



**City of
Lloydminster**

Policy

Policy Title:	Bench Dedication Program	Policy Number:	720-03
Date of Adoption:	October 4, 2021	Motion Number:	315-2021
Date of Amendment:		Motion Number:	
Sponsoring Department:	Parks and Green Spaces		

1. Purpose:

- 1.1 To provide the opportunity for any Person to memorialize individuals or important events in a meaningful way, while enhancing City owned Green Spaces.
- 1.2 To encourage bench dedications while at the same time managing aesthetic impacts and mitigating on-going maintenance costs.

2. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Donor	The Person who signed the original application for their bench dedication.
Green Space	Lands under the City’s management and control including: <ul style="list-style-type: none"> • Land developed as a public park, sports or athletic field, playground, or recreational area; • Land acquired as Municipal Reserve or Environmental Reserve; • Land developed as a parking lot; • Land developed as a pathway, sidewalk or trail; • Land developed for public utilities; and • Land developed for open green spaces.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

3. Scope

- 3.1. This Policy applies to bench dedications located in City owned Green Spaces within the municipal boundaries of the City of Lloydminster.

4. Benches and Dedication Plaques

- 4.1. Bench model(s) will be determined by the City and will be the style approved for its location, as determined by the City.
- 4.2. Bench Dedication Plaques
 - 4.2.1. Dedications may be to commemorate one or more Persons for their past or present contribution to the community, to a service club project, in memoriam, as well as for other special events.
 - 4.2.2. A maximum of two (2) plaques per bench are permitted. Costs associated with the production/installation of a second plaque will be the responsibility of the applicant.
 - 4.2.3. The plaque size, font and design specifications will be determined by the City. Text is subject to approval by the City.
 - 4.2.4. A marker that reads "Donated by a Friend of the City of Lloydminster" will identify benches donated anonymously. The term for this plaque is also ten (10) years, refer to 5.1.
 - 4.2.5. No logos of any kind are permitted on plaques.
 - 4.2.6. The dedication plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or Person(s) recognized. All statements are at the discretion of the City.
- 4.3. The City will establish and approve the locations for the placement of dedicated benches.
- 4.4. The City will be responsible for the purchase and installation of all benches. Benches purchased and installed will be of high quality related to the style, appearance, durability and ease of maintenance.
- 4.5. Not all benches located in the City may be considered for dedication.

5. Term

- 5.1. The dedication term for a bench or plaque is ten (10) years from the date of installation of the bench plaque or the useful life of the bench, whichever comes first. Within this time, the dedicated bench will be maintained by the City in its original location, or in an area near its original location.

- 5.2. In the event the City's Bench Dedication Program inventory is fully subscribed, a waiting list will be maintained on a first come, first serve, basis.
- 5.3. To the extent practicable, notice may be sent to the Donor at the end of the dedication term to ascertain whether the Donor would like the plaque returned. The Donor has the responsibility to update the City on any change of address so that such contact can be made.
- 5.4. If the original Donor opts to not renew within ninety (90) days of notice sent by the City, the plaque may be removed and the bench will be rededicated at any time.
- 5.5. At the end of the dedication term, the plaque will be removed to allow for other dedications and/or bench removal or replacement. The Donor may request to have the plaque returned to them by contacting:

City of Lloydminster Parks and Green Spaces
6623 52 Street
Lloydminster, AB T9V 3T8
780-874-3700

6. Fees

- 6.1. The City Bench Dedication Program is intended to operate on a full cost recover basis.
- 6.2. The dedication fee is required to cover the purchase, installation, maintenance and administrative costs of approved bench and plaques, whether new or existing. The dedication fee is based on the average cost for purchase, installation and maintenance by City resources of a standard bench for a ten (10) year period or the useful life of the bench, whichever comes first.
- 6.3. A limited number of existing benches will be available to low-income residents for the purpose of memorializing an individual honouree. In this instance, the Donor would only need to purchase the plaque. Donors may apply by; submitting an application, providing documentation of residency, and providing proof of low-income status per federal guidelines.
- 6.4. Bench dedications will be approved and accepted provided that:
 - 6.4.1. there is an approved bench or approved Green Space for a bench dedication available as determined by the City; and
 - 6.4.2. the payment in full for the dedication bench and plaque is received.

- 6.5. Bench dedications are tax deductible and official receipt will be issued by the City.

7. Maintenance

- 7.1. Benches and dedication plaques are the property of the City.
- 7.2. The City is responsible to maintain benches and plaques in City Green Spaces for the duration of the term.
- 7.3. Within the term, the City will replace, at no cost to the Donor, a bench dedication plaque if it is damaged or stolen.
- 7.4. If a bench is damaged, defaced or destroyed to an extent that, in the opinion of Administration, replacement is required, this will be done at no cost to the Donor. In the event there is recurrent vandalism refer to 8.1.

8. Relocation

- 8.1. The City reserves the right to relocate a bench or plaque, in the eventuality that such a move is necessary (i.e. bench is subject to recurrent vandalism, the public lands are scheduled for redevelopment, servicing upgrades etc.). The City will attempt to contact the Donor for consultation prior to the relocation.

9. Special Requests

- 9.1. There may be other donations possible, other than those expressly listed or contained within this Policy, or a special request that may not meet the provided criteria and presents a unique circumstance. The City may accept those dedication requests subject to review, approval and recommendations by the City.
- 9.2. Any private dedication ceremony is the responsibility of the Donor. As benches are located in a public Green Space, exclusive use of the area surrounding benches is not available for private dedications.
- 9.3. The placement of mementos (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the bench is not permitted.

10. Penalty

- 10.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

10.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

11. Responsibility

11.1. City Council shall review and approve all policies.

11.2. Administration shall administer this Policy through the use of a supporting procedure.

11.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.