



Parks & Environmental Services Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: parks@sooke.ca

Memorial Plaque Contribution Application

PLEASE NOTE: Only complete applications will be accepted

Requested Memorial Location

- ☐ John Phillips Memorial Park
- ☐ Ed MacGregor Park
- ☐ Whiffin Spit Park
- ☐ Other requested Location (Subject to review and availability)
Name of Location:
- ☐ On Memorial Structure (Wall)

Memorial Fees Due once approval received

- ☐ **\$2500** Memorial Plaque on Commemorative item (New Bench) with plaque affixed to Memorial Structure (Wall) after 10-year tenure.
- ☐ **\$1000** Memorial Plaque on Commemorative Item (Bench) Renewal – additional 10 yr Tenure
- ☐ **\$750** Memorial Plaque on Commemorative Item (Existing available Bench), Memorial Plaque on Memorial Structure (Wall) or Memorial Plaque Replacement

*As per Fees and Charges bylaw No 752

Applicant Contact Information

Name:

Phone number

Email Address:

Mailing Address:

City

Province

Postal Code



Description of Plaque

Leave a space between words. A space or punctuation mark counts as a character. You may use an ampersand (&) for “and”. The District of Sooke will work with Sponsor to establish wording appropriate to a public setting.

Plaque standards are as follows:

Size: 2x8” round corners, Bronze

Font: Goudy Old Style with 4 lines maximum, and max 40 characters per line

Line 1:

Line 2:

Line 3:

Line 4:

Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute approval of the application.
- ☐ I hereby acknowledge I have read and understood the *Memorial Plaque Contribution Policy CO-002*

PLEASE NOTE:

Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the sponsor.

Applicant's Signature

Date