



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 156**



## **Title: Designation and Approval Procedures for Memorial Sites**

Approval Date: August 10, 2000

Amended: September 25, 2006

Rescinds:

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### **Policy Reference**

Village of Belcarra, Roads and Traffic By-law, 1980, No.9

### **Purpose**

1. To identify certain areas within the Village that would be suitable for designation as memorial sites.
2. To identify certain memorial items that would be suitable for construction or installation at designated memorial sites.
3. To establish conditions and procedures for the approval of the installation or construction of a memorial.

### **Policy**

The sites identified in Schedule A of this Policy have been designated suitable as memorial sites. The memorial items identified in Schedule B of this Policy have been designated as suitable for installation or construction at designated memorial sites. The following procedures will provide guidelines for the application, installation or construction of a memorial.

Preparation of the memorial site and maintenance of the area will be provided by the Village of Belcarra. The cost of the memorial and delivery to the site will be provided by the applicant.

### **Procedure**

Application for a memorial will be provided in the form of a letter, which would provide Council with the following information and acknowledgements;

- A background and history of the individual for whom the memorial is proposed;
- A list of both a first and second choice for a memorial site and confirmation of the memorial item to be placed at the site; (photos or drawings are helpful)
- The estimated cost of the memorial, installation or construction.
- Maintenance requirements or expectations for the site;
- Acknowledgement that the site and/or memorial may be modified or relocated by Council, at some future date, if it decided that other uses were necessary;
- Acknowledgement that the general area around the memorial will be left natural and that other than maintenance, improvements to the site would not normally be permitted.

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On receipt of an application for a memorial site Staff will review the application and prepare a report to Council, which will include the following information;

- The applicants letter as noted above;
- Staff comments, that the memorial and site can be generalized as consistent with the public good, rather than, as a private benefit;
- Staff comments, that the memorial is not located in an area that may be in conflict with a present or future use by the Village;
- Staff comments that the memorial is not located in an area that would negatively impact on the public or adjacent properties;
- Staff comments, that the memorial could relatively easily facilitate construction, installation or maintenance;
- Staff comments, that the site would not create an undue safety hazard;
- Given the sensitivities associated with such proposals that Council and staff will place a high priority on working with applicants in a timely manner. Assistance in explaining the criteria and assisting with the process will be available from staff.
- Council is prepared to consider sites other than those pre-selected, case by case.

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## SCHEDULE A

### DESIGNATED MEMORIAL SITES

- For the purpose of selecting a suitable memorial site, the following principals are applied;
- sites would be evenly distributed within the Village;
- sites would not be located in an area that may be in conflict with present or future needs of the Village;
- sites would not negatively impact on the public or adjacent residents;
- sites could facilitate the construction, installation or maintenance of a memorial with relatively ease
- sites would not create an undue safety hazard

The following sites have therefore been identified as designated memorial sites;

- Village Hall site
- Turtlehead Road site
- Upper Tatlow Trail
- Lower Tatlow Trail
- Salish Trail
- Marine Avenue – West Road
- Intersection of Marine Avenue and Kelly Avenue, adjacent to Bedwell Bay

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## **SCHEDULE B**

### **DESIGNATED MEMORIAL SITES**

For the purpose of selecting a suitable memorial item, the following principals are applied;

- simplicity of design, construction, installation or maintenance;
- durability, stability and vandal resistance;
- good quality and workmanship
- low maintenance
- safe

The following items have therefore been identified as designated memorial items;

- wood or stone benches
- plaques or engravings
- trees or shrubs