

City of Kamloops

Memorial Program Guidelines



MARCH 2024



Canada's Tournament Capital



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About the Program

Through the Memorial Program, you can provide a unique dedication by placing a plaque in front of a tree, on a picnic table, or on a bench in one of the beautiful locations available within the City parks system. This dedication provides a lasting remembrance in honour of a loved one, individual, or group and enhances the meaning of the table, bench, or tree to observers and park users. The gift is also a valuable contribution to the parks system, the Rivers Trail, and the beautification of our city.

You can memorialize a loved one or commemorate a significant individual or group, date (birthday, marriage, or anniversary), or event (achievement awards).

People of all ages visit our parks to use the trails and playgrounds, enjoy concerts, and participate in sports. Others come to the parks just to relax and enjoy nature. Whatever the reason for visiting our parks, your generous gift will be recognized and appreciated by all park users.

The City of Kamloops Parks team would like to thank you for considering this heartfelt gift.



Standard Amenities and Pricing



Memorial Bench Pricing:

New Bench:

The cost for a new bench is **\$4,000, including applicable taxes**, under a 10-year agreement (subject to availability of new bench locations).

This includes the cost and installation of a personalized plaque inscription.

Existing Bench:

The cost to memorialize an existing bench is **\$2,000, including applicable taxes**, under a 10-year agreement.

Note: there are a limited selection of existing benches available.

Renewal Agreement:

After 10 years, the price to extend the agreement for another **10-year period is \$1,000**.



Memorial Picnic Table Pricing:

New Picnic Table:

The cost for a new picnic table is **\$8,000, including applicable taxes**, under a 10-year agreement (subject to availability of new picnic table locations).

This includes the cost and installation of a personalized plaque inscription.

Existing Picnic Table:

The cost to memorialize an existing picnic table is **\$4,000, including applicable taxes**, under a 10-year agreement.

Note: there are a limited selection of existing picnic tables available.

Renewal Agreement:

After 10 years, the price to extend the agreement for another **10-year period is \$1,000**.



Memorial Tree Pricing:

Memorial trees can be planted in irrigated parks throughout the city where planting sites are available. Choose from a list of pre-approved trees. A plaque will be placed in front of the tree.

The cost of a new memorial tree is **\$1,500, including applicable taxes.**

Program Pricing:

All prices include the acquisition, installation, and maintenance of your donation for the term of the agreement. Program costs are based on current development standards and are subject to annual review (or if standards are changed).

Tax Receipts:

A tax receipt will be issued for the donation amount. The plaque is not part of any donation receipt in purchases in the memorial program.

Plaque and Inscriptions

Specifications:

A 2 in. x 6 in. plaque will be attached to the bench, to the picnic table, or in front of a tree to memorialize a loved one, individual, or group. Inscribe up to three lines and up to 25 characters and spaces per line

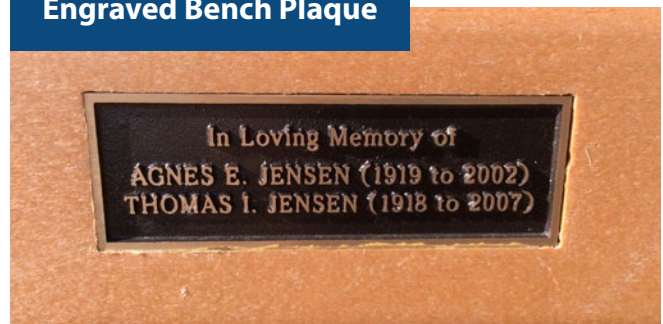
Replacement/New Plaques:

The cost of a new plaque to be installed is **\$500, including applicable taxes.** If for some reason the existing plaque is removed or damaged for reasons beyond the City's control (i.e. vandalism or theft), the City will cover the cost of replacement one time only.

To add an additional plaque to a bench already memorialized, the original buyer or legal representative must complete the inscription portion of the application only and bring it to the Hillside Cemetery office to order and pay for the plaque. The same proof process is used for any additional plaques.

Sample Plaques:

Engraved Bench Plaque



Engraved Tree Plaque



Installation and Location Choices

Location Choices:

Benches and picnic tables can be placed throughout City parks where space is available.

Trees can be planted in irrigated parks throughout the city where planting sites are available.

In consultation with the Parks and Civic Facilities Division, a donor will determine a preferred location based on availability. Currently, there are no locations available for new benches and picnic tables along the urban park waterfront areas. City staff will make every attempt to accommodate a donor's request but may not be able to fulfill the request due to site restrictions or future park plans. In that case, an alternate location will have to be considered.

Installation:

Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections.

Occasionally, there may be a need to relocate an amenity if there are frequent repairs or if the park area is undergoing new development. In that case, the City will undertake the relocation and any associated costs. Every attempt will be made to notify the donor of the change. The donor must keep their contact information current with the Parks and Civic Facilities Division.



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Agreement Terms and Conditions

Agreement Terms:

Memorial Benches and Picnic Tables:

The City will maintain memorial benches and picnic tables under a 10-year agreement. The donor is responsible for contacting the City prior to the end of the term if they wish to continue their donation. If the donor wishes to continue their donation, staff will assess the amenity to determine if renewal or replacement is required. Based on this assessment, the donor can renew the existing donation for an additional 10-year term or replace the amenity at market cost. Additional terms cannot be prepaid in advance.

If the donor does not contact the City or chooses not to renew or replace the amenity, the plaque will be removed and the amenity and/or site may become available to a new donor. The City will retain the plaque 90 days from the time of removal (if not claimed by the donor). After 90 days, the plaque will be repurposed or destroyed.

Memorial Trees:

A tree donation is for the life of the tree with a five-year maximum guarantee. As part of the program, the City will replace the tree once in the first five years if it does not survive, is damaged, or is vandalized. Additional occurrences of theft or damage will be covered at the donor's cost. After five years, if the tree declines or the site is needed for another use, the City may be required to remove the tree and plaque. The City will use reasonable efforts to notify the donor of significant changes.

Other Conditions:

The donation of an amenity in no way constitutes ownership of the item by the donor, the land upon which it is situated, or the surrounding lands. The City retains the right to use the lands adjacent to these donated items, as it deems appropriate, up to and including moving the amenity to another location. Every attempt will be made to ensure the amenity is relocated as close to the original location as is feasible.

The addition of amenities may be restricted in some parks, as determined by the Parks and Civic Facilities Manager, from time to time in order to ensure a reasonable balance of amenities and open space.

The City understands that the donated amenity may have sentimental value; however, donations do not give the right for the scattering or interment of cremated remains or the placement or attachment of objects or mementos on or adjacent to the amenity.

If a bench or picnic table is damaged, destroyed, or defaced within the first 10 years to the extent that, in the opinion of the Parks and Civic Facilities Manager, replacement is required, the City will replace it at no cost to the donor.

The City may elect not to replace a bench or picnic table that has reached the end of its term for reasons of security, safety, park reconfiguration, or maintenance issues. Donors who wish to continue further terms in these cases will be offered another site at the current price.

An amenity placed within a park or public space that predates the City's Memorial Program will follow the current program guidelines for renewal and/or replacement. The City will make every effort to contact the original donor before the removal or replacement of an amenity.

Obligations

Donor Obligation:

Contact the **Hillside Cemetery office at 250-828-3462** before the term ends to discuss continuing or ending your donation. The donor must keep their contact information current with the Parks and Civic Facilities Division.

City's Obligation to the Donor:

Memorial Trees:

- Under the program, the City will replace the tree once in the first five years if it does not survive or is damaged or vandalized.
- The City will cover the cost of one replacement plaque, if necessary.
- Memorial tree applications received by December 1 will be planted the following spring (March through May). Applications received after December 1 may be planted in the following spring or fall. Fall planting (September and October) will depend on weather and stock availability.



Gina Bussidor

Ordering Process

1. Complete the Application Form:

- email it to cemetery@kamloops.ca;
- mail it to **Hillside Cemetery at 750 Notre Dame Drive, Kamloops, BC, V2C 6L5**;
- or visit the Hillside Cemetery office.
Office hours are Monday–Friday, 8:00 am–3:00 pm (by appointment only). The office is closed for lunch 11:30 am–12:30 pm. Please do not submit a payment with your application.

2. Application Review:

A Parks crew leader will contact you to discuss your donation application and proposed site.

3. Invoice Issued:

Once the Parks crew leader has reviewed and accepted the application, you will receive an invoice with payment information.

4. Make Your Payment:

Payment can be made by cheque, debit, or credit card at the **Hillside Cemetery office or at City Hall**, 7 Victoria Street West, Kamloops, BC, V2C 1A2.

5. Order Confirmation:

Once the invoice has been paid, cemetery staff will advise the Parks crew leader that they can go ahead and order the amenity.

6. Amenity Ordering and Plaque Proofing:

The Parks crew leader will order the amenity and the Cemetery clerk will provide a plaque proof for approval.

7. Installation Confirmation:

Staff will notify you when the amenity has been or will be installed.

8. Tax Receipt Issued:

A tax receipt will be issued at the beginning of the following year.

Contact Us



If you have questions or need further information, please phone 250-828-3462 or schedule an appointment to visit the Hillside Cemetery office.



Memorial Program Application Form

- New memorial bench with plaque
- Existing memorial bench with plaque
- New memorial picnic table with plaque
- Existing memorial picnic table with plaque
- Memorial tree with plaque
- Plaque only

Costs includes tax and covers the installation of the bench/picnic table or planting of the tree.

Purchaser Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Terms and Conditions:

1. City staff will help you choose the right tree species and installation location for trees, benches, and picnic tables. Both parties must agree on the location. Note: some gifts may not be available at all parks.
2. Donors must discuss desired locations with City staff prior to making payment.
3. The City of Kamloops will be responsible for installing and maintaining your amenity for the term of the agreement.
4. This agreement shall be effective for a period of 10 years for benches and picnic tables and a tree donation is for the life of the tree with a five-year maximum guarantee, starting from the date of installation.
5. The City must approve the plaque inscription, which is limited to three lines of text with a maximum of 25 characters and spaces on each line.
6. Donors are encouraged to choose a message that is uplifting or inspirational or that promotes the enjoyment of the park. Use the spaces below for the plaque inscription.

Plaque Inscription

A 2 in. x 6 in. plaque will be attached to the bench, picnic table, or placed in front of a tree to memorialize a loved one, individual, or group. Inscribe up to three lines and up to 25 characters and spaces per line.

7. The City will cover the cost of replacing the amenity due to damage or theft only once during the 10-year term for benches and picnic tables. For memorial trees, the City will replace the tree once in the first five years if it does not survive, is damaged, or is vandalized. If there are any additional occurrences of theft or damage, the donor will be responsible for covering the cost. The City will make an effort to return the plaque to the donor if it is still in salvageable condition.
8. At the end of the term, the amenity (benches and picnic tables) may be renewed for an additional 10-year term at the current price. The donor is responsible for advising the City of changes to their contact information so that the City can keep you informed. If you choose not to renew your contract or we are unable to contact you, the plaque will be removed and the site may be offered to a new donor.
9. The City reserves the right to remove or relocate the amenity for maintenance purposes. The City will endeavour to contact the donor at least 30 days prior to any permanent relocation. If staff are unable to contact the donor, removal or relocation will proceed and the City will keep any removed plaques for a minimum period of 90 days.

I, _____ (the donor),
 have read, understand, and agree to the terms and conditions.

Signature: _____

Date: _____

For Office Use Only:			
Payment made by: <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Credit Card			
	Date:	Responsibility:	Notes:
Donation payment received and sent to finance (SR sent to Parks)		Cemetery	SR#
Amenity ordered		Parks	
Plaque proof requested		Cemetery	
Plaque proof approved and ordered		Cemetery	
Plaque received at Cemetery		Cemetery	
Amenity delivered to yard (tree, bench, table)		Parks	
Amenity installed		Parks	
Photo taken and updated in SR in Cityworks		Parks	
Updated GIS team for Memorial Tour App		Parks	
Donor notified of installation		Cemetery	
Received by: _____ Date: _____			



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City of Kamloops  British Columbia, Canada

Hillside Cemetery:

750 Notre Dame Drive, Kamloops, BC V2C 6L5
250-828-3462 | cemetery@kamloops.ca

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