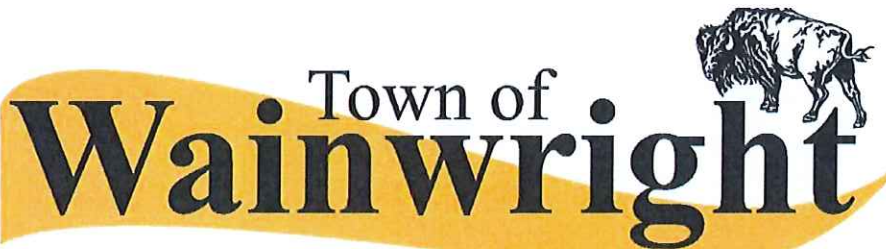


# Town of Wainwright



**Policy Number:** 2017 – 05

**Date of Issue:** December 20, 2017

**Page:** 1 of 2

**Motion Number:** 2017 - 345

**Policy Subject/Title:** MEMORIAL BENCH PROGRAM

**Signature of Approval by Authorized Personnel:**

  
Ed Chow, CAO

**Supersedes:** March 18, 2008  
Date of Last Update

Policy #2008 - 04  
Title & No. of Previous Policy

## **POLICY STATEMENT:**

The purpose of this policy is to provide a basis for a memorial bench program in the Town's parks and walking trails.

## **PROCEDURES:**

1. All applicants for the Memorial Bench program must fill out the application form. Purchase of a memorial bench is subject to availability and on a first come-first served basis. Full payment must be received prior to the order and placement of benches.
2. Benches are available in one style. It is a powder-coated metal bench, \$1,900.
3. The Parks and Recreation Department shall provide a map of available bench locations to the applicant for selection of a preferred location. Final placement of the bench is at the discretion of the Parks and Recreation Department.
4. The Parks and Recreation Department shall carry out the installation of memorial benches at a time that is suitable to the Department.
5. The continued maintenance and replacement of benches shall be the responsibility of the Town of Wainwright for a period of 20 years from date of original installation. Upon expiration of 20-year period, all efforts will be made to give the original bench donor first right of refusal on term renewal.

6. A memorial plaque no larger than 4" x 6" shall be attached to each bench. Exact wording of the plaque shall be included on the application form. Wording on the plaque shall be subject to approval of the Director of Parks and Recreation.
7. Customization of plaques beyond the standard shall be subject to approval of the Director of Parks and Recreation, with entire cost of the plaque the responsibility of the applicant. Repair or replacement of customized plaques is the responsibility of the applicant.
8. Benches are for memorial purposes only and not for business advertising.