

# TOWN OF CARLETON PLACE

## COMMEMORATIVE BENCH POLICY

### **OUR PROGRAM**

Through this program, the Town will assist families or groups who wish to have a bench installed in a Town location (park or street side) in remembrance or commemoration of the loss of an individual or in celebration of an anniversary.

### **THE PROCESS**

The first step is for the family/group to decide on an appropriate location (park or street side) in which to install the bench. If you are not familiar with the Town's parks or other options, staff will assist you with the selection. Once an appropriate location has been determined, the coordinator of the program will meet at the chosen site with representatives of the family/group to choose a location and discuss the preferred bench location details.

### **BENCHES**

The Municipal Representative will discuss with you the type of bench and the site you have selected. The cost of a Commemorative Bench is \$1,500 (for a standard bench) in a park or \$2,250 for a steel bench street side (plus HST). This includes the purchase and installation of the bench as well as the maintenance for 3 years. It also covers the cost associated with preparing the bench, if desired, for family or group to conduct a short ceremony at the time the bench is installed. Depending on the location selected, the Town will obtain utility clearances to ensure that electrical, cable, gas, or other utilities, are not damaged during installation. Should such a conflict occur, the final location of the bench may be adjusted slightly. After the bench is installed, the Town will assume responsibility and ownership of the bench.

If a bench already exists at the chosen location then a marker/plaque can be installed at that existing bench. The cost and process for existing benches and new benches is the same. Funds related to existing benches will be used by the Town for park bench maintenance and replacement.

A Commemorative Certificate will be issued to the donor along with a tax receipt.

### **PLAQUES**

The family/group may install a small plaque to commemorate if they wish. In parks the plaque must be 10cm thick flat black polished granite marker with an etched inscription. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Granite plaques must be purchased from Kinkaid & Loney at a cost of \$100.00. On street side, the plaques shall be 2" X 10" X 1/8" metal and will be installed on the back face of the bench. Once the plaque has been purchased by the family/group, Town staff will install the plaque, in conjunction with the installation of the bench, at no additional charge. The Town of Carleton Place is not responsible for the maintenance or replacement of commemorative plaques.

**NOTE:** Please be aware that it is prohibited, under the Provincial Cemeteries Act, to scatter ashes outside of a registered cemetery.