

**POLICY #: OPS-01****Operations Division****Approval Date: December 06, 2022****Approval Authority: Council****Effective Date: December 20, 2022****Revision Date/s:****Purpose:**

To establish a policy that will provide a consistent and timely process for the installation of memorial benches on Norfolk County property, including parks, open spaces, Port Dover Pier, along Harbour Street to Main Street, trails and cemeteries. