

**Title: Memorial Recognition**  
**Policy No: 6207**  
**Approval: County Council**  
**Effective Date: 20 October 2015**  
**Supersedes Policy: Nil**



**Policy Statement:** Woodlands County promotes and celebrates citizens who enrich our communities with their leadership.

**Purpose:** To provide a means for members of the public to recognize and honour residents through a lasting tribute.

1. The Memorial Recognition program may include leaves attached to memorial monument trees, or any other designated memorial recognition pieces approved by Council.
2. All designated memorial sites must be approved by Council. Council may designate additional memorial sites as required.
3. Residents may be recognized in the following categories:
  - Pioneers of the Community;
  - Long term service on Fire Department or other emergency services;
  - Long term service with a Community Group;
  - A significant contribution to the community.
4. All memorial recognition pieces once affixed become property of Woodlands County.
5. No persons have the right to remove memorial recognition pieces. Persons not satisfied with the decisions of residents honoured may appeal the decision to Council.

**Procedure Title: Memorial Recognition  
Procedure**

**Procedure No: 6207-01**

Approval: Chief Administrative Officer

Effective Date: 20 October 2015

Supersedes Procedure No: Nil



**1. Definitions**

- 1.1. Council means Council for Woodlands County.
- 1.2. County means Woodlands County.
- 1.3. Honour or memorialize means the process by which someone may establish recognition for a person or group.
- 1.4. Designated Memorial Site means the Fort Assiniboine Park's Monument Tree, and any other memorial site designated by Council.
- 1.5. Memorial Recognition Piece means the monument tree leaves or any other outdoor memorial recognition piece added to a designated memorial site in the County.

**2. Memorial Recognition Procedure**

- 2.1. Any person who wants to honour or memorialize a resident in the Memorial Recognition program may do so by completing an application form. The application is attached in Appendix "A".
- 2.2. Applications shall be forwarded to the Community Services Board for approval on an on-going basis.
- 2.3. The Community Services Board approves applications. Once approved and payment received, the County staff will affix the memorial recognition piece.
- 2.4. Memorial recognition pieces on monument trees will be affixed to branches.
- 2.5. The County will notify the public of the memorial program once a year. Such notification shall be through the following mediums: newsletter, website and newspaper.
- 2.6. The County will maintain a record of each memorial recognition piece. The record will contain relevant information such as the donor's name and contact information, person's name, which is memorialized and location.
- 2.7. The Community Services Department will maintain memorial recognition pieces.