

3.15 Memorial Policy

Background

The Edmonton Society for Christian Education recognizes the importance of remembering and honouring individuals who have played a meaningful role in the life of the school community. Over the years, families, staff, alumni, and supporters have sought ways to commemorate loved ones or significant events that have shaped the school's history and mission. A formal memorial policy ensures that these tributes are handled with consistency, care, and alignment with the Society's Christian values. By establishing clear guidelines, the Society seeks to create a thoughtful and respectful approach to memorials that uphold the integrity of the school environment while providing a lasting way to acknowledge those who have left a meaningful impact.

Guidelines

This policy outlines the guidelines and procedures for establishing and maintaining memorials at all schools of The Edmonton Society for Christian Education. These memorials are intended to honour individuals who have significantly impacted the school community while respecting the educational environment and overall aesthetic of the schools and surrounding grounds. Memorials serve as a respectful way to commemorate the contributions of individuals, groups, or events to the school's history, growth, and values, preserving their memory for current and future generations of students, staff, and visitors.

1. **Eligibility:** A memorial may be considered for individuals who have met the following criteria:
 - a. The person has had a lasting positive impact on the school community.
 - b. The memorial aligns with the school's values, mission, and educational goals.
 - c. The person, such as staff, students, volunteers, or supporters, has a significant connection to the school.
 - d. If the memorial is for a student, they must have been currently enrolled at the time of passing or have graduated within the past year.
2. **Design:**
 - a. Memorial content should be concise, respectful, and relevant to the contribution being honored.
 - b. The design of the memorial is at the discretion of the family but must be approved by the Society to ensure it aligns with the school's aesthetic standards and does not disrupt the visual harmony of the school.
 - c. The memorial's material and size will be determined by the family, in consultation with the Society, to ensure durability and visibility, while the

location and placement will also be decided collaboratively to respect the school environment and family wishes.

- d. Memorials may include plaques, large decorative rocks, or other long-lasting items. Trees, bushes, or other living memorials are not permitted.
- e. The cost of the memorial and its installation is the responsibility of the applicant or family, in consultation with the Society, to ensure proper placement and adherence to guidelines.

3. Application and Approval Process:

- a. Any member of the school community may propose a memorial by emailing the Executive Director of the Society.
- b. The application email must include the proposed memorial content, requested memorial location, details of the individual being honoured, the rationale for the memorial, the type of memorial, and any relevant historical information.
- c. The Executive Director will review the proposal within three weeks, ensure it aligns with the eligibility criteria, and assess its potential impact on the school environment.
- d. Once approved and installed, the memorial will be recorded in a dedicated Society database to maintain a historical record of all approved memorials.

4. Decision and Installation:

- a. The Executive Director will decide whether to approve or decline the memorial proposal.
- b. If approved, the family will work with the appropriate Society staff to install the memorial in a suitable location on school grounds.
- c. The dedication ceremony, if requested, for the new memorial will be organized by the applicant, including but not limited to inviting relevant stakeholders to celebrate the honoree's contributions.

5. Maintenance and Removal:

- a. The facilities manager will ensure the proper maintenance of all memorials, including regular cleaning and minor repairs.
- b. If a memorial becomes damaged, vandalized, or deteriorates beyond repair, the Society will contact the family or original applicant to discuss the situation. If required, any major repairs or removal of the memorial will be the responsibility of the family or original applicant.
- c. The Society reserves the right to remove a memorial if new information emerges that contradicts the eligibility criteria, if the memorial becomes a source of controversy or negative impact within the school community, or if it needs to be archived/removed due to building renovations or changes to the school grounds.
- d. The Society may periodically review the placement and continued relevance of memorials to ensure they appropriately honor the

contributions they represent and reflect the values of our community.

6. Transparency and Communication:

- a. The society administration will communicate decisions regarding memorials to the proposer and the broader school community.
- b. The history and significance of each memorial will be documented and shared with the school community to ensure their contributions are remembered and valued.

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