

## ADMINISTRATION POLICY

NAME: Memorial Bench Program	POLICY NUMBER: CS – A – 01
DEPARTMENT: Corporate Services	SUPERSEDES:
DATE APPROVED: May 24th, 2023	REVISION DATE:

### 1. PURPOSE

The purpose of this policy is to enable community members to honour the memory of loved ones in a lasting and meaningful way. An important date, a personal message or the name of a loved one can accompany benches in designated Public Places within the Town of Drumheller.

### 2. POLICY STATEMENT

The Town of Drumheller recognizes the opportunity for individuals and groups to memorialize loved ones while enhancing existing parks and pathways. This policy establishes guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of memorial benches and plaques in Town-owned Public Places.

### 3. SCOPE

3.1. This policy applies to donations for memorial benches and plaques that have not been made at the time this policy comes into force. The CN Rail to Trail corridor, stations and stops are not part of the Memorial Bench program.

### 4. DEFINITIONS

4.1. In this policy,

- a) “Donor” means the person who signed the original application form or their designate.
- b) “Public Place” means lands under the Town’s management and control including:
  - i) Land developed as a public park, sports or athletic field, playground or recreational area;
  - ii) Land acquired as Municipal Reserve or Environmental Reserve;
  - iii) Land developed as a pathway or trail;
  - iv) Land developed for public utilities.

## 5. RESPONSIBILITY

- 5.1. The Cemetery Office Assistant is responsible for the collection of fees and collecting application information. The Director of Infrastructure is responsible for ensuring appropriate administrative policies and procedures are developed, approved, implemented, and monitored.

## 6. PROCEDURES/STANDARDS

### 6.1. Fees

- a) The Memorial Bench Program is intended to be operated on a full cost recovery basis;
- b) The Program Fee encompasses the purchase, installation, maintenance, and administrative cost of the approved bench and plaque;
- c) The Program fee shall be based on the average estimated cost of purchase, installation, maintenance and administration for a standard bench and plaque over a ten (10) year period;
- d) The Program fee is listed in the Town of Drumheller Service Fee Schedule;
- e) The Program Fee is reviewed annually, and is subject to change.

### 6.2. Terms

- a) The dedication term ("Term") for a bench is ten (10) years from the date of installation of the plaque;
- b) Within the Term, the bench and plaque will be maintained by the Town in its original location, or in an area near its original location;
- c) After the Term has expired, an extension of ten (10) years may be offered in writing to the Donor, if, in the opinion of the Operations Manager, the condition of the bench is suitable for continued use;
- d) The Term may only be extended one-time, allowing for a maximum Term of twenty (20) years;
- e) If the original Donor does not renew within sixty (60) days of contact by the Town, or if the extension of the Term has elapsed, the plaque shall be removed and, where possible, returned to the original Donor;
- f) The Donor has the responsibility to update the Town of any changes in contact information or address;
- g) Memorial benches will be available for re-dedication if the original Donor declines renewal.

### 6.3. Locations

- a) The Town will maintain a list of approved sites that are available for memorial benches.
- b) The Donor will select a location based on the list of approved sites that are available for bench donation. Location selection will be on a first come, first served basis;
- c) No benches will be placed on privately owned land, or on land not under the jurisdiction of the Town of Drumheller.

### 6.4. Bench Plaques

- a) Plaque inscriptions may be written to commemorate one or more persons for their past or present contribution to the community, to a service club project, in memoriam, or for other special events;
- b) The plaque size, font and design specifications will be determined by the Town. The Inscription on the plaque shall be subject to approval by the Town.

### 6.5. Maintenance

- a) Benches and plaques are the property of the Town. The plaque will become the property of the Donor upon being returned according to Section 6.2(e) of this policy;
- b) The Town is responsible to maintain benches and plaques in Public Places;
- c) Within the Term, if a bench or plaque is damaged, defaced or destroyed to an extent that, in the opinion of the Operational Manager, replacement is required, this will be done at no cost to the Donor;
- d) Within the Term, if a bench or plaque is stolen, replacement will be done at no cost to the Donor.

### 6.6. Relocation

- a) The Town reserves the right to re-locate a bench or plaque in the eventuality that such a move is deemed necessary (i.e. bench is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades, or construction etc.).

## 7. APPLICATION PROCEDURES

7.1. A Donor wishing to participate in the Drumheller Memorial Bench program may do so by completing an application form.

7.2. Applications will be accepted throughout the year and shall be reviewed and approved by the Director of Infrastructure or their delegate.

## 8. GENERAL REGULATIONS

8.1. Any private dedication ceremony is the responsibility of the Donor. As benches are located in Public Places, exclusive use of the area surrounding benches is not available for private dedications ceremonies.

- 8.2. The placement of any mementos (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the bench is not permitted.
- 8.3. The memorial benches are intended for public use and shall not be for exclusive use of the Donor.

**9. RELATED DOCUMENTS**

**10. ATTACHMENTS**

- 10.1. Memorial Park Bench Order Request Form.

**11. REVIEW PERIOD AND TRANSITIONAL**

- 11.1. The term for benches dedicated prior to the implementation of this policy shall be ten (10) years from the approval of this policy.
- 11.2. This policy will be reviewed and revised as deemed necessary by the Cemetery Clerk and Director of Infrastructure.
- 11.3. This policy comes into effect the day it is signed.

  
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CHIEF ADMINISTRATIVE OFFICER

REVISIONS