

MEMORIAL BENCH POLICY
Council Resolution No. {to be added}
Effective Date: January 1, 2022

Section: Administration

1. Purpose:

- 1.1 To provide an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of memorial benches within the District of Hudson's Hope's Parks, Open Spaces, Garden of Peace Cemetery and Pioneer Cemetery.

2. Policy Application:

The Public Works Department of the District will receive applications for memorial benches throughout the calendar year. Installation of memorial benches will occur in accordance with the following:

- 2.1 Those wishing to purchase a memorial bench shall be required to complete the application form which is attached to this policy and to submit to the Public Works Department for approval.
- 2.2 The applicant shall select the location for a memorial bench and submit the application to the District.
- 2.3 Once the application has been submitted, staff will confirm with the applicant whether their application has been approved and update them on the approximate date of installation.
- 2.4 Applicants need to supply the dedication plaque and Public Works will be responsible to install them on the bench. The dedication plaque will be in the form as set out in the application form. No other types of plaques will be permitted.
- 2.5 An application will not be deemed approved until the location and the wording of the memorial has been approved and payment has been processed in full.
- 2.6 Once an application is approved and payment has been processed, then no further changes to the wording of the memorial will be permitted.

3. Procedure:

Request to donate a memorial bench should be submitted in writing using the "Memorial Bench Request Form" at the District office, located at 9904 Dudley Drive.

The Public Works Manager or designate for the District of Hudson's Hope will contact and discuss the placement, timing, species, size, cost, and location of benches with the prospective donors,

4. Inventory

- 4.1 The District of Hudson's Hope reserves the right to sell memorial benches on a first come, first serve basis for those submitting a complete application. The Director shall determine the style of bench to be installed.
- 4.2 The District reserves the right to relocate a memorial bench in the event that such a move is necessary, e.g. in the event the bench is subject to recurrent vandalism; the cemetery, parks, open space is scheduled for redevelopment; or servicing upgrades are required.

5. Costs

- 5.1 The donor shall pay the full costs for the purchase, supply, delivery, and installation of the memorial bench.
- 5.2 Maintaining the quality and safety during installation of benches will be performed by the District only and substitution by other providers, contractors, or do-it-yourself work shall not be permitted. This is due to concerns with respect to risk management.
- 5.3 The District may consider contributing funds or in-kind donations only when a memorial bench is for a broad community purpose that has affected the entire community.

Fee Schedule - Bench Memorials

Bench Category	Fee
A - New bench 6'	\$1,800 + GST
B - New bench 4'	\$1,600 + GST

6. Duration of Contract

- 6.1 Memorial benches and / or plaques contracts will be in place for a Fifteen (15) year term from the date of installation.
- 6.2 Once the end of the Fifteen (15) year term is reached; the donor of a bench will have an opportunity to renew within two weeks of the term expiry. The donor will be contacted at the end of term through contact information provided on the initial application form to see if they would like to renew the term before opening to the public. If the purchaser cannot be contacted or chooses not to renew, the bench will become available for a new dedication.

7. Maintenance

- 7.1 The upkeep and maintenance of the memorial bench and plaque is the responsibility of the District.

Memorial Bench Request Form

First Name _____

Last Name _____

Address _____ PO Box _____

District (?) _____ Postal Code _____

Telephone (Primary) _____ (Secondary) _____

Type of Bench Requested (Please Circle): Black Brown Other

Requested Location (Parks, Green Space, Cemetery) _____

Plaque Information (Name, Date, Verse – 10-word limit): Note maximum plaque size would be 8"X6" with Black/Bronze Color or Black/Bronze base.

Payment: _____ Tax Receipt Requested: YES NO

Applicants Signature _____ Date _____

Please allow 6-10 weeks (depending on season) for bench installation completion. Please make cheques payable to District of Hudson's Hope and return the request form to the District Office at 9904 Dudley Drive, Hudson's Hope, BC V0C 1V0.

Office Use Only:

Approved By: _____

Date _____

Approved Location: _____ Installation Timeframe: _____



Approved Bench Types: A - New bench 6'



BARCO: Sterling Benches (KBC1350), 6' bench, Color: Cedar



BARCO: Sterling Benches (KBC1350), 6' bench, Color: Brown



Approved Bench Types: B - New bench 4'



BARCO: Sterling Benches (KBC1350), 4' bench, Color: Cedar



BARCO: Sterling Benches (KBC1350), 4' bench, Color: Brown

**Please note that the Type of Benches is subject to change in case of any production or supply chain issues.