

TANTRAMAR POLICY NUMBER: 2025-20	Pages: 4
Administered by: Chief Administrative Officer	Subject: Memorials & Donations on Municipal Lands
Effective Date: November 12, 2025	

1. PURPOSE

- a) To enable the planting or designation of memorial trees or the placement or designation of memorial benches on municipal lands within Tantramar.
- b) To establish a consistent approach in responding to requests from the general public, special interest groups, individuals, and Tantramar residents for the planting or designation of memorial trees or the placement or designation of memorial benches on municipal lands.
- c) To implement a process for Staff to administer and coordinate the planting of memorial trees or the placement or designation of memorial benches on municipal lands.
- d) To provide a suitable list of plant material to select from including the applicable fees charged to provide these services.
- e) To establish the limits of the Municipality's obligations in the planting, placement, establishment, and ongoing condition of memorial trees and benches on municipal lands.
- f) To establish a formal record of memorial trees and benches being placed on municipal lands for future reference by Staff and others that may have interest in the memorial tree or bench.
- g) To ensure that memorial trees and benches remain in their original condition.

2. GENERAL INFORMATION

- a) The Tantramar Memorial and Donations Policy will be administrated and coordinated by the Department of Active Living and Culture. All inquiries regarding this policy, the planting of memorial trees and/or placement of memorial benches on municipal lands should be directed to the Manager of Active Living and Culture at (506) 364-4955.
- b) This policy will outline the entire process involved in the planting of memorial trees or placement of memorial benches on municipal lands in Tantramar. The Municipality's Department of Active Living and Culture reserves the right to determine locations for proposed tree planting and bench placement, the appropriateness of the species of tree/s selected for the location, the appropriate style of bench, and to establish the fees associated with memorial tree planting and memorial benches, including their long-term maintenance.
- c) Trees proposed for a memorial planting site can be deciduous or coniferous and are subject to the approval of the Manager of Active Living and Culture to ensure that the species is appropriate for the selected site. An applicant can, however, provide a suggested species for the Manager to consider. The cost per tree is listed in Schedule "A", which includes the purchase, planting, associated administration costs and warranty. The placement and fees associated with all placement or designation of memorial benches will be subject to the discretion of the Manager of Active Living and Culture given the variety of parks and public spaces available, the assortment of designs available, as well as shipping and installation charges.
- d) Persons not satisfied with the decisions of the Department of Active Living and Culture may appeal the decision to the Chief Administrative Officer.

- e) For the purpose of this policy, municipal lands shall mean any municipal park open space area or other lands frequented by the general public.

3. PROCEDURE

- a) Requests for memorial tree planting/s or memorial benches will be submitted in writing to the Department of Active Living and Culture, to the attention of:

Manager of Active Living and Culture
Tantramar
182 Main Street
Sackville, NB
E4L 4B4

- b) An Application for Purchase and Planting of a Memorial Tree or Placement of a Memorial Bench, attached as Schedule "A", must be completed by the applicant. Following submission and approval of the application, the Department of Active Living and Culture will contact the applicant to complete the arrangements for the planting of a memorial tree or placement of a memorial bench. All applicants will receive a copy of this policy prior to the purchase of a memorial tree or bench.
- c) Memorial trees and benches shall become the property of Tantramar immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree or bench.
- d) Tantramar will implement its best efforts to ensure that any memorial tree or bench is properly maintained during the period of establishment. However, the Municipality does not guarantee these items against acts of vandalism, damage or failure because of environmental stresses or conditions which may impact negatively on the health of a memorial tree, or longevity of a memorial bench.
- e) Tantramar agrees to provide one replacement memorial tree or bench at or near the original planting site at no cost to the applicant should the items fail or become significantly damaged for any reason within one (1) year of the initial placement date.
- f) Should it become necessary to replace a memorial tree or bench, the Municipality will make every effort to obtain a replacement that is the same species, size, or design. However, the Municipality reserves the right to plant an alternative species and size tree at the discretion of the Manager of Active Living and Culture.
- g) Memorial trees will be planted by the Municipality in the spring and fall seasons. Spring planting will generally occur beginning April 15th through May 15th. Fall planting will occur beginning October 15th through November 30th. The Municipality reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather. Memorial benches may be installed throughout the Spring, Summer or Fall, depending on weather conditions.
- h) Applicants must be mindful that appropriate plant material will be selected to coincide with the specific planting period. As such, tree species with a spring planting preference will not be planted in the fall.
- i) A Municipal Standard Gold or Silver Plaque may be placed near a memorial tree/s or affixed to a memorial bench. Such plaques shall be provided and installed by the Municipality. Costs associated for said plaque will not exceed \$100.00.
- j) Wording proposed to be engraved onto memorial plaques must be submitted on the form provided with the Application for a Memorial Tree or Bench. Proposed wording is subject to approval by the Manager of Active Living and Culture and shall not exceed a maximum of 10 words in length.

