

	Corporate Policy Guide		
	Memorial Wall Plaque Policy		
Section:	Administration		
Policy Number:	A-010		
Authorized by:	Council		
Effective Date:	August 26, 2025	Revision Date:	Date

1. **Background**

1.1 Council established the Cemetery Working Group ("CWG") to examine and make recommendations to Council regarding ways Village and area residents can memorialize loved ones. Based on the CWG recommendations, a Memorial Wall was erected at the cemetery.

2. **Objective**

The objective of this policy is to set the guidelines and process for the placement of memorial plaques on the Memorial Wall.

3. **Policy**

3.1 It is the policy of Council to create an opportunity for Village and area residents to memorialize their loved ones on a Memorial Wall.

3.2 This policy supports improving the Village cemetery as an important way of commemorating Village and area residents.

4. **Roles and Responsibilities**

4.1 Council is responsible for approving the overall design and layout in accordance with CWG recommendations.

4.2 The Chief Administrative Officer is responsible for overseeing the process for purchase and placement of plaques.

5. **Plaque Details:**

5.1 A memorial wall plaque must be purchased through the Village office for placement on the memorial wall located at the Salmo Cemetery. See Schedule "A" for the required application form.

5.2 A memorial plaque will be solid stainless steel with no border and 3" x 7" in size with a spacing of 1" between each plaque. Up to two lines of text are permitted as well as one etched, non-colour image.

5.3 The font style shall be Helvetica in black text. The inscription will be centred with an image, if chosen, on the left-hand side.

5.4 The cost of the marker plus a 5% administration fee will be at the expense of the purchaser.

5.5 Once the installation fee of \$40 has been paid, Public Works will install the memorial plaque on the Memorial Wall. Twenty-five percent (25%) of the installation fee will be allocated to the Cemetery Care Fund.

6. Maintenance

6.1 An annual budget will be prepared for the maintenance of the memorial wall.

6.2 The Village shall maintain the Memorial Wall with respect to natural wear and tear, however the Village shall not be held liable for any damage to memorial plaques as a result of natural weathering, deterioration, vandalism, or theft within the cemetery. If any memorial plaque deteriorated to an unsightly condition as a result of vandalism or natural causes, the Village shall mail a written notice to the last known address of the plaque purchaser requesting that the memorial plaque be repaired or replaced within a reasonable period of time. Should the Village be unsuccessful in contacting the plaque owner, or if the memorial plaque is not repaired or replaced within the amount of time specified in the written notification, then the Village is authorized to remove the memorial plaque.

Revision History

Approved at meeting #14-2025, Resolution #R6-14-25



Schedule "A"

Application for Purchase and Installation of Memorial Plaque

Applicant Details

Surname:		Given name:	
Mailing address:			
Phone Number:		Email Address:	
Relationship to deceased:			

Deceased Details

Surname:		Given names:	
Date of Death:		Date of birth:	

Wording for Memorial Plaque (In Addition to the Deceased Details)

Line 1:
Line 2:

Are you wanting a non-colour image on the plaque? If so, please send the image in jpeg format along with this application form to info@salmo.ca. It will be provided to the supplier for inclusion.