



Title: Commemorative Bench Policy	Internal/External
Department: Recreation & Community Services	Policy Number: RC-018
Approval Date: November 16, 2021	Implementation Date: November 16, 2021

BACKGROUND

Commemorative Benches are recognized by the Town of Paradise as an effective way for residents and community groups to celebrate legacy, mark important events, memorialize loved ones, or recognize remarkable people or accomplishments within the community.

OBJECTIVE/ PURPOSE

The purpose of this policy is to establish guidelines and requirements for the installation of Commemorative Benches within the Town of Paradise.

DEFINITIONS

“*Commemorative Bench*” refers to a bench installed in a public space in honor of a person or event.

“*Commemorative*” means acting as a memorial or in honour of a person or event.

POLICY STATEMENT

Commemorative Benches may be installed by the Town in accordance with specific guidelines following the review and approval of individual or community group requests.

GUIDELINES

1. Commemorative Bench requests are to be submitted to the Recreation and Community Services Department for staff review. Requests should be in writing and include a description of who or what is to be commemorated. Following review, applicants are contacted by the Department regarding the status of their request.
2. The fee associated with the installation, placement and upkeep of a Commemorative Bench is as listed in the annual Town of Paradise Fee Schedule or as determined by the Town. Full payment is from the requestor is required prior to the installation of a Commemorative Bench.
3. Commemorative Bench fees operate on a 10-year cycle with an option to renew at the end of each. The cost to renew is determined by the Fee Schedule at the time of renewal.


4. The Town of Paradise is responsible for any maintenance or repair to damaged benches during each 10-year cycle.
5. All Commemorative Benches are to follow and meet Grand Concourse Standards. The Town is responsible for ensuring design standards.
6. The location of Commemorative Benches is determined by the Town in accordance with its Open Space and Recreation Plan or current open spaces strategy. Once a location is established, Recreation and Community Services staff coordinate installation with the Department of Public Works.
7. The Town of Paradise reserves the right to remove or modify any Commemorative Bench at any time in the event of new information or due to unforeseen circumstances.

REVIEW

This policy is subject to review following new knowledge or new experience.

APPROVAL:

Chief Administrative Officer: _____

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