



Policy Title <b>Memorial Bench Donation Policy</b>	Date: <b>July 6, 2021</b>	Resolution No. <b>JBC-21-112</b>
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**1. Introduction:**

The Memorial Bench Donation Program provides a means for individuals, businesses or organizations to donate funds to the Summer Village of Jarvis Bay specifically for memorial benches in order to enhance the community. Donations will be accepted when space is available for the placement of benches. Placement availability will be determined and monitored by the Summer Village.

**2. Goal:**

To provide guidelines for the addition of memorial benches in the Summer Village for the use and enjoyment of the public, and for the enhancement of the Summer Village.

**3. Policy:**

**3.1 Sponsor:**

Individuals, groups of individuals (such as families), businesses, other organizations.

**3.2 Dedication:**

A bench may be dedicated to a deceased person as an “in-memory” donation. More than one bench may be donated or dedicated at one time.

**3.3 Financial Issues:**

The cost to the sponsor the bench and plaque will be 150% of actual cost. This also includes other costs that are associated with delivering, installing, and locating and preparing the site for installation.

#### 3.4 Placement:

Placement of benches will be determined on an individual basis, with the consultation occurring between the sponsor and the Summer Village. Although staff will endeavor to place benches in requested areas, the Summer Village reserves the right to determine bench placement.

The Summer Village reserves the right to relocate any bench for operational reasons which may include enhancing the life of the bench by reducing the risk of vandalism.

#### 3.5 Plaque:

Plaque inscriptions will be provided to the Summer Village by the sponsor at the time of the application for memorial bench dedication and payment of donation. Inscriptions must fit within the area provided on standard plaques. Information will be provided by Administration on options for inscriptions. The Summer Village reserves the right to edit inscriptions for appropriateness.

#### 3.6 Maintenance:

The Summer Village will maintain each donated bench and its immediate surroundings for the life of the bench.

**SUMMER VILLAGE OF JARVIS BAY**  
**MEMORIAL BENCH DONATION PROGRAM**  
**APPLICATION PROCEDURE**

**PURPOSE:**

The purpose of the Memorial Bench Donation Program is to provide the opportunity for citizens to honor the deceased loved ones, families or groups by having a bench with a memorial plaque installed on municipal property.

**PROGRAM OUTLINE:**

- The Summer Village reserves the right to sell and install up to a maximum of two memorial benches per year on a first come first served basis of a completed application form. Completed application forms will be carried over to the next year in which the applicant will be asked to re-confirm their application to purchase a bench.
- Memorial benches complete with a plaque may only be purchased to commemorate a deceased individual, family, or group. The Summer Village reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.
- Plaques are limited to a standard size and shall not contain wording that is obscene or offensive in nature. A maximum of one plaque per bench may be purchased.
- All plaques must be purchased through the Summer Village of Jarvis Bay to ensure uniformity in design and appearance.
- The estimated cost of the memorial bench complete with plaque and installation fees is 150% of the actual cost depending on the bench and plaque costs, shipping and installation rates.
- Once purchased and installed, the Summer Village will assume ownership of the Memorial Bench. Repair and maintenance as well as life-cycle replacement of the bench will be completed as resources allow.

**REPONSIBILITIES:**

The Summer Village of Jarvis Bay is responsible for:

- Administering the Memorial Bench Donation Program in accordance with the procedures outlined below;
- Working with applicants to select appropriate sites for installation of benches;
- Care and maintenance of Memorial Benches.

Memorial Bench applicants are responsible for:

- Completing and submitting the required application form to the Summer Village Administration Office;
- Providing suggestion of two (2) sites for location of the bench;
- Paying for the full cost of the bench including shipping, memorial plaque engraving and installation;
- Working with the Summer Village to select appropriate sites for installation of benches.

**SUMMER VILLAGE OF JARVIS BAY  
MEMORIAL BENCH DONATION PROGRAM**

**MEMORIAL BENCH APPLICATION**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

<b>Name:</b>	
<b>Address:</b>	
<b>City/Town:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>In Memory of:</b>	

**SUGGESTED BENCH LOCATIONS**

**Preferred Location**


**Alternate Location**


**INVOICING**

<b>Name:</b>	<b>Address:</b>	
<b>City/Town:</b>	<b>Phone:</b>	<b>Postal Code:</b>

**Cost: 150% of Actual Cost**, this is not an invoice. An invoice will be forwarded later.

In an event beyond the control of the Summer Village, the Summer Village reserves the right to relocate this Memorial Bench.

**Location Approved:**

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**Chief Administrative Officer**