

**TOWN OF LAURENTIAN HILLS**

**Approved 16 May, 2012  
Resolution No. 114-12**

**POLICY:** Memorial Bench Program

**PURPOSE**

The Memorial Bench Program is to provide residents with the opportunity to honor loved ones, families or groups by having a bench with a memorial plaque installed on municipal property. The memorial bench program allows people to remember and reflect on loved ones in a natural setting that has special meaning to themselves or their loved one. The benches are for the use and enjoyment of all passers-by and serve as a lasting reminder or a timeless gift to a loved one.

**PROGRAM OUTLINE**

The Town reserves the right to sell and install the benches on a first come first serve basis of a completed application form (obtained from the Town). Depending upon receipt a completed application form may be carried over to the next year in which the applicant will be asked to reconfirm their application to purchase a bench.

The Town reserves the right to determine the style of benches to be used for the program.

Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family or group. The Town reserves the right to refuse any application.

Plaques are limited to a standard size as determined by the Town and shall not contain wording that is obscene or offensive in nature.

All plaques must be purchased through the Town to insure uniformity in design and appearance.

The cost of a memorial bench complete with plaque and installation is \$500.00. The Town reserves the right to change the price of the benches based on increases in supplier costs.

Once purchased and installed the Town will assume ownership of the Memorial bench.

Repairs and maintenance as well as life cycle replacement of the bench and/or plaque will be completed as resources and budgets allow.

## **RESPONSIBILITIES**

The Town is responsible for:

- Administering the Memorial bench program
- Working with the applicants to select an appropriate and available site for the installation of the benches
- Care and maintenance of the memorial bench

## **RESPONSIBILITIES**

Applicants from purchase of the memorial bench are responsible for:

- Completing and submitting the required application form
- Providing a suggestion of a site location
- Working with staff to select an appropriate site for the bench
- Paying for the full cost (50% deposit required at time of application)

## **PROCEDURE**

Requests for a memorial bench purchase require the completion of an application form.

The application process is managed by the Town who can assist with the completion of the form.

Eligible bench locations are at the discretion of the Town which include parks, and green spaces that are on municipally owned property with the Town.

The approval of a location of a bench will be based on the density of the benches already in a specific area, access for pedestrian and bicycle movement around the bench, other site considerations i.e. slope of the ground, potential for flooding, snow clearing etc.

The application process will only be considered to be complete once a location has been agreed upon and the memorial plaque wording has been approved.

Final payment is due upon installation of the bench.



TOWN OF LAURENTIAN HILLS

Date: \_\_\_\_\_

### MEMORIAL BENCH APPLICATION

**Applicant Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
In Memory of: \_\_\_\_\_

Bench Location: \_\_\_\_\_  
Preferred Location: \_\_\_\_\_  
Alternate Location: \_\_\_\_\_

Plaque: \_\_\_\_\_  
Wording: \_\_\_\_\_

**Invoicing - Send Invoice to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

Bench Cost: \_\_\_\_\_  
Deposit: \_\_\_\_\_

This is not an invoice; an invoice will be sent later.

In an event beyond the control of the Town the Town reserves the right to move the memorial bench.

Signature of Applicant: \_\_\_\_\_

Location Approved: \_\_\_\_\_  
Public Works Superintendent