



Commemorative Bench Policy

Administrator: Department of Planning and Development
Date Adopted: September 3, 2020 - Resolution #2020-366

PURPOSE:

To outline the terms and conditions for the acceptance of donations to install and maintain commemorative benches within the Rural Municipality of Lumsden No. 189.

POLICY STATEMENT:

The Rural Municipality of Lumsden No. 189 (the Municipality) establishes and administers the Commemorative Bench Policy to regulate the installation and maintenance of commemorative benches and associated plaques within the Municipality. The program allows the residents of the Municipality and the general public to commemorate a person or event by contributing to the costs for the installation of a bench on public property (i.e. owned by the Municipality).

ADMINISTRATION:

The Director of Planning and Development or their designate(s) shall ensure compliance with and implement this policy

STANDARDS AND PROCEDURES:

Procedure:

An applicant may submit a completed 'Commemorative Bench Application Form' to the Department of Planning and Development for consideration.

Should the application be approved, arrangements will be made by municipal staff to order and install the bench.

An application approval is valid for twenty (20) years from the date of approval.

If an application is denied, the applicant may discuss the project with the Director of Planning and Development or their designate(s).

Fee:

A fee will be charged with each Commemorative Bench Application, to be paid in the form of a donation to the Municipality. The fee will reflect the cost of the purchase and installation of the bench and plaque, and an administrative fee. The administrative fee will be set by Council by resolution.

The total commemorative bench fee is required prior to the installation of the bench and plaque. Please note all prices are subject to change.

Bench donations are tax deductible. The Municipality will issue an official receipt to the donor, upon payment of the commemorative bench fee.

Location:

Applicants may make requests for the location of the bench. Location requests may be made on the 'Commemorative Bench Application Form'.

Locations will be discussed between the applicant and municipal staff. Considerations for appropriate bench locations include: views; accessibility; high water levels, sloping areas, and other environment concerns; and potential hazard for pedestrians, bikes, maintenance vehicles, etc.

The Department of Planning and Development shall have the final approval of the location of the bench within the Municipality.

The Municipality reserves the right to re-locate a bench or plaque, if necessary (e.g. environment conditions, reoccurring vandalism, etc.). The Municipality will attempt to contact the donor for consultation prior to re-location.

Commemorative Benches and Plaques:

Commemorative benches and plaques will be purchased and installed by the Municipality.

The bench and plaque models are determined by the Municipality. The bench and plaque models will be standard for the Commemorative Bench Program throughout the Municipality.

The Municipality reserves the right to change the bench and/or plaque model at any time.

Installation:

Bench installations are seasonal, and weather permitting.

Bench installation dates cannot be specified in advance due to weather conditions, supplier inventory, and staff availability, etc.

The Municipality will not have a specified time and date of installation due to the above noted factors.

Maintenance:

Once established, the memorial bench is the property and responsibility of the Municipality.

The Municipality is responsible for the upkeep and maintenance of the bench for a minimum of twenty (20) years. After a period of 20 years, the Municipality will attempt to contact the donor(s) to inquire if they would like continued commemoration of the bench. Continued commemoration of the bench will not require a renewal fee from the donor.

Should the Municipality be unable to contact the donors, Council will determine if the bench remains as a suitable asset to the Municipality.

The Municipality reserves the right to determine the level of maintenance required for memorial benches.

RESTRICTIONS:

Ownership:

Once donated, the commemorative bench is the property of the Municipality as a piece of public property. Donors do not have any right to priority use of the commemorative bench.

Mementoes:

The Municipality acknowledges commemorative benches as an area associated with sentimental value; however, the bench or area surrounding the bench are not a memorial or shrine. The placement of mementoes (e.g. wreaths, flowers, etc.) on or around the bench are not permitted.