

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Section</i>	Community Services	<i>Classification</i>	Policy
<i>Subject</i>	Memorial Benches	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	May 13, 2008
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**PURPOSE**

This policy document is to establish an appropriate process for the purchase and maintenance of memorial benches to be placed on town property.

**GENERAL POLICY**

The Town of Morden has benches located throughout the community, in our parks and on the walkways. When the general public makes a request to purchase a bench for memorial or congratulatory purposes this policy will indicate what is required. These benches are **not** intended for business advertising or announcements. Please see appropriate policy (*under development*) for advertising benches.

It is our intention to maintain a consistent look for esthetic purposes and maintenance requirements. We would like the benches to be comfortable and durable.

The options available that the Town of Morden will agree to place and maintain on their property are:

1. Concrete bench with a back (maintenance for 10 years)
2. Concrete bench with flower pots on either side (maintenance for 10 years)
3. Granite bench with a back (maintenance for 10 years)

The Community Services Department will maintain a list of possible locations throughout the community where the benches may be located. The type of bench may influence the options for possible locations. In the instances where it is required to have a cement pad to place the bench on, the cost will be the responsibility of the bench purchaser.

The plaque will be made out of durable material or direct engraving into the bench to reduce vandalism. The wording on the plaque must be appropriate for the general public viewing and approved prior to installation. A common memorial plaque would include the persons name, dates and a few descriptive words about the person.

**PROCEDURE**

Requests from the general public to purchase a bench are required to be made through the Community Services Department. At the time of the request the purchaser will determine from the options provided which style of bench they wish to purchase and the location of the bench.

The Community Services Department will make the arrangement to purchase and install the bench and provide the information to the purchaser. Upon their acceptance and signing of a purchaser agreement, the Town will make the arrangements necessary for the bench to be delivered. A representative from the Community Services Department will be present during the installation of the bench.