



TOWN OF SAINT ANDREWS COUNCIL POLICY P18-01

POLICY ON MEMORIAL BENCH PROGRAM

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DEFINITIONS

“Memorial Bench” – a bench installed on Town-owned property in memory of a deceased person from the town.

“the Town” – The Town of Saint Andrews

BACKGROUND

This policy is established to ensure that there is proper oversight in the management and placement of memorial benches on Town-owned property as well as to address requests from individuals and/or groups that have expressed interest in the donation of a bench to the Town in memory of / or in recognition of a person from the community.

POLICY

According to this policy, the Town of Saint Andrews agrees to:

- a) Select a suitable location for the bench which would be on public land within the boundaries of the Town of Saint Andrews. While every effort will be made to locate the bench in a place suggested by the applicant, final decision on location will be at the discretion of the Town Management;
- b) Provide a quote to the donor and, upon request, purchase the bench which should match existing benches and will be of a quality intended to last 10 years;
- c) Purchase a commemorative plaque with appropriate wording (approved by the Town) for installation on the bench. Should the plaque become damaged or stolen, the donor will be notified and asked if they wish to replace the plaque at their expense;
- d) Install the bench complete with plaque;
- e) Maintain the bench for ten (10) years including replacement or repair due to vandalism or wear. After ten (10) years, the Town will continue to maintain the bench with minimal cost for a period until the bench was no longer in reasonable condition. After ten (10) years the Town will not replace the bench due to vandalism or wear and tear;
- f) Store the bench during the period of November to May;
- g) Review the condition of the bench every two years for refurbishing if necessary;
- h) Issue a tax-deductible receipt;
- i) Review the Memorial Bench Policy each year, and update if necessary.

CONDITIONS

- a) Funding in full is required prior to the ordering and installation of the memorial bench.
- b) The ten (10) year term begins when the bench is installed.
- c) For safety reasons, the donor may not be present during the installation. The donor will be contacted when the installation is complete.
- d) The Town cannot guarantee installation dates.
- e) Donations to the Town such as memorial benches do not constitute ownership of the item, the land upon which it is situated, or the surrounding lands. by the donor.
- f) All costs may be subject to change without notice.

PROCEDURE

- a) The donor will, submit a completed Memorial Bench Application along with full payment to the Saint Andrews Town office.
- b) Cheques payable to the Town of Saint Andrews.
- c) Installation of bench will take place between May and October of any given year.
- d) Following receipt of application and payment in full, it may take approximately 10-12 weeks to order and complete the installation of the bench.

MATERIALS

- a) Benches will be approximately 72" in length (measured from inside arm to inside arm) with sculptured seat and back rest, treated with a suitable coating to prevent natural deterioration.
- b) Plaques will be approximately 4" by 8" and placed on the middle slat of the back.
- c) Maximum 4 lines for plaque inscription with a maximum of 30 characters per line including spaces.

COST

The cost is approximately \$2,000 (2017 dollars) to sponsor a memorial bench for a ten- year term. The price includes the cost of the bench, the plaque and engraving, installation of bench and plaque, maintenance and administrative costs.

Dated this 5th day of March, 2018.



Mayor Doug Naish



Angela McLean, CAO

MEMORIAL BENCH APPLICATION

ORDERED BY: _____

DATE: _____
(D/M/Y)

Name: _____

Address: _____

E-mail: _____ Phone: _____

Tax Receipt to: _____

(Name and Address if different from above)

PLAQUE INSCRIPTION:

(Maximum 4 lines with a maximum of 30 characters per line).

1. _____
2. _____
3. _____
4. _____

BENCH LOCATION:

List your first three choices. Location must be approved before application can be processed. While every effort will be made to accommodate stated preferences, final decision on location rest with the Town Management.

1. _____
2. _____
3. _____

Paid by: Cheque _____ Cash _____ Debit _____ Visa _____ MasterCard _____

Card/Cheque # _____ Expiry Date: _____

Cardholder Signature _____ Amount \$ _____