



TOWN OF SUNDRE PROCEDURE

Procedure Number:	E-011-00 PRO
Procedure Name:	Memorial Bench
Related Policy No:	E-011-00 POL
Related Policy Name:	Memorial Bench
Previous Policy Number:	N/A
Approval Date:	November 7, 2016
Revision Date:	November 7, 2020
Responsible Department:	Community Services

Policy E-011-00 POL adopted by Council Resolution # 344/2016

Policy Statement:

To recognize and assist Community Donor's plans to commemorate or honor family, friends, or events within the Town of Sundre. This policy establishes funding requirements and standards for all bench donations.

Purpose for Policy:

To maintain a list and map of available locations where memorial benches can be placed within the Town of Sundre public open spaces; these locations are based on need, public convenience, ease of maintenance, and other factors. Donors are responsible for all costs associated with purchase, assembly, installation, maintenance and delivery of memorial benches.

The procedure for requesting a memorial bench is as follows:

1. Requests for permission to install a new memorial bench or replacement memorial bench plaque shall be directed to the Town Community Services Department
2. All requests shall be made by completing the Memorial Bench Application, which is attached to this policy. The completed form shall be submitted to the Community Services Department for processing.
3. Bench Applications must be submitted on or before March 1st for May month installation and by July 2nd for September installation
4. In addition to the application form, the requestor shall submit payment acceptable to the Town in an amount equivalent to the cost of ordering and/or

manufacturing the bench. Once a memorial bench location has been approved by the Community Services Manager as per the list and map of available locations:

- The donor shall approve the wording for the bench plaque.
- The Community Services department will order the bench from the local manufacturer.
- The Community Services department will assemble and install the bench when received, timing will depend upon weather conditions.

PUBLIC LOCATIONS

Memorial benches will only be allowed to be installed within public open spaces as identified in a master list and map which will show existing and proposed benches. Requests for memorial benches, in locations other than those specified on the master list, shall be reviewed and authorized by the Director of Planning and Operational Services.

Goals for public memorial bench locations:

- Destinations within the downtown business district which have higher pedestrian circulation.
- Set back a minimum of six feet from the street curb or edge to avoid conflict with vehicles and street maintenance equipment.
- Located within the Town's right-of-way.
- To be generally situated adjacent to commercial uses or public uses.
- Set back between one (1') foot and two-and-a-half (2 1/2') feet from the sidewalk or multi-use path location, when a separate concrete pad is installed to accommodate the bench, and depending on bench orientation.

MAINTENANCE AND REPLACEMENT

The Town of Sundre shall provide normal maintenance of the bench and its surroundings during its useful life. Normal maintenance generally includes mowing, raking, pruning and general cleaning of the grounds around memorial benches as well as some minor paint repair. The Town is not responsible for replacement of damaged or stolen benches. The Town reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense. All memorial benches placed within Town public open spaces become the property of the Town at the time of installation.

STANDARD BENCH DESIGN



Definitions:

- **Donor:** shall mean the person or group submitting an application for a Memorial Bench.
- **Plaque:** a metal plate mounted flush to a bench, with a text message displayed that does not exceed the accepted plaque size for the bench.
- **Public Open Space:** is defined, for the purposes of this policy, as land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sports grounds, civic areas, play spaces and streetscapes.

Related Information:

- Memorial Bench Application Form

Approval

This new procedure shall come into force and effect upon adoption by Management of the Town of Sundre.

A.C. Lucas
CAO

Nov 14, 2016
DATE

