



District of Lantzville

Incorporated June 2003

Policy No.: 4002-2

Date of Implementation: February 14th, 2005

Council Resolution: C-12-05

Purchase of Park Benches

Purpose

To develop a means by which individuals may purchase from the District of Lantzville benches as a dedication to the memory of a loved one or to acknowledge someone special.

Policy

In providing individuals an opportunity to purchase a park bench from the District of Lantzville this policy establishes the procedures and guidelines to be followed in both the purchase and location of park benches in addition to assigning responsibility for the maintenance of benches to the District of Lantzville.

Further, in order to maintain consistency and to ensure the longest life possible with the minimum amount of maintenance required, a bench type has be pre-selected and is the only bench that will be made available for purchase by the District of Lantzville.

Procedure

- 1) Individuals wishing to purchase a bench are required to complete the application form which is attached hereto and forms part of this policy. Completed application forms are to be submitted to the District office for processing. All submitted applications must be paid in full.
- 2) Upon completion of the application, including payment, the memorial bench and plaque will be ordered by staff of the District of Lantzville.
- 3) Benches purchased by individuals will be at a cost of \$2,500 which includes delivery, installation costs, applicable taxes and a plaque 10" x 2" in size. Of the \$2,500 payable at the time of order, \$300 will be placed in a non-statutory reserve trust account for the sole purpose of ensuring adequate funds are available for future maintenance and repair costs associated with the bench. The non-statutory reserve trust account will be established by the Director of Financial Services.
- 4) Applicants are entitled to select their preferred bench location however, selections made must be based on the map attached which identifies pre-determined locations established by the District of Lantzville. Bench locations are based on a first come, first serve basis and are subject to availability. Further, the District of Lantzville reserves the right to amend the attached map by either adding and/or deleting proposed bench

locations based on future development of the Community and the possible implementation of additional parks and trails.

- 5) The location and placement of all benches are to be recorded and reviewed, on an annual basis, by the Public Works Department. In addition, costs associated with the purchase of a District park bench are also to be reviewed on an annual basis.
- 6) The Public Works Department reserves the right to determine the level of maintenance required to improve the overall appearance of the bench with maintenance including, but not limited to, cleaning, re-staining or repair of memorials, if necessary.
- 7) Plaques will be made from cast bronze with raised letters in a satin finish. It is recommended that the purchaser limit the wording to three lines of text with a maximum of 30 characters or spaces per line.
- 8) The District of Lantzville will not be responsible for the purchase, placement or maintenance of a bench located in contravention to the terms of this policy.
- 9) The District of Lantzville reserves the right to relocate, within reason, previously placed benches.



District of Lantzville

Incorporated June 2003

Bench Application Form

(To be completed in full & accompanied by payment of \$2,500)

Name and Address of Purchaser: _____ Date of Application: _____

Phone Number: _____ day _____ evening

Location Requested: (Please provide a 1st & 2nd choice however, staff will attempt to accommodate 1st choice locations)

1. _____
2. _____

Wording on Plaque: (10" x 2" – max. of three lines/30 characters per line – including spaces)

1. _____
2. _____
3. _____

Purchaser's Signature

To be completed by District Office

Approval Date:

Payment Received:

Date Ordered:

Date Installed:

