

TOWN OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Section</i>	Community Services	<i>Classification</i>	Policy
<i>Subject</i>	Benches	<i>Pages</i>	2
<i>Authority</i>	Council	<i>Effective Date</i>	September 14, 2010
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PURPOSE

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

GENERAL POLICY

MEMORIAL AND CONGRATULATORY BENCHES

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.

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)
4. Concrete ends with wood or composite material slats for seat and back (maintenance for 5 years). Locations reserved to pathways and along streets.

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.

ADVERTISING BENCHES

Benches that are placed on Town of Morden property belong to The Town and are The Town's responsibility to maintain. Advertising benches may be available in the business district, along path ways and sidewalks, and at the Community Centre.

All advertising benches will be concrete ends with wood or composite material slats for the seat and back. A list of existing benches for advertising is available at the Community Centre Office. Additional benches may be donated to The Town of Morden and place in mutually agreed upon areas.

PROCEDURE

Requests to purchase advertising rights on an existing bench or the purchase of a new bench are coordinated through the Community Services Department. At the time of the request the advertiser will determine which bench location they wish to advertise on.

An advertising agreement will be completed with the community Services Department. The Community Services Department will make the arrangements to purchase and install any bench or signs as per the agreement. Any signage must be approved by the advertiser and the Community Services Department designate. Details of an advertising agreement are available at the Community Services Office.