


Title: Memorial Bench Policy			
Revision: REV 2.0	Number: OP-POL-05-018		
Administered by:	Director of Operations	Approval Date:	2025.02.25
Approved by:	Chief Administrative Officer	Effective Date:	2023.06

Table of Contents

- 1 Change History Log 1
- 2 Purpose..... 1
- 3 Scope.....2
- 4 Responsibilities2
- 5 Memorial Bench Policy2
 - 5.1 Union Cemetery Benches2
 - 5.2 Around Town Benches3
- 6 Glossary3
- 7 References4

1 Change History Log

Effective Date	Revision	Description	Name
2023.06	REV 1.0	Initial document	Director of Operations
2025.02.14	REV 1.1	Editing-February, 2025	Fran
2025.02.25	REV 2.0	Council Approval Resolution # R.2025.050	Council

2 Purpose

To enable community members to honor the memory of loved ones in a lasting and meaningful way, through personalized memorial benches in The Union Cemetery and around Town.

OP-POL-05-018	Memorial Bench Policy	REV 2.0	2025.02.25
----------------------	------------------------------	----------------	-------------------

CONFIDENTIAL Document. No part of this document may be disclosed in any manner to a third party without the prior written consent of The Town of Fort Macleod Administration

Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.

3 Scope

The Town of Fort Macleod recognizes the opportunity to provide individuals or groups with a way to memorialize loved ones, while enhancing the Union Cemetery and existing parks.

4 Responsibilities

The Director of Operations and the Facilities Foreman are responsible for working with public requests to place memorial benches in the cemetery and throughout the Town.

5 Memorial Bench Policy

This policy provides a clear guideline for residents to participate in the Memorial Bench Policy and to provide an understanding of administration and maintenance responsibilities.

1. All applicants for the Memorial Bench Policy must complete an application form (OP-CF-05-018). Purchase of a Memorial Bench or plaque is subject to availability and on a first-come-first served basis.
2. Benches will be placed in designated locations (around town or in the cemetery) as determined by the Town of Fort Macleod and with consideration of the wishes of the applicant.
3. Maintenance of the bench will be the responsibility of the Town; however, the Town shall not be held accountable for any damage or vandalism that is caused to benches or plaques.
4. No person shall tamper with or relocate a memorial bench or plaque, nor the area immediately surrounding it.
5. The Town reserves the right to:
 - a. Relocate a bench to accommodate any unforeseen future events.
 - b. Deny any memorialization.
 - c. Remove a bench that has reached the end of its lifespan or the end of its term

5.1 Union Cemetery Benches

1. The applicant will select a bench from a local memorial company. The Town will review the specifications and wording and must approve the selection before proceeding. The applicant is responsible for coordinating directly with the company for payment and installation.
2. The cost of a Memorial Bench is determined by the memorial company and is subject to change based on their pricing at the time of purchase. Prices range currently depending on the selected style, material, and engraving options.
3. Bench Specifications:
 - a. All benches within the cemetery must be constructed of granite or marble. Other

OP-POL-05-018	Memorial Bench Policy	REV 2.0	2025.02.25
---------------	-----------------------	---------	------------

CONFIDENTIAL Document. No part of this document may be disclosed in any manner to a third party without the prior written consent of The Town of Fort Macleod Administration

Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.

- materials are at the discretion of the Town.
- b. All benches must be installed with a concrete or solid stone pad.
- c. All benches in the cemetery require a permit and must be approved by the Town before any work is completed.
 - i. The monument company completes the permit and will contact the Town if additional information is required.

5.2 Around Town Benches

1. This policy offers memorial plaques that can be added to existing memorial benches in specified public spaces around town. The term for these benches is 15 years.
2. The cost of these benches will be set by the Town
 - a. Includes the Town installing the plaque
 - b. The cost of the plaque is not included.

This price helps cover the expense of the bench itself and contributes to the Parks Department's efforts to add new benches or replace existing ones, ensuring the continued enhancement of our community spaces.
3. The purchaser is responsible for the purchase of the plaque. The Town can recommend an engraving service provider.
4. All wording for commemorative plaques must be approved by the Town.
5. In extenuating circumstances such as the location and condition of an existing bench, an entirely new bench may be considered. However, these decisions would need to be discussed with the Town, including considerations for pricing and location.
6. Bench Specifications:
 - a. The benches around the town will be made from materials that meet the Town's specifications.
 - b. The plaques will meet the Town's specifications.

6 Glossary

Abbreviation	Description
PW	Public Works

7 References

List out other pertinent documents, referenced documents in this one ...

Document Number	Document Title	Description
Bylaw 1985	Union Cemetery Amendment	Bylaw about the control and regulation of The Union Cemetery.
Bylaw 1985	Schedule C	Schedule showing monument definitions.
OP-POL-05-018	Memorial Bench Policy	Policy enabling community members to honor the memory of loved ones through personalized benches.
OP-CF-05-018	Application Form for Memorial Benches	Form to apply for the location and type of bench.
	Monument Permit Application & Inspection Form	Permit showing the owner assumes responsibility to maintain the monument. Permit showing the details of the monument.

Administration Signature

Chief Administrative Officer

OP-POL-05-018	Memorial Bench Policy	REV 2.0	2025.02.25
----------------------	------------------------------	----------------	-------------------

CONFIDENTIAL Document. No part of this document may be disclosed in any manner to a third party without the prior written consent of The Town of Fort Macleod Administration

Hard copies of this document are for REFERENCE ONLY and should not be considered the latest revision beyond the date of printing.