



MEMORIAL BENCH POLICY

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PURPOSE

- To enable the placement or designation of a memorial bench on municipal lands in the Town of Ingersoll
- To establish a consistent approach in responding to requests from the general public, special interest groups, individuals and Ingersoll residents for the placement or designating of memorial benches on Municipal lands.
- To implement a process for staff to administer and coordinate the placement of memorial benches on Municipal lands.
- To provide a suitable list of bench options to select from including the applicable fees charged to construct/purchase and place the bench.
- To establish the limits the Corporation's obligations in the placement, establishment and ongoing condition of memorial benches placed on Municipal lands.
- To establish a formal record of memorial benches being placed on Municipal lands for future reference by staff and others that may have interest in the memorial bench.
- To ensure that memorial benches and their placement sites remain in their original condition without formal recognition in the vicinity of the site.

SECTION 1: GENERAL INFORMATION

- I. The Town of Ingersoll Memorial Bench Policy will be administered and coordinated by the Community Services Department. All inquiries regarding this policy and the placement of memorial benches on municipal lands should be directed to the Manager of Parks and Facilities at joe.sym@ingersoll.ca
- II. This policy will outline the entire process involved in the placement of memorial benches on municipal lands in the Town of Ingersoll. As such, the Town of Ingersoll Community Services Department reserves the right to determine locations for proposed bench placement, the style of bench selected for the location and to establish the fees associated with memorial bench placement.
- III. Benches proposed for a memorial placement site will be the approved style and size for the current year outlined in section 2 of this policy.

- IV. For the purpose of this policy, municipal lands shall mean any municipal park open space area.
- V. \$3,000 is an estimated minimum cost for purchasing a bench. Donations in smaller increments are accepted by the Town of Ingersoll towards the Bench Replacement Program. The Bench Replacement Program will be used towards the replacement or maintenance of currently placed benches throughout the Town of Ingersoll Parkland. Donation receipts are available for donations of \$20.00 or more*
- VI. Bench limits may apply* applications are reviewed on an individual basis.
Please note, we are not currently accepting applications for benches in Smiths Pond

SECTION 2: TERMS FOR MEMORIAL BENCH PLACEMENT

- I. Requests for memorial bench placement will be submitted in writing to the Community Services Department, to the attention of the Manager of Parks and Facilities at the Town of Ingersoll at joe.sym@ingersoll.ca.
- II. Upon receipt of the request, an Ingersoll Community Services Memorial Bench Application must be completed by the applicant. Following submission and approval of the application from the Parks and will contact the applicant to complete the arrangements for the placement of a memorial bench. All applicants will receive a copy of this policy when the application is sent and prior to purchase of a memorial bench.
- III. Memorial benches shall become the property of The Town of Ingersoll immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial bench. Memorial benches will be maintained exclusively by the Community Services Department in accordance with current municipal maintenance service standards and practices.
- IV. The Town of Ingersoll will implement its best efforts to ensure that the memorial bench is properly maintained during the period of establishment; however the Town does not guarantee the bench against acts of vandalism, damage or failure as a result of environmental stresses or conditions which may negatively impact the bench.

- V. The Town of Ingersoll agrees to provide one replacement memorial bench at or near the original site at no cost to the applicant should the memorial bench become significantly damaged for any reason within one year of the initial placement date.
- VI. Should it become necessary to replace a memorial bench, the Town will make every effort to obtain a replacement bench of the same style and size, however the Town reserves the right to place an alternative style and size bench given product availability and at the discretion of the Parks and Facilities Manager.
- VII. Memorial benches will be placed by the Community Services Department in the spring, summer and fall seasons.
- VIII. Plaques are included in the price of the memorial bench. The Town of Ingersoll will not request plaques without first approving the wording and size.
- IX. The Town reserves the right to limit the number of memorial benches placed on municipal lands and further reserves the right to designate a certain site specific area or location for memorial bench placement purposes.
- X. Applicants are advised that placement of additional memorial benches may be permitted in close proximity to existing memorial benches and that the final location in determining an acceptable placement site for all memorial benches will be at the discretion of the Manager of Parks and Facilities.
- XI. Payment for the memorial bench is due upon approval from the Manager of Parks and Facilities. Only once payment is received will the official order be placed. Applicants can expect a wait time after order and will be advised of a timeline once payment and order are complete.
- XII. \$3,000.00 is an estimated minimum cost for purchasing a bench. Donations in smaller increments are accepted by the Town of Ingersoll towards the Bench Replacement Program. The Bench Replacement Program will be used towards the replacement or maintenance of currently placed benches throughout the Town of Ingersoll Parkland. Donation receipts are available for donations of \$20.00 or more*
- XIII. Bench limits may apply* applications are reviewed on an individual basis.

SECTION 3: MEMORIAL BENCH PRICE LIST

- I. Prices quoted in this section reflect current market conditions from the bench supplier. Prices include the purchase, plaque, placement and administration costs associated with the memorial bench on a per bench basis. The style of bench will be determined by the Town from the supplier's website and may change on a regular basis depending on availability*.
- II. Prices, styles and sizes may vary depending on the availability of a specific item. Every effort will be made to obtain the listed bench, however the Town makes no guarantee that the item will be available and may have to substitute based on circumstances beyond our control.
- III. The Town will notify the applicant prior to placing the memorial bench should it be determined that the preferred item cannot be obtained exactly as specified.
- IV. Should it be determined that the bench selected by the Town in the past is unavailable in the specified size or style, the Town of Ingersoll will provide an updated bench style on a regular basis.

Memorial Benches

Style # 510 (black) with a back and armrests. For more information visit the supplier's website at www.maglin.com

\$3,000.00



SECTION 4: APPLICATION FOR MEMORIAL BENCH PLACEMENT

- I. Upon receipt of a request for memorial bench placement to the Community Services Department at joe.sym@ingersoll.ca an application will be forwarded to the applicant.

- II. Completed applications must be returned to Community Services at joe.sym@ingersoll.ca or at the office at Victoria Park Community Centre.

- III. Payment for the memorial bench is due upon approval from the Manager of Parks and Facilities. Only once payment is received will the official order be placed. Applicants can expect a wait time after order and will be advised of a timeline once payment and order are complete.