

## Bench Policy



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Community Services	August 13, 2013	80-2013	1	4
Subsection	Repeals By-Law Number		Policy Number	
Parks	18-2013		CS-2-1	

### 1.0 Purpose

- 1.1 This policy provides guidelines and direction for receiving, installing and maintaining donated Benches in the City of Kenora's municipal properties.

### 2.0 Policy

- 2.1 The City of Kenora accepts donations of Benches subject to the policy and the procedures contained within.

Donations of Benches are accepted provided that:

- The municipal property in question has space for a bench as determined by the Parks Department;
- Payment in full of the installation fee (\$300.00) is received with the application form;
- If applicable: The wording on the bench or on the plaque conforms to the guidelines set out in this document;
- No advertising or business promotion will be placed on the donated benches.

### 3.0 Procedures

- 3.1 A Bench Application Form must be filled out and sent to the Parks Supervisor for approval. The applicant's request will be assessed by the Parks Supervisor based on location, operational requirements and suitability. Site location will be based on sensitivity to view lines, health and safety and environmentally sensitive areas, while also providing seating in a location used for recreation and leisure.

The application form shall include the following:

- Contact Information
- Preferred location of bench (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice)
- Name of Person being commemorated (if applicable)

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- Bench Design Preference
- Cheque made out to the City of Kenora for \$300.00 for bench installment to accompany application form.

3.2. The City of Kenora reserves the right to refuse any application it deems unsuitable.

3.3 The donation of a Bench in no way constitutes ownership of the bench by the donor, nor the land upon which it is situated, or the surrounding lands. The Municipality retains the right to use the lands adjacent to these donated benches as it deems appropriate, up to and including the moving of the donated bench to another location. Every attempt will be made to ensure the benches are re-located as close to the original position as is feasible.

### 4.0 Costs

4.1 The applicant is responsible for all costs associated with the design, construction and installation of the bench.

4.2 Bench installation charge by the City of Kenora is \$300.00. This charge covers site preparation, concrete base preparation and placement on site.

### 5.0 Maintenance & Term of Bench

5.1 The bench will remain on Municipal property for a minimum of ten (10) years or as long as the bench is in good repair. The City of Kenora is not responsible for replacement of damaged or stolen benches.

5.2 The City of Kenora is responsible for graffiti removal and general maintenance.

### 6.0 Design

6.1 Two designs are available to choose from (cost responsibility of applicant):

- 1) Granite Bench - Existing bench designs are preferable, but not a requirement.

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2) Nu Bench – Landscape Forms with shortened ends – Ipe wood seat and back with galvanized steel base.



### 7.0 Inscription/Plaque (if applicable)

7.1 Inscription on granite bench will be sand-blasted into granite and inscription on wooden bench will be a brass plaque. Cost responsibility of applicant. Inscription can state either: "Donated by...." or "In Loving Memory of..." or other inscription request can be submitted for approval by the Parks Supervisor – eight (8) word maximum. No pictures will be allowed on either style of bench.

1) Granite Bench - placed on the front side of the seat.

2) Plaque – 3" x 8" brass and shall be centered on the top board on the front of the bench. Purchase of plaque and installation on bench responsibility of applicant. The City does not guarantee plaque longevity.

## Bench Installation Policy Application Form

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### Contact Information:

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

### Bench Information:

Type of Bench: (please check appropriate box)

Granite Bench:

NU Bench (Wood/Galvanized Steel):

Preferred location for bench placement:

Choice #1: \_\_\_\_\_

Choice #2: \_\_\_\_\_

Choice #3: \_\_\_\_\_

Inscription Request: (Maximum eight (8) words) (*see Bench policy Section 7.0*)

\_\_\_\_\_

I, the undersigned, hereby consent to this application. I declare by signing this document that I have read and understand the City of Kenora Bench Policy and agree to comply with this policy.

Applicant Signature:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature – Applicant

Approval Signature:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature – Parks Supervisor

**Bench applications must be sent to 60 14<sup>th</sup> Street North, Kenora, Ontario. P9N 4M9 . Attention: Parks Supervisor**