



Section <b>Parks &amp; Public Spaces</b>	Policy No. <b>12-3</b>	Page <b>1 of 2</b>
Policy Title <b>Commemorative Bench Program</b>	Date: <b>April 12, 2016</b>	Resolution No. <b>144/16</b>

**Purpose**

The Commemorative Program is to:

- 1) Provide residents and visitors with an opportunity to donate a bench to honour the memory and/or recognize the achievements of a friend or loved one, and
- 2) promote a sense of community and ownership of parks, trails, and open spaces in the County.

**Policy Guidelines/Procedures:**

- Groups or individuals may request to purchase a commemorative bench to be placed on municipally owned land.
- Site Identification:
  - Sites are to be chosen in consultation with Kneehill County Parks staff; however, this does not preclude installations at other locations or the replacement of old existing benches.
  - Benches will not be permitted in hazardous or environmentally sensitive areas, or under/over utility corridors.
  - Sites will also be reviewed for maintenance accessibility, for appropriate spacing from other benches, and in accordance with existing and anticipated County bylaws, policies and directives.
  - Sites will be allocated to donors on a first come, first-served basis.
  - Kneehill County will maintain an accurate register of each memorial bench location.
- Benches will be a standard 6ft bench with back frame manufactured for commercial/public use.
- Brass memorial plaques will be a standard size of 8" x 2 3/4" and shall not contain language that is obscene or offensive in nature.
- All benches and plaques will be purchased through Kneehill County.
- Installation will be undertaken by Kneehill County staff and will become the property and responsibility of Kneehill County.
- Kneehill County reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.

**Kneehill Counties Responsibility:**

- Administer the Commemorative Program in accordance with the procedures outlined below;
- Work with applicants to select appropriate sites for installation of benches;
- Coordinate with other County departments as needed to ensure appropriateness of location and installation of benches;



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**Applicant Responsibility:**

- Complete and submit the required application form;
- Provide suggestions for up to three (3) bench locations;
- Pay for the full cost of the bench including shipping, memorial plaque engraving, and installation;

**Procedure:**

The applicant will complete a memorial bench application form and submit to Kneehill County Parks Department.

An application form is only considered complete when the location of the bench and wording for memorial plaque has been approved by Parks Department.

If all sites are unacceptable, the Kneehill County Parks Department will work with the applicant to find another suitable location.

Once a suitable location is approved, the applicant will submit full payment where upon the bench will be ordered and installed. Rates will be set through the Master Rates Bylaw.

**NOTE:** Kneehill County retains the right to move or remove a commemorative bench should the location be determined to be unsuitable in the future. Every attempt will be made to relocate the bench to an appropriate location in keeping with the dedication.

Lifespan of bench is anticipated to be a minimum of 15 years, at which time, the bench may be removed, and the location will become available for either renewal or replacement.

A blue ink signature of Bob Long, written in a cursive style.

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Bob Long  
Reeve

A blue ink signature of A. J. Hoggan, written in a cursive style.

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A J Hoggan  
CAO

Approved: April 12, 2016 144/16

Amended:

**Review Date: April 12, 2018**