
2019-01 Memorials Policy

Category:	General/Finance
Policy Number:	2019-01
Intent to Consider:	15th April 2019
Effective Date:	13th May 2019
Approval by Commission:	13th May 2019
Supersedes:	n/a
Amended:	n/a

1. This Policy is entitled the “Memorials Policy”.
2. In this Policy,
 - (1) “**Commission**” means the Commission of the Village of Pugwash;
 - (2) “**Clerk**” means the Village of Pugwash’s Clerk Treasurer;
 - (3) “**Monetary donation**” means a cash amount paid in memory of a deceased individual or individuals;
 - (4) “**Item donation**” means object or any other physical item donated to the Village of Pugwash in memory of a deceased individual or individuals;
 - (5) “**Memorial Fund**” means the bank account where all memorial monetary donations are deposited.
 - (6) “**Memorial List**” means a tangible list of individuals in whose remembrance a monetary donation was made
3. Monetary donations may be made to the Village of Pugwash in memory of an individual or individuals. These donations must be clearly marked “Memorial” and for whom it is to be dedicated.
4. All memorial monetary donations are to be kept in a single, dedicated bank account.

This shall be called the **Memorial Fund**.

5. These funds shall be used for capital purchases only.
6. These funds are not to be used for operational activities.
7. These funds are to be used for “Culture and Recreation” capital, tangible items.
8. These funds shall be dispensed at the full discretion of the Commissioners of the Village of Pugwash by majority. This can be done at an annual, regular or special meeting as needs arise.
9. A request from the public can be made for the fund to be used for the purchase of a particular tangible asset. This request must be in writing and sent to the Village Office at least one week before a meeting.
10. The Commission may consider the request. The Commission’s decision may be made at that meeting or deferred to a later date. That decision shall be final.
11. The balance of the Memorial Fund shall be included in the Clerk’s Treasurer’s Report at regular meetings.
12. All Memorial Fund activity, including all capital asset(s) purchased, shall be reported at the Village of Pugwash Annual General Meeting.
13. An item may be donated to the Village of Pugwash in memory of an individual or individuals.
14. The Commission is not obliged to keep any item donated.
15. A **Memorial List** of those individuals in whose memory donations, monetary or tangible item, were made shall be kept on or in a property owned by the Village of Pugwash and at a place that is easily viewed by the public.
16. The Memorial List shall be kept up to date within four months of a donation made/annually.



Clerk's Annotation for Official Policy Book

Date of Notice to Commissioners
of Intent to Consider (7 days minimum): 15th April, 2019

Date of Passage of current Policy: 13th May, 2019

I certify that the Policy was adopted by the Pugwash Village Commission as indicated
above

Clerk

Date