



MEMORIAL BENCH POLICY

Scope

The purpose of the Memorial Bench policy is to recognize and assist Donor's plans to commemorate, honour, and/or celebrate family, friends, or events. This policy establishes funding requirements and standards for all bench dedications.

Policy

1. This policy establishes the procedures for interested parties to request the dedication of a memorial bench on Town owned property. It also includes information related to the purchase, installation, and maintenance for memorial benches.

2. The procedure for requesting a memorial bench is as follows:

2.1. Requests for dedication shall be directed to:

Trenton Parks & Recreation Department
PO Box 328
Trenton, Nova Scotia
B0K 1X0

Phone: (902) 752-1019

2.2. All requests shall be made by completing the Memorial Bench Application, which is attached to this policy.

2.3. Once the location of the existing bench has been approved by the Director of Parks and Recreation and payment received, the Town will convert the bench into a memorial bench.

Administration of Policy and Program

3. The Director of Parks and Recreation or his/her designate shall implement and ensure compliance with this policy.



Town of Trenton

POLICY NO. OTH-20220712

APPROVED: 2022-07-12

Plaque and Text

4. A commemoration (plaque) on a memorial bench is a form of remembrance for a loved one, a celebration of a birth or anniversary, or to honour others' personal and professional contribution to the community.
 - 4.1. Administrative staff in charge of the program and the donor will agree on the text content and both shall sign off on the final proof. There is a 15-word limit.
 - 4.2. Administrative staff will determine the standard font type and background color that adheres to accessibility requirements.
 - 4.3. The Town will use a standard plaque (4" x 6") to promote consistency in costs, size, type, and mounting. Placement of the plaque will be consistent and pre-set based on the bench form placement.
 - 4.4. Pictures are not permitted on memorial benches. Existing commemorative benches will be grandfathered, and pictures will remain until replacement is required.

Fees

- 5.1. The fees for converting existing benches already installed on Town property into memorial benches shall be \$1,200 and will be done on a first come basis.

Location

6. The Town of Trenton has many existing benches located in parks, green spaces, and facilities to be converted into memorial benches. Every effort will be made to comply with the request of the donor. The Town reserves the right to determine and limit the location of the bench.

Maintenance and Replacement

7. The Town of Trenton shall provide normal maintenance of the bench and its surroundings during its useful life. Normal maintenance generally includes mowing, raking, pruning, mulching, and general cleaning of the grounds around the memorial benches as well as some minor repairs.
 - 7.1. The Town is not responsible for damaged or stolen benches. The Town reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense.
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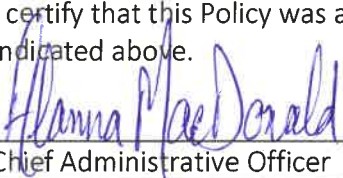


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- 7.2. All existing and memorial benches are property of the Town. The leaving of articles, flowers, notes/letters, etc., or decorating the bench in any manner is not permitted. Any articles left at any memorial bench site will be removed by Town staff.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	OTH-20220712	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>June 27, 2022</u>
Council Approval:	<u>2022/ 07/ 12</u> Y M D	Date of Passage of Current Policy:	<u>July 12, 2022</u>
Effective Date:	<u>2022/ 07/ 12</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D		<u>June 17, 2022</u>
		Chief Administrative Officer	Date



TOWN OF TRENTON

Memorial Bench Application Form

First Name: _____

Last Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: *Primary* _____ *Secondary* _____

Email: _____

Requested Location (i.e., Trenton Park): _____

Plaque Information (i.e., Name, Date, Verse – 15-word limit):

Fee Required: \$1,200 * *Payment must be received prior to plaque order.*

Applicant's Signature: _____ Date: ____/____/____
(MONTH / DAY / YEAR)

Return completed form to: TRENTON PARKS & RECREATION
PO Box 328, Trenton NS, B0K 1X0
Tel: 902-752-1019 | Fax: 902-752-0090
Recreation@trenton.ca

Office Use Only – Approval & Payment Details

Approved By: _____ Date: ____/____/____

Bench Location: _____

Plaque Message: _____

Payment Received By: _____ Receipt No.: _____ Date: ____/____/____