



POLICY

Commemorative Bench and Picnic Table Program Policy

3B.016

Section: 3.0 Planning and Community Services
- B. Parks and Recreational Services

Authority: Council

Administering Department: Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) strives to instill a sense of community within M.D. parks, trails, and recreational spaces by providing residents and visitors the opportunity to purchase and donate a commemorative bench and/or picnic table in honor of a memory and/or achievement of a friend, family, or loved one.

Purpose

To establish the guiding principles for Administration to administer the M.D. Commemorative Bench and Picnic Table Program.

Definitions

For the purposes of this policy:

- (1) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) "Council" means the duly elected Council of the M.D.

Policy

- (1) M.D. residents or visitors wishing to purchase a commemorative bench and/or picnic table and have it placed on municipally owned land must complete a Commemorative Bench and Picnic Table Program Application Form and submit it to Parks, Recreation and Culture.
- (2) The commemorative bench or picnic table site location will be determined in consultation with Parks, Recreation and Culture. This does not preclude installations at other locations or the replacement of existing benches.
- (3) Specific bench or picnic table location requests will be confirmed on a first come, first serve basis.
- (4) Should the applicant not meet the criteria identified within this policy, the municipality has the sole and absolute discretion to deny either an initial program application or renewal of a program application.

Date Adopted: February 9, 2022

Resolution No: 22.053

Date Reviewed₍₀₁₎:

Resolution No:

- (5) At all times the M.D. will remain the exclusive owner of all benches, picnic tables, the land upon which they are situated, and all surrounding areas associated with the Commemorative Bench and Picnic Table Program.
- (6) The M.D. retains the right to use the lands adjacent to these assets at any time as it deems appropriate.
- (7) The municipality may, in its sole discretion, temporarily, or permanently relocate a bench, picnic table, or plaque for reasons such as safety, maintenance, construction, or park redevelopment. Administration will make every reasonable effort to notify the associated Program applicant of any such changes.
- (8) Commemorative benches and picnic tables will not be permitted within under/over registered utility corridors nor in areas determined to be hazardous or environmentally sensitive by the municipality.
- (9) Commemorative bench and picnic table location sites will be analyzed and selected by Parks, Recreation and Culture. The sites will be reviewed on an annual basis based upon new M.D. trail and parks development, maintenance accessibility, appropriate spacing from existing benches and picnic tables, and compliance with all federal, provincial, and municipal statutes.
- (10) Administration will maintain an accurate registry of each application and commemorative bench and picnic table, including its location.
- (11) Benches installed under the Program will be a standard 6-foot (2 metre) bench with a back frame and will be manufactured for commercial/public use. Picnic tables installed under the Program will be a standard 8-foot (2.4 metre) picnic table and will be manufactured for commercial/public use.
- (12) Applicants may select from two (2) bench and two (2) picnic table designs as indicated on the Commemorative Bench and Picnic Table Program Application Form.
- (13) Commemorative plaques will be standardized to be 10" wide x 2 ¾" long and made of material suitable for outdoor benches and picnic tables.
- (14) The text will be provided by the applicant and shall be limited to no more than five (5) lines of text (maximum 40 characters per line including spaces). It will be subject to the review and approval of the General Manager of Planning and Community Services or their designate, and shall not contain language considered to be obscene or offensive in nature. The M.D. has sole and absolute discretion to approve the final wording and formatting of the plaque.
- (15) If a plaque is stolen or vandalized, one (1) identical plaque will be purchased and installed at the cost of the municipality. All other conditions will remain unchanged.
- (16) All benches, picnic tables, and plaques for the Program must be purchased directly through the M.D. at an all-inclusive rate paid by the applicant that will include shipping, plaque engraving fees, and installation.

- (17) The Commemorative Bench and Picnic Table Program is strictly limited to honouring individuals, family names, business names, and pets.
- (18) Businesses are eligible to purchase a commemorative bench or picnic table, however the Program cannot be used to further any commercial interests. As such, no advertising or logos will be permitted on the benches or picnic tables.
- (19) Installation of the benches, picnic tables, and associated plaques will be completed by Parks, Recreation and Culture staff and will be the property and responsibility of the M.D.
- (20) Once a bench or picnic tables has reached the end of its lifespan, it may be removed at the discretion of the M.D., at which time the site location would be made available for a new application. The anticipated lifespan of a bench or picnic table is estimated to be a minimum of 15 years and a maximum of 25 years.
- (21) Bench and picnic table site locations are not intended as memorial sites. The installation does not give anyone the right for scattering or interment of cremated remains, or the placement or attachment of any items including, but not limited to flowers, pictures, ornaments, or installation of landscaping around the bench or picnic table.
- (22) Benches and picnic tables will be installed upon the full completion and approval of the Commemorative Bench and Picnic Table Program Application Form and when all fees have been paid in full to the M.D.
- (23) Administration will inform Council of the Program statistics and milestones on a regular basis.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Form: Commemorative Bench and Picnic Table Program Application Form
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