



District of Port Edward

POLICY AND PROCEDURES

POLICY # 2017-1

TOPIC: MEMORIAL WALL PLAQUE

OBJECTIVE:

The District of Port Edward requires a policy to administer the ordering of plaques for the Memorial Wall.

POLICY:

The Port Edward Memorial Wall was a project that the District of Port Edward and the Port Edward Lions' Club members worked on where the purpose of this Memorial Park was to provide an opportunity to commemorate the life of a loved one.

SCOPE/APPLICATION:

An application and payment will be required in order for a plaque to be installed in the Memorial Wall (see attachment). The fee of the plaque will be seventy five dollars (\$75), which will pay for the plaque and installation.

Once an application is received and paid for, the District of Port Edward staff will order the plaque and make arrangements for it to be installed.

Once the installation of the plaque is done, the applicant will be notified.

A Periodic Memorial Wall service will be organized.



Memorial Wall Plaque Application

In Memory of

Name(s): (1) _____

(2) _____

Please note that you can have up to two names on one plaque

Date of Birth: (1) _____

(2) _____

Date of Death: (1) _____

(2) _____

Name of Donor: _____

Contact Information: _____

Payment: _____

Date of Installation: _____

Date Donor was contacted: _____