

POLICY 2020-10

TOWN OF CROSSFIELD

COMMEMORATIVE BENCH PROGRAM POLICY

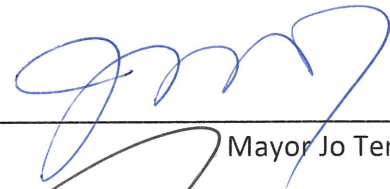
Purpose

It is the policy of the Town of Crossfield to establish guidelines for a commemorative bench program for the town. The focus is to allow residents and organizations to make a donation to the town in honour of an individual or group which will in turn benefit the town parks and community as a whole.


Policy

As attached and titled Policy 2020-10 Commemorative Bench Program Policy.

Adopted this 1 day of December, 2020



Mayor Jo Tennant



Chief Administrative Officer Kenneth Bosman

1.0 Scope

This policy applies to all parks, cemetery, open spaces, green spaces or along the walking trails owned by the town. It does not apply to lands leased to others for whatever purpose or lands leased from others for park and open spaces. Railway Street (Laut Avenue to Limit Avenue) does not apply as Railway Street falls under the downtown revitalization plan.

2.0 Responsibilities

Town of Crossfield Parks Department will work with the donor to determine the best location for the commemorative bench. Every effort will be made to accommodate their wishes.

3.0 Standards & Procedures

Location consideration

- 3.1 While the donor purchasing the bench is free to suggest the proposed location, certain location requirements shall apply as noted below. Installation, selection and location of benches within town parks and facilities will be at the discretion of the foreman of operations.
- 3.2 Benches under this program shall only be located in accordance with the following criteria:
 - a. The location does not interfere with any active park facility.
 - b. The location would be considered appropriate in accordance with design criteria related to crime prevention through environmental design.
 - c. The location does not interfere with approved park design including horticultural or arboricultural components or displays.
 - d. The location does not interfere with maintenance requirements.

Benches

- 3.3 The benches are a commercial concrete bench with exposed aggregate with grey trim.
Dimensions:
 - 72"L x 33"H
 - Width approx. 32"
 - weight: 650 lbs
 - Recommended slab size 4ft.x 8 ft. min.
- 3.4 A recessed memorial plaque can be added to the bench at an additional cost.



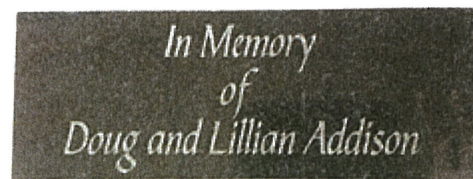
Plaques

- 3.5 Memorial plaques can be supplied with a standard 3x8 inch solid bronze or laser etched black granite plaque containing up to 75 characters and spaces.

Solid Bronze with raised lettering



Laser etched black granite



- 3.6 The wording on plaques shall at all times be subject to the approval of the town foreman or designate. In general wording will not be permitted if it:
- Would bring the image of the town in disrepute;
 - Mentions tobacco, alcohol, or controlled substances;
 - Indicates political affiliation;
 - Would be considered discriminatory, derogatory or offensive according to race, gender ethnicity, sexual orientation, religion or similar factors;
 - And represents a proprietary brand.

Costs

- 3.7 The donor shall pay the full costs of the purchase, supply, delivery and installation of the bench and plaque and where required the hard surface of the bench.

- 3.8 The schedule of costs shall be established by the town based upon the town's normal providers actual costs associated and shall be updated from time to time.

4.0 Maintenance

- 4.1 Benches installed under this policy become the property of the Town of Crossfield. It shall be the responsibility of the town to maintain the amenities supplied under this policy.
- 4.2 Each bench will be secured on a concrete pad to prevent them from being moved once they are placed.
- 4.3 From time-to-time issues of vandalism may occur. Where a bench is the subject of vandalism, the town shall only be responsibility to replace the damaged item on one occasion within the first year of installation. Following the second incident of vandalism within this period, the bench will be removed. Town staff would suggest alternative locations to address the vandalism issue and be responsible to relocate the bench.
- 4.4 Nothing herein shall prevent the immediate removal of any bench deemed by town staff to constitute an immediate safety issue.
- 4.5 The town has the right to move any bench for any reason. The town will notify the donor and an alternative site will be agreed upon.

5.0 Application

- 5.1 The individuals or group interested in donating a commemorative bench to the Town of Crossfield completes the application as outlined under schedule "A".
- 5.2 Upon the town receiving the invoice from the supplier, an invoice will be submitted to the donor indicated the total amount of the commemorative bench.

Commemorative Bench Program Application Schedule "A"

Donor Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Location Information

Please indicate if this is a new bench request or a dedication to an existing bench. Include the park name and description of approximate location.

New Bench Existing Bench

Park Name:

- Banta Park
- Crockett Park
- McCaskill Park
- Murdoch Park
- Veterans Peace Park
- Vista Park
- Walker Park
- Wigle Park

Alternative locations:

- Crossfield Cemetery
- Harrison Court Green Space
- Limit Ave pathway
- Westgate Estates pathway
- Whitfield Avenue pathway
- Murdoch Park pathway
- Laut Avenue pathway
- Fish pond

Plaque Information

Please indicate if you would like to include a memorial plaque: Yes No

If yes, please indicated what style of memorial plaque:

Laser etched black granite

Solid Bronze with raised lettering



Memorial plaques are a standard 3x8 inch containing up to 75 characters and spaces.

Town Staff Name _____

Town Staff Signature _____

Date: _____