



Date of Order: _____

The Town of Okotoks is pleased to offer a Memorial purchase/donation or lease program as a means for loved ones to be remembered while giving back to the community. See Rates and Fees Bylaw for prices.

Choose the Item(s):

Bench Donation Bench Lease Bench Plaque Tree Donation Tree Plaque Memorial Wall Plaque

Purchaser/Donor Details:

Name _____ Address _____

Email: _____ Phone # _____

In Memory of _____ Location Request _____

Signature of Purchaser/Donor: _____ Date: _____

Bench

- Basic bench outside of cemetery (purchase, install and maintain for the life of the bench)
- Upgrade bench outside of cemetery (purchase, install and maintain for the life of the bench)
- Existing bench outside of cemetery (maintain for life of bench)
- Existing bench upgrade bench outside of cemetery (maintain for the life of bench)
- Lease (for 10 years) existing bench inside of cemetery (includes plaque purchase, install and maintain)

Tree donation/purchase (includes purchase, plant and maintain)

* Note: all donated trees will be planted in the spring of the following year or order.

Plaques for bench, tree or memorial wall (if a plaque is vandalized or goes missing, the Town is not obligated to replace it)

- Memorial wall plaque (includes purchase and installation)
- Bench Plaque – Cast or Etched Bronze (Includes purchase and install)
- Tree Plaque - Cast or Etched Bronze (Includes purchase and install)

Please check the tree(s) you choose to purchase. Memorial trees are 40-60 mm caliper. For assistance in selection please contact the Town's urban forester 403-995-6333

- Tatarian Maple Siberian Larch Linden Bur Oak Douglas Fir Elm Ohio Buckeye White Ash
- Paper Birch Silver Cloud Maple Japanese Tree Lilac Cut-Leaf Weeping Birch
- Spruce (White or Colorado Blue) Pine (Lodgepole, Scotch, Ponderosa, Limber, Bristlecone)

An income-tax deductible receipt is provided for all memorial donations (plaques not included). Cheques for memorial donations and purchases are to be made payable to the Town of Okotoks. The Town will assume ownership of the bench or tree and its maintenance for the life of the donated item.

Office Use Only: Parks Staff who met with donor: _____ Revenue Tracking Updated _____

Item ordered (tree, bench, plaque) Billing Requisition Issued payment Received Laserfiche updated

This information is being collected under section 33© of the Freedom of Information and Protection of Privacy Act (FOIPP). Should you have any questions regarding FOIPP please contact the FOIPP Coordinator at foip@okotoks.ca or 403-938-8944.

Bench Options

Basic outside cemetery



Upgrade outside cemetery - black



Upgrade in cemetery



Upgrade outside cemetery – log planks



Bench or Tree Plaque Options

Turnaround time is usually 3 weeks from order date

Cast



Etched



Bench Plaque

- _ Cast Bronze: non Serif Font, size 2¾" x 10", maximum 200 +/-
- _ Etched Bronze: non Serif Font, size 2¾" x 10", maximum 200 +/-

Tree Plaque

- _ Cast Bronze: non Serif Font, size 6" x 12", maximum 400 +/-
- _ Etched Bronze: non Serif Font, size 6" x 12", maximum 400 +/-

Text for Bench Plaque or Tree Plaque (see # of characters permitted above)

Memorial Wall Plaque - See example on right
(Turnaround time is usually 3 weeks from order date)



Bronze Plaque, Palatine Font, Size 6.1" x 1.6", maximum # of characters for name is 18 and maximum # of characters for date is 38. Write text for plaque in box below.

Deceased Name (full name) _____

Date of Birth _____ Date of Death _____



Town of Okotoks Parks
Office Hours Mon. to Fri. 7:30 AM to 4:00 PM
403-938-8958 okparks@okotoks.ca