



# Memorial Bench Program Policy



## PURPOSE

The purpose of the Memorial Bench Program is to provide the opportunity to honour deceased loved ones, by having a bench with a memorial plaque installed on municipal property.

## PROGRAM OUTLINE

- The Town of Shaunavon reserves the right to sell memorial benches on a first come, first served basis of a completed application form.
- Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family or group. The Town reserves the right to refuse any application;
- Plaques are limited to a standard size of 2" x 8" and are limited to 1 per bench. Font size is a ½" to a maximum of 20 words;
- All plaques will be purchased by the Town in order to ensure uniformity in design and appearance;
- The cost of a memorial bench complete with plaque and installation is \$2,000.00 GST included for a vinyl coated ornamental bench;
- Purchasing a memorial bench is considered a donation and a tax receipt will be issued. Prices are subject to change based on Council approval;
- Once purchased and installed, the Town will assume ownership of the memorial bench. Repair and maintenance of the bench will be completed as resources and budgets allow.
- The memorial bench will have a minimum guaranteed life of 10 years.

## RESPONSIBILITIES

The Town is responsible for:

- Administering the Memorial Bench Program in accordance with the procedures outlined below;
- The Town shall work with the applicant to select a preferred location for the installation of the bench. The Town reserves the right to refuse a preferred location for any reason.

The applicant for purchase of a memorial bench is responsible for:

- Completing and submitting the required application form to the Town;
- Providing suggestion of two sites for location of the bench, working with the Town to select appropriate sites for installation of benches;
- Paying for the cost of the bench, memorial plaque/engraving, and installation.

## PROCEDURE

Requests for memorial bench purchases require completion of a Memorial Bench Application Form.

- Eligible bench locations include trails, parks and green spaces that are on municipally owned land within the Town of Shaunavon boundaries;
- Approval of location for the memorial bench installation is at the sole discretion of the Town. The following factors will be considered upon approval of sites:
  - Current density of benches in the area;
  - Access for equipment and personnel to install the bench;
  - Access around the bench;
  - Other site considerations i.e. slope of the ground, potential for flooding of the area, etc.
- An application form is only considered complete when the location of the bench and wording for the memorial plaque has been approved by the Town;
- Full payment is due upon approval of the application;
- A memorial bench will not be ordered until the application is considered complete.

## VISION ALIGNMENT

### Identity

- The Memorial Bench Program contributes to the strengthening of identity by providing opportunities for citizens to remember and reflect on loved ones in a natural setting that has special meaning to themselves or their loved ones;
- Memorial benches provide a functional space for the peaceful use and enjoyment of all passers-by.

### Social Fabric

- Similar to the above, the Memorial Bench Program promotes social connectedness by providing resting or gathering spots.

### Environmental Stewardship

- The provision of aesthetically pleasing and well positioned benches encourages pedestrian use and compliments the natural landscape.



# THE TOWN OF SHAUNAVON MEMORIAL BENCH APPLICATION

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

In Memory Of: \_\_\_\_\_

Inscription: \_\_\_\_\_

*(Print the name and short inscription that you would like included on the plaque)*

Preferred Location: \_\_\_\_\_ Year-# \_\_\_\_\_

Alternate Location: \_\_\_\_\_ Year-# \_\_\_\_\_

Location Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

## CONTACT INFORMATION

### MEMORIAL BENCH PROGRAM INQUIRIES CAN BE MADE TO:

**In Person:** Town of Shaunavon Office  
401 3rd Street West  
Shaunavon, SK  
S0N 2M0

**By Mail:** Town of Shaunavon  
P.O Box 820  
Shaunavon, SK  
S0N 2M0

Phone: (306) 297-2605  
Fax: (306) 297-2608  
E-mail: shaunavon@sasktel.net  
Website: <https://shaunavon.com/>

## OFFICE USE ONLY

Application Received: \_\_\_\_\_  
(Date) (Signature)

Location Approved: \_\_\_\_\_  
(Date) (Signature & Position Title)

Payment Processed \_\_\_\_\_  
(Date) (Signature)

Charitable Receipt Issued: \_\_\_\_\_  
(Date) (Signature)

Bench Installed: \_\_\_\_\_  
(Date) (Signature)

Letter/Email Sent: \_\_\_\_\_  
(Date) (Signature)