



**Policy Name:** Memorial Bench Program  
**Administrator:** Public Works  
**Approval Date:**  
**Effective Date:**  
**Next Review Date:**  
**Approval Authority:**  
**Inquiries:** Supervisor Public Works

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## 1. Policy Statement

The City of Kingston, through its Public Works Division, administers and supports a municipal memorial bench program. This program allows for private commemorations on memorial benches in public parks. Each new memorial bench will accommodate up to two (2) separate commemorative plaques.

## 2. Purpose

The purpose of this policy is to outline the terms and conditions of a commemoration on a memorial bench.

## 3. Definitions

Park – means any city owned parcel of land designated as a municipal park in the current park inventory.

FADS Bench – A bench that meets technical specifications set out by the Facility Accessibility Design Standards.

## 4. Administration of Policy and Program

- The Director of Public Works or his/her designate shall ensure compliance with this policy, services.
- The Director of Public Works or his/her designate shall implement this policy.

## 5. Plaque & Text

- A commemoration (plaque) on a memorial bench is a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honour others' personal and professional contributions to the community.
- Administrative staff in charge of the program and the purchaser will agree on the text content and both shall sign off on the final proof.
- Administrative staff will determine a standard font type and background colour that adheres to accessibility requirements.



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- The City will use a standard plaque in order to promote consistency in cost, size, type, and mounting. Placement of the plaque will be consistent and pre-set under the new FADS bench form.

#### **6. Fees**

- The memorial bench commemoration fee is \$750.00 dollars. This is the price for a single commemorative plaque on a memorial bench. Each memorial bench will permit up to two separate commemorations for different subjects.
- An additional ten year term may be purchased at the time of the initial purchase. The fee for this extended term would be an additional \$500 dollars. (The 'twenty year purchase', 10 term plus additional 10year additional would be \$1,250 dollars).
- The complete fee payment must be received before the process is initiated.

#### **7. Location**

- This policy permits commemorative plaques on memorial benches in all City Parks where there are existing benches and on benches in new and redeveloped parks.
- The waiting list is on a first come, first served, basis for each park.
- The list of available parks and sites is appended to the memorial bench application form.
- Recommended memorial bench locations are along existing pathways.
- Stand-alone memorial bench locations, isolated and not adjacent to pathways, will be allowed on a case by case basis subject to review by administrative staff. A FADS pad may not be required as per FADS 4.3.15.
- Locations outside of the listed available parks will be allowed on a case by case basis, subject to review by administrative staff.

#### **8. Benches**

29 November 2012



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#### 8.1 New Benches:

- All new benches on pathways or adjacent to pathways will meet the Facility Accessibility Design Standards.
- The bench model(s) will be determined by the City.
- If a requested bench is not on a pathway a FADS bench can be installed on either a standard concrete pad or a FADS pad as per FADS 4.3.15, until such time as a pathway connection is may become available.

#### 8.2 Replacement of Existing Benches

- In locations along pathways where benches are available for dedication or rededication, a new double commemorative FADS bench will be installed if the current bench is not already in this format.
- Where an existing bench is to be replaced by a new bench that has an existing commemorative plaque, the existing plaque will be secured to the new bench.
- Replacement benches will have two spaces for commemorative plaques, one of which may be an existing plaque.
- If benches to be replaced are not on a pathway, a FADS pad is not required as per FADS 4.3.15.

#### 8.3 Relocation

- The City reserves the right to re-locate a bench or plaque, in the eventuality that such a move is necessary (i.e. bench is subject to recurrent vandalism/ the park is scheduled for re-development/ servicing upgrades). The City will attempt to contact the donor for consultation prior to re-location.

### **9. Duration of contract**

- The commemorative plaque on a memorial bench will be for a ten (10) year term from the date of installation of the plaque. An additional ten year term can be purchased at the time of the initial purchase.
- The plaque will be returned to the purchaser at the expiry of the term if requested.
- Existing commemorative plaques will be grandfathered and remain in place for forty (40) years.



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- Existing commemorative plaques may be relocated onto new FADS benches with two (2) separate commemorative spaces.
- The City will make every effort to contact the purchaser prior to relocation.

#### **10. Application Dates**

- Memorial bench program applications will be accepted and reviewed throughout the year.
- Memorial benches will be installed during the frost-free period of the current or subsequent year at the discretion of Public Works.
- Any private dedication ceremony will be organized and paid for by the purchaser. The purchaser will need to book the park through facility bookings staff to ensure that the park is not previously booked for an event.

#### **11. Maintenance**

- The upkeep and maintenance of the memorial bench and plaques are the responsibility of the City.

#### **12. Restrictions**

- The placement of any mementoes (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the memorial bench is not permitted.

#### **13. Forms and Process**

- The program brochure and application forms are available on the city website at [www.cityofkingston.ca](http://www.cityofkingston.ca) or in hard copy available at the City Yard (701 Division Street).

#### **15. Administrative procedures**



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Authorities and responsibilities within the City for different aspects of the services provided by this program will be assigned as follows:

- The Director of the department in charge of this program (Public Works), or designates (program administrator) have the authority to accept or deny memorial bench applications.
- Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by the Director or designates.
- Requests will be reviewed by the appropriate program administrator in consultation with departments overseeing open space development, planning, community and leisure services, or other City departments as deemed appropriate.

**Related Policies and By-Laws**

- By-Law 2009-76. "A BY-LAW TO PROVIDE FOR THE REGULATION USE OF PARKS AND RECREATION FACILITIES OF THE CORPORATION OF THE CITY OF KINGSTON."

**Revision Schedule**

This policy and its associated procedures shall be reviewed every five (5) year(s). Records of revision will be kept in the table below.

Date (month,day,year)	Revision Number	Revision details	Section Heading