

Introduction

The HBA receives occasional requests from members of the public who wish to place a memorial at the Hubbards Barn & Community Park. This is often a place with which individuals or families have a particular connection or special relationship.

1 POLICY

1.01

All memorials placed at the Hubbards Barn and Community Park are covered by this Policy. “Memorials” includes monuments, plaques, benches, tables, plants, or any other item or structure that recognizes the memory of a person, group or event. All memorials that exist on HBA property and trails before this Policy will be maintained until the end of their useful life.

1.02

No memorial may be placed on HBA property without approval from the HBA. The HBA will approve the design of all memorials and encourages the use of materials that reflect the mission of the HBA. The HBA may set specific design standards in the future.

1.03

The HBA may approve any memorials which do not conflict with any other established agreements. The HBA reserves the right to decline any memorials or to recommend an alternate location.

2 PURPOSE

The purpose of this Policy is to:

2.01

Establish the objectives and provide guidelines for the inclusion and acceptance of donated memorials, monuments, plaques, benches, tables, plants, or any other item or structure (all of which will be jointly referred to as “memorials”) that are requested to be located on HBA property.

2.02

Allow citizens the opportunity to donate memorials to the Hubbards Barn & Community Park to enhance it and its programs.

2.03

Define the criteria the HBA will use in accepting memorials.

2.04

Establish the application requirements for an individual requesting the installation of a commemorative memorial on HBA property.

2.05

Provide a guide for determining the appropriate locations for proposed memorials.

2.06

Ensure the design, placement and look of a memorial is consistent with the mission of the Hubbards Barn & Community Park, and keeps in mind HBA plans.

3 SCOPE

3.01

This Statement of Policy and Procedure applies to the Hubbards Barn & Community Park.

4 RESPONSIBILITY

4.01

The HBA is responsible for ensuring compliance with this Policy.

5 DEFINITIONS

5.01

In this Policy:

(a) DONOR – individual, group, company or organization, which provides funds, materials, and/or labour for specific projects.

(b) MEMORIAL – memorials, monuments, plaques, benches, tables, plants, or any other item or structure that recognizes the memory of a person, group or event.

(c) HBA means the Hubbards Barn Association.

6 REFERENCES and RELATED DOCUMENTS

6.01

Hubbards Barn Association By-laws

6.02

7 OBJECTIVES

7.01

Memorials proposed for the Hubbards Barn & Community Park shall:

- (a) Respect the mission of the Hubbards Barn & Community Park.
- (b) Enhance the landscape, recreational and cultural value of the Hubbards Barn & Community Park.
- (c) Encourage community engagement in the Hubbards Barn & Community Park.

8 CRITERIA

The HBA will use the following criteria in the evaluation of proposed memorials:

8.01

No memorial will be placed in the Hubbards Barn & Community Park unless it is consistent with the HBA mission and park plan, as approved by the HBA.

8.02

Memorials will only be considered by the HBA if they satisfy one of the following criteria:

- (a) Commemorate an individual with a connection to the Hubbards Barn & Community Park.
- (b) Commemorate a community association and/or group with a connection to the Hubbards Barn & Community Park.
- (c) Commemorate a place or historical event of national, provincial or local significance.

8.03

A memorial will not be considered or may be removed if the HBA feels it would be considered offensive to members of the community.

8.04

A memorial will not be considered or may be removed if it promotes views or ideas which are likely to promote hatred or support violence or discrimination for any person on the basis of race, national or ethnic origin, ancestry, colour, citizenship, religion, age, sex, marital status, sexual orientation, gender identity, disability, receipt of public assistance or level of literacy.

8.05

A memorial will not be considered or may be removed if the intended purpose of a memorial is to promote such things as a commercial, political, or religious cause, issue, or event.

8.06

Some types of memorials may require additional permits for construction or erection. Consultation with the District of the Municipality of Chester would be required in this regard.

8.07

Memorial donations, which are large in scale, may be considered on a case-by-case basis.

8.08

Non-designated monetary memorial donations will be used to meet current needs of the Hubbards Barn & Community Park as recommended by the HBA.

9 ACCEPTABLE INFRASTRUCTURE

Memorials may include the following types of infrastructure:

- picnic tables
- benches
- Adirondack chairs
- plaques
- plants
- or any other item or structure

10 PROCEDURE

The HBA and its members value the Hubbards Barn & Community Park. Therefore any request to add a memorial will be carefully assessed to ensure that what is being proposed protects the integrity of the Hubbards Barn & Community Park.

The assessment and approval process is as follows:

10.01

An individual, group or business proposing to erect a memorial on HBA property will meet with the HBA and/or submit a detailed Memorial Donation Application Form (attached to this Policy as Appendix A) to the HBA with the following information:

- Donor name
- Who or what is being memorialized
- Type of memorial desired

The design/structure of the memorial
The preferred location of the memorial
Value of proposed donation
Explanation of how the proposed memorial aligns with this Policy
Details for plaque, if requested

A link on the Hubbards Barn website will provide information and the application form for those interested in donating memorials.

10.02

The HBA will review the Application at the next Board meeting following receipt of the Application to determine if the proposed memorial aligns with this Policy and will notify the donor, in writing, within 35 business days of the review decision, identifying any final conditions of approval. The HBA will not consider the proposed memorial if it does not meet the stated objectives and criteria within this Policy.

10.03

A letter of agreement will be sent by the HBA to the donor to ensure all terms and conditions are clearly understood prior to donation. The form will be returned to the HBA with payment in advance of the memorial being placed. Appendix B shows the standard letter of agreement.

10.04

The HBA will determine the appropriate location for the proposed memorial in consultation with the donor. The location may be different than what is being proposed by the donor. The HBA will consider sites which do not already have a sufficient number of memorials.

10.05

The HBA will ensure the design of the memorial respects the heritage and natural environment of the park or the Barn. It will also ensure that maintenance and operating implications of the design will be considered before approval.

10.06

If the HBA approves the proposed memorial:

(a) The donor agrees to cover the full costs of the memorial including its design, construction, installation, and any applicable on-site recognition. The HBA will install the memorial after receiving payment from the donor.

(b) The HBA does not guarantee permanency of the memorial. All memorials in good condition will be maintained by the HBA until the end of their useful life.

(c) The HBA is responsible for basic maintenance only, such as keeping memorials level and safe for use. The HBA is not responsible for replacing memorials that are stolen, or irreparably damaged, or vandalized; and in these cases the donor can choose

to replace or repair the memorial. The donor may be informed of this condition as part of the terms of acceptance of the contribution.

11 DONOR RECOGNITION

11.01 Donors will have the option to place a plaque on the memorial. The HBA will determine the size of the donor recognition plaque.

Letter of Agreement

for a Memorial

to be placed at the Hubbards Barn & Community Park

Memorial Agreement between the Hubbards Barn Association and
(donor name & address).....

This letter sets out the agreement regarding the donation of
.....(memorial description)
situated at (the location shown by the attached map.)

Your memorial will carry an aluminum memorial plaque in the name of

.....
Your memorial message will read
.....
.....

(donor name) will pay the sum of \$.....

Itemized list of donation/purchase:
.....
.....
.....

The HBA will place the memorial in the agreed location within two months (weather permitting) of receiving this signed agreement and payment. The HBA will be responsible for the memorial for the period of its natural life. Once the memorial has reached the end of its useful life, it may be removed. A request to purchase a new replacement memorial can be made at the appropriate time. The HBA cannot guarantee against the effects of nature, theft, or vandalism, and may not be able to replace either the memorial or plaque in this event.

I understand and agree to the conditions above and enclose my payment for \$.....

Name.....Signed.....

Date..... Contact telephone number.....

Please indicate preferred location of memorial:

