

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Recreation	Index No.	RE-4.1
Section:	Property	Effective Date:	Aug 15/24
Subject:	Memorial and Commemorative Bench Program	Revision Date:	
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Policy Objective

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a Sponsorship and Memorial Bench Program within the Municipality’s green spaces including parks, facilities, and trails. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities to preserve the Municipality’s parks.

Purpose

The purpose of the policy is to outline the terms and conditions that allow for the provision of commemorative/memorial park benches for the citizens of West Elgin. Such installations are provided at the cost of the individual. Responsibility for maintenance of the items, within specific parameters, is provided by the Municipality as identified in this policy.

Scope

The policy applies to benches within parks, open spaces, and trails owned and managed by the Municipality of West Elgin. The existing benches constructed and maintained by community groups do not fall under the parameters of the policies and procedures as identified in this document

General Provisions

To protect park resources, values and the park visitor experience, bench donations shall respect the priorities, purpose and integrity of the Municipality’s parks and trails. Park bench donations shall contribute to the visitor experience, increase public enjoyment and preserve the visual character of the park, waterfront and/or trail setting.

The Manager of Operations and Supervisor or Parks and Recreation will be consulted on priority locations for benches. Donors may include a preferred location for a bench; however, those that are not within established priority locations will require further review and justification prior to approval.

Items purchased or installed under this policy will become property of the Municipality.

Term/Agreement:

Benches in an outdoor setting have a reasonable life span of 10 years. The dedicated bench term will be for a period of 10 years. The fee covers the acquisition and installation of the bench, plaque with inscription, and general maintenance and repair during its useful life. Within this time, the Municipality will replace the park bench if deemed necessary by the department. The Municipality will not be responsible for

damaged or vandalized plaques. In the event of severe bench vandalism, the plaque will be installed on another bench. The Municipality reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

Procedures

The following guidelines and procedures apply when purchasing a Commemorative/Memorial Park Bench:

Application Process:

Citizens wishing to participate in the Commemorative Memorial Park Bench may do so by completing an application form available on-line at the Municipality of West Elgin website www.westelgin.net.

Applications will be received annually between September and April and will be installed beginning in June throughout the summer and fall as weather permits. Municipal staff will determine the total number of benches to be available each year based on staffing resources and budgetary restraints.

Review Process:

Applications will be reviewed by the CAO, Clerk and Manager of Operations. Applications that deviate from the established program parameters or warrant special consideration will be escalated as required to West Elgin Council.

The requested inscription will not be permitted if it:

- Detracts from the image of the Municipality;
- May be considered discriminatory, derogatory or offensive;
- exceeds the space available on one plaque per bench

Design specifications and message request will be approved at the discretion of the Municipality

Fees

The donor shall pay in advance the full cost to purchase, supply, deliver and install the bench and plaque including the necessary concrete surface and/or installation work required for the bench as agreed upon through the application process.

Park Memorial/Commemorative Bench with a plaque installed at a cost outlined in Schedule 'A'

Payment is due at the time application is approved;

Fees as identified in Schedule 'A' will be included in the Fees for Service By-Law approved by West Elgin Council. Fees may be updated from time to time.

Sponsorship of Existing Municipal Benches

Existing benches in the municipality are available for sponsors to add a plaque. The plaque will be approximately three-by-six inches. Fees as identified in Schedule 'A' will be included in the Fees for Service By-Law approved by West Elgin Council. Fees may be updated from time to time.

Maintenance

Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern. Should the parkland containing benches be altered, the Municipality shall make its best efforts to relocate within the property. Due to concerns for risk management, maintaining quality and safety of product and installation, substitution of other providers, bench options or do-it-yourself work shall not be permitted.

Location Consideration:

While the donor may suggest the proposed location, certain requirements shall apply as noted below. The appropriate member or committee of the Municipality shall make the final and precise determination of location, with consideration for the criteria below:

- The location does not interfere with any active park facility;
- The location would be considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CPTED);
- The location does not interfere with approved park design including horticultural or arboricultural components or displays;
- The location does not interfere with park maintenance including access for maintenance requirements;
- The location maintains at least a 75 meter separation distance between benches. In smaller parks or areas with more amenities, benches may be installed closer than 75 meters, subject to there being a good distribution throughout the park and in a variety of areas.
- Impacts on surrounding properties be considered including the impact on views from surrounding properties.

Installation:

The Municipality shall be responsible for the installation of the commemorative item.

Installations are seasonal and are completed as weather and ground conditions permit under the timelines as identified in this policy;

Installations will be processed in the order received;

If required, a site visit to determine precise location will be arranged by Municipal staff

with the donor prior to installation;

The Municipality understands that the bench may have sentimental value, however, it is not to be considered a memorial or shrine. For that reason, the Municipality respectfully advises that the placement of flowers, commemorative stones, wreaths, pictures, etc. at the site is not permitted.

Accessibility Requirements

Benches will meet the standards outlined by the Accessibility for Ontarians Disability Act (AODA) and within reason follow County of Elgin Accessible Playground Consultation Document.

Monetary Donation

Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the Municipality for the purpose of the provision of benches to be utilized at the discretion of the Municipality or to be held in a reserve for future replacement of benches.

Administration of Policy and Program

The Clerk and/or designate shall implement and ensure compliance with this policy;

This Program Policies and Procedures shall be reviewed from time to time;

Fees will be reviewed annually during the budget process.

Schedule 'A' –

Fee – New Benches (including installation and materials)

4-ft \$1,500

6-ft \$1,600

8-ft \$1,700

Fee – Existing Benches, addition of a plaque and installation

*****Quote not returned at time of agenda printing – to be added once available.***