Town of Battleford

Policy Number
PR-288-2018

Policy Title: Commemorative Bench Program	**Adopted By:** Council	**Effective Date:** October 2, 2018
Original Resolution No.	**Resolution No.** 288-2018	**Page(s)** 2

Purpose:

To provide the opportunity to celebrate the life of a loved one or honor an individual, group or special event by having a commemorative bench installed on municipal property.

Policy:

The Town of Battleford (Town) reserves the right to sell commemorative benches on a first come, first serve basis.

- Commemorative benches complete with a plaque may only be sponsored to commemorate an individual, family or group. The Town reserves the right to refuse any application;
- Plaques are limited to a standard size of 2 ½" x 8 ½" and are limited to 1 per bench. Font size is½" to a maximum of 20 words;
- All plaques will be purchased by the Town in order to ensure uniformity in design and appearance;
- The cost of a commemorative bench will include the cost of the bench itself, the cost to install including any concrete work and the cost of the plaque. The cost of the commemorative benches will be included with the application form and will be reviewed periodically by the Parks and Recreation Advisory Committee.
- Sponsoring a commemorative bench is considered a donation and a tax receipt will be issued. Prices are subject to change based on costs of the bench, concrete and installation. This initiative is revenue neutral.
- Once purchased and installed, the Town will assume ownership of the bench. Repair and maintenance will be completed as resources allow.
- The bench will have a minimum guaranteed life of 15 years. If the Town decides the bench needs to be replaced after 15 years, the original sponsor will be offered first right of refusal to purchase a new bench for the same location. The cost to renew the sponsorship is to be 75% of the cost of a new bench at the time of renewal.

Responsibilities:

The Town is responsible for:

- Administering the Commemorative Bench Program in accordance with the procedures outlined below;
- The Town shall work with the applicant to select a preferred location for the installation of the bench. The Town reserves the right to refuse a preferred location for any reason.

THIS POLICY TAKES PRECEDENCE OVER ALL PREVIOUS POLICIES ON THIS SUBJECT.

The Applicant sponsoring a commemorative bench is responsible for:

- Completing and submitting the required application form to the Town;
- Providing suggestion of two sites for location of the bench, working with the Town to select appropriate sites for installation of benches;
- Paying for the cost of the bench, commemorative plaque/engraving and installation including concrete costs.

Procedure:

- Requests for commemorative bench sponsorship require the completion of a Commemorative Bench Application form. The application process is managed by the Town's Parks and Recreation Department.
- Eligible bench locations include: walking trails, parks and green spaces that are on municipally-owned land within the Town of Battleford boundaries;
- Approval of location for the bench installation is at the sole discretion of the Town. The following factors will be considered upon approval of sites;
    - Current density of benches in the area;
    - Access for equipment and personnel to install the bench;
    - Access around the bench;
    - Other site considerations i.e. slope of the ground, potential for flooding of the area etc.
- An application form is only considered complete when the location of the bench and wording for the plaque has been approved by the Town;
- Full payment is due upon approval of the application;
- A commemorative bench will not be ordered until the application is considered complete.

TOWN OF BATTLEFORD

COMMEMORATIVE BENCH PROGRAM APPLICATION

Basic Information:

Name: _____ Date Submitted: _____

Address: _____

Email Address: _____

Phone: _____ Fax: _____

Bench Type: _____

Preferred Location: _____

Alternate Location: _____

Tax Receipt Information *If not the same as above

Name: _____

Mailing Address: _____

Bench Types:



Vinyl Coated (manicured, green space, parks)

Constructed of vinyl-coated seat and back with heavy tubular steel frames. Mounted on a concrete pad. Length is 1.5 meters.

COST: $1,800 plus GST



Metal (naturalized green space, walking trails)

Constructed of cast aluminum seat and back with modular steel vertical slats. Mounted on a concrete pad. Length is 1.83 meters.

COST: $2,800 plus GST

Location Approved:_____ Date: _____

Approved By: _____ Title: _____

TOWN OF BATTLEFORD

COMMEMORATIVE BENCH PROGRAM APPLICATION

Plaque Inscription:

- Plaques are 2 ½" x 8 ½" with a font size of½".
- Inscription: maximum 20 words.
- Enter text in the boxes below using a combination of upper and lower-case lettering to suit the message.
- Mark a star(*) next to a line to indicate larger text is required.
- Any boxes not used, leave blank.

  TIP: Usually, a minimum amount of text creates a more elegant message.

- A final draft of the text will be returned to you for editing and approval.

Picture showing sample plaque.

