

Municipal District of Bighorn Memorial Bench Program (Policy CS-9)

Purpose:

The memorial bench program offers an opportunity to honour deceased loved ones with a cedar or log bench featuring a commemorative plaque installed on municipal property.

Program Outline:

- Groups or individuals may request to purchase a memorial bench to be placed on municipally owned land.
- Eligible locations will include trails, parks and green spaces that provide adequate access for installation and maintenance. Other locations will be considered as requested.
- Donors will be given the opportunity to select preferred sites and Bighorn staff will work with the applicant to determine the suitability of each location and choose the most appropriate site to reflect the applicant's memorial dedication.
- Benches will be a standard 6ft cedar bench with back or log bench manufactured for commercial/public use.
- Cast Iron memorial plaques will be a standard size of 10" x 2 3/4" and shall not contain language that is obscene or offensive in nature.
- All benches and plaques will be purchased through the M.D. of Bighorn.
- Installation will be undertaken by Bighorn staff and will become the property and responsibility of the M.D. of Bighorn.
- Bighorn reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or a pet.

The M.D. of Bighorn Community Services Responsibility:

Administer the Memorial Bench Program in accordance with the procedures outlined below;

Work with applicants to select appropriate sites for installation of benches;

Coordinate with other Bighorn departments to ensure appropriateness of location and installation of benches;

Applicant Responsibility:

Complete and submit the required application form to the Community Services Department;

Provide suggestions for up to three(3) bench locations;

Pay for the full cost of the bench including shipping, memorial plaque engraving, and installation;

Procedure:

The applicant will complete a memorial bench application form and submit to Community Services.

An application form is only considered complete when the location of the bench and wording for memorial plaque has been approved by Community Services.

If all sites are unacceptable, the Community Services Department will work with the Applicant to find another suitable location.

Once a suitable location is approved, the applicant will provide a 50% deposit on the cost of the bench and the bench will be ordered.

Final payment is due upon installation of the bench.

NOTE: The M.D. of Bighorn retains the right to move or remove a memorial bench should the location be determined to not be suitable in the future. Every attempt will be made to relocate the bench to an appropriate location in keeping with the dedication.

Lifespan of bench is anticipated to be 15-20 years, at which time, the bench will be removed, and the location will become available for either renewal or replacement.

M.D. of Bighorn Memorial Bench Application



Applicant Information

Name	
Address:	
City/Town:	
Postal Code:	
Phone Number:	
Email:	
In Memory of:	

Bench Locations:

(Please provide a brief description and photos and map location if possible)

Preferred Location

Alternate Location

Second Alternate Location

Type of Bench:

(Please select the type of bench you'd like installed)

(check below)

Cedar Bench	Cost: \$1,800.00	
Log Bench	Cost: \$2,025.00	

Note: Cost is approximate and subject to change, and includes bench, plaque, installation and one-time perpetual maintenance fee to cover maintenance for the life of the bench (approx. 20yrs), and applicable taxes.

M.D. of Bighorn:

Date Application Received:

Approved Location:

Location Approvals: Planning Roads Operations

Invoicing: Total Cost \$ Deposit Received \$ Final Payment \$

Installation Date: