



Village of Chase Policy Manual

Title: PW - 30 Memorial Benches

Date Adopted: August 13, 2013 **Revised:** _____

Date Effective: August 13, 2013 **Reviewed:** _____

Special Notes / Cross Reference:

POLICY: Village of Chase Policy PW 30 Memorial Benches provides guidelines to be followed when members of the public propose to have a memorial bench placed in the Village in memory of a deceased person.

PURPOSE: It is the intent of this Policy:

- To establish consistent, fair and equitable procedures to be followed when an individual offers to sponsor the placement of a memorial bench.

PROCEDURES:

1. **DESIRE EXPRESSED TO HAVE A MEMORIAL BENCH PLACED**

When a person or family indicates that they would like to have a memorial bench and plaque with a deceased person's name placed in the Village of Chase, the following steps will be followed:

- The individual will be advised that there is a standard type of bench and plaque that will be considered for placement and they will also be advised of the purchase and delivery cost of the bench and plaque. The cost that the supplier quotes to the Village will be the cost to the sponsor.
- The individual will be asked if they have a preferred location for placement of the bench. The final decision on exact location however, rests with the Village of Chase. Placement of a bench must be in a location suitable to the Village that will not interfere significantly with Village maintenance operations or create any other potential problems.



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- Once the Village of Chase and the individual have agreed upon the location for the bench, the individual will provide the funds to the Village of Chase for the cost of the purchase and delivery of the bench and plaque.
- Once full payment from the individual for the cost of the bench and plaque has been received, the Supervisor of Public Works will place the order to the supplier.
- Once the bench and plaque have been received, the Village of Chase will cover the costs of supplies and labour to have the bench installed in the location agreed upon and as soon as reasonably possible.
- If for any reason the individual and the Village cannot agree upon the location for placement of a memorial bench, then no bench shall be placed.
- Once a Memorial Bench has been placed, it becomes the sole property of the Village of Chase and the person or group who paid for the purchase, relinquishes all rights of ownership to the Village.