the estimated cost to purchase and install the item, with the understanding that should the actual cost exceed the deposit, the applicant will be required to pay the actual cost. If the actual cost is less than the deposit, the applicant will receive a refund of the balance of the deposit.
3. It shall be the municipality's responsibility to order the trees, benches, plaques and any other commemorative items as may be required.

4. The City of Grand Forks reserves the right to relocate any bench, tree or other such commemorative item for operational reasons which may include enhancing the life of the memorial by reducing the risk of vandalism. A reasonable effort shall be made to notify the donor if their item is affected.

SCHEDULE 'A'
CITY OF GRAND FORKS
COMMUNITY LEGACY PROGRAM APPLICATION

Date: _____

Name: _____

Address: _____

Phone Number: _____

Item to be purchased:	Estimated cost:
_____	\$ _____
_____	\$ _____
Installation Costs (labour, equipment, materials)	\$ _____

Wording on Plaque:

Line 1 _____

Line 2 _____

Line 3 _____

Estimated Deposit Amount: _____

Location Information: _____

Special Requirements: _____

I have read and agree to the terms and conditions as set out in the policy, including the information contained on this application.

City of Grand Forks

Purchaser's signature