- k) As an alternative to Item 3(i) Applicants may elect to purchase a memorial tree without a memorial plaque. In this instance, following the planting of a memorial tree, the Municipality will present the applicant with a certificate and a photographic record of the tree officially recognizing the memorial tree. The certificate will contain the following information:

- Tree species
- General description of tree location on Municipal lands
- Acknowledgement of the individual/s being memorialized
- Date of tree planting
- Photo of the memorial tree

A copy of the memorial tree planting certificate will remain on file at the Department of Active Living and Culture for future reference purposes.

- l) The Municipality reserves the right to limit the number of memorial trees planted or memorial benches placed on municipal lands and further reserves the right to designate a certain site-specific area or location for memorial tree planting or memorial bench purposes.
- m) Applicants are advised that planting of additional memorial trees may be permitted near existing memorial trees in accordance with good horticultural practices. The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Manager of Active Living and Culture. Similarly, more than one bench may be purchased and placed near an existing bench. In all cases, such decisions are at the discretion of the Manager of Active Living and Culture to ensure that adequate space is maintained for programming and safety purposes.

4. POLICY REVIEW & RESPONSIBILITY

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices and any necessary updates will be brought forward for Council review and approval.

<i>Department Responsible for review:</i>	Office of the CAO	☒
	Active Living & Culture	☒
	Community & Corporate Services	☐
	Engineering & Public Works	☐
	Financial Services	☐
	Protective Services	☐

5. REPEAL

Town of Sackville Policy No. 2017-04 Memorials and Donations is hereby repealed.

 Jennifer Borne, Chief Administrative Officer

 Date:

 Andrew Black, Mayor

 Date:

Schedule "A"

Memorial and Recognition Program Application Form

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

MEMORIAL INFORMATION

Applicant Name:	Applicant Mailing Address:
Applicant Email:	
Applicant Phone:	

Name of Person or Group to be Memorialized:	
Item: ☐ Tree ☐ Bench ☐ Other: _____	Requested Quantity:
Requested Location:	
Notify Applicant when Planting / Placement is Completed: ☐ Yes ☐ No	
Requested planting season: ☐ Spring ☐ Fall	Plaque Required: ☐ Yes ☐ No

I have read the Memorial and Donations on Municipal Lands Policy, and I understand the conditions that apply to this application.

Applicant's Signature	Date:
-----------------------	-------

FOR OFFICE USE ONLY

Date Application Received:	Approval Date:	Payment Date:
----------------------------	----------------	---------------

Memorial and Recognition Program

Application Form: Plaque Information

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

Please complete the following for the Municipal standard plaque to accompany a memorial tree, bench, or other object if required.

Caption to appear on the plaque (maximum of 10 words):

--

Applicant Name:	Applicant Mailing Address:
Applicant Email:	
Applicant Phone:	
Applicant Signature:	
Date:	

FEES

MEMORIAL TREES

All tree species are subject to the approval of the Manager Active Living and Culture.

Tree Fee: \$500.00 + HST.

Includes purchase, planting (including mulch and staking), associated administration costs and warranty.

MEMORIAL BENCHES

The placement and fees associated with memorial benches is subject to the discretion of the Manager Active Living and Culture.

OTHER MEMORIALS

A reasonable cost shall be determined by the Manager Active Living and Culture in consultation with the CAO and Treasurer.

PLAQUES

A memorial plaque installed on a new tree or bench - \$100

A memorial plaque installed on an existing bench - \$100