TOWN OF STONY PLAIN

POLICIES MANUAL	Date Approved: January 22, 2007 Resolution No: 039/01/07/SP
Park Bench Memorial Program	Department: Community Services Division: Community Services

Purpose
To assist and encourage residents in the donation or sponsorship of memorial benches and to locate memorials in areas where maximum public usage is achieved.

Procedures
All requests for memorial donations or sponsorship require completion of an application form.

Applications to be forwarded to Community Services Department for processing.

Applications will include the type of memorial to be purchased, the preferred location in accordance with the Trails Master Plan and the method of payment.

Staff to ensure that all portions of the application are completed including:
Who memorial is to be ordered on behalf of;
Location where memorial is to be sited.

For the donation of a bench constructed of recycled materials, a fee of $2000.00 is required. A fifty percent retainer is required by the Town prior to the ordering of a memorial.

Community Services is responsible for the ordering and purchase of brass memorial plaques.

Completed plaques are to be forwarded to the Public Works Department for placement on memorials.

Plaques to be limited to a standard size (14" x 5") and shall not contain wording that is obscene or offensive in nature.

For the donation of all other memorials including tables, refuse containers or memorial trees, applicants are required to pay the actual costs of the memorial.

Memorial benches that were donated prior to adoption of this policy are not subject to the requirements of this policy.

The maximum life span of a memorial bench shall not exceed fifteen years. Donors will have the option of purchasing a new bench or have plaques returned.

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Administration

Administration of the Policy is charged to the Community Services Department for implementation, ongoing management, review, and updating.

The department shall annually budget for the restoration and addition of signs.

Memorial benches reflect the image of the Town of Stony Plain; therefore the responsibility of ensuring quality and appearance standards are maintained will fall to the Community Services Department.

The Public Works Department is responsible for the installation of memorial benches and tables.

Location Criteria

The location of all memorials shall be sited on municipal property and in accordance to the Trails Master Plan. The plan allows for the siting of a minimum of fifty bench locations.

All memorial benches and tables adjacent to trails and residential areas shall have a minimum setback of 15.25 metres (50 feet) from the property line and have a minimum separation between benches of 15 metres (50 feet).

A grouping of two or more memorial benches may be considered in certain instances, particularly in relation to the creation of a node where picnic table(s) are to be located.

This policy also regulates the Stony Plain Golf Course; however the location of benches will be determined by the Golf Course Superintendent. Benches at the Golf Course are non permanent, allowing for winter storage and maintenance.

The Town will not be responsible for the purchase, placement or maintenance of memorial benches located in contravention to the terms of this Policy.

Responsibility of Town

The Town will designate an operating reserve fund for the maintenance of the memorial park benches.

The Town reserves the right to determine the level of maintenance required depending on budget availability. Maintenance includes the cleaning, repair or replacement of memorials as determined by the Town.

The Town reserves the right to remove any memorials that may interfere with snow removal operations.

Town of
Stony Plain
The Town with the Painted Past

PARK BENCH MEMORIAL APPLICATION

Name: _____

Address: _____

Town: _____ Prov: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Trail Location Preferred: _____

_____

Plaque Inscription (maximum 100 words):

_____

_____

_____

Signature: _____ Date: _____

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*For Office use only:

Bench Ordered Date: _____
Plaque Ordered Date: _____
Installation Date: _____
Bench Location: _____
Payment Type and Date: _____