

TITLE:	PUBLIC BENCH DEDICATION		
Origin:	Works & Services		
Adopted:	Council – May 12, 2003	#2003.21.443	Ref: WS-015
	Council - April 25, 2005	#2005.17.320	Page: 1 of 2
	Council - April 22, 2013	#2013.19.231	
	Council – November 14, 2016	#2016.38.609	
	Council - November 8, 2021	#2021.32.512	

PURPOSE

To facilitate the dedication of public benches as memorial features.

PROCESS FOR NEW BENCHES

1. All bench dedication requests require submission of an application form. On the application, the sponsor shall indicate (1) the preferred location of the bench, and (2) a written description of what is to be placed on the plaque. Bench locations are limited, so applicants are encouraged to contact the Engineering Department to discuss potential locations prior to submission of the application form.
2. A copy of the completed application form shall be forwarded to the Finance Department along with the appropriate fee.
3. The fee for the dedicated bench must be paid prior to ordering the bench.

PROCESS FOR PRE-POLICY BENCHES

1. Concrete and plastic benches dedicated prior to the establishment of this policy in 2003 may have their dedication renewed in ten year increments at no charge to the donor or family member, subject to the following conditions:
 - a. The bench is safe for public use;
 - b. The bench is in a presentable condition; and
 - c. The bench sponsor or family member expresses interest in keeping the bench dedication.
2. The Town is responsible for sending letters to the bench sponsor(s) on file for the bench every ten years to invite the sponsor(s) to express interest in keeping the bench dedication at no charge.

It is the responsibility of the bench sponsor to provide updated contact information to the Town.

TERM & FEE

1. The life expectancy of a bench is ten years, and this will be the term of all benches donated after 2003 and all wooden dedicated benches donated prior to 2003.
2. The fee for a Dedicated Bench shall be \$3,000. This fee covers the cost of the bench and plaque inscription, the installation of the bench and ten years of maintenance.
3. At the expiry of the term, the sponsor shall be given the option of collecting the plaque from the Town.
4. Renewals of benches that have reached the end of their life expectancy will not be considered, but sponsors have the option of applying for a new bench dedication at full price.

5. At the expiry of the term, the bench location will be added to the list of locations available and updated on the Town's internal mapping system.
6. Donors of concrete and plastic benches donated before 2003 will be given the option to request renewal every ten years at no charge.

RESPONSIBILITY OF THE TOWN

1. The Town is responsible for the purchase and installation of dedicated benches.
2. The Town reserves the right to determine the level of maintenance required, depending on budget availability.
3. The Town reserves the right to relocate any dedicated bench if it is determined that it interferes with Town operations.
4. If the sponsor is unreachable at the time of bench expiry, the Town will retain the bench plaque for ten years and dispose of it if not claimed within that time.
5. The Town will assign bench locations on a first-come, first-served basis, and will not maintain waitlists for bench dedications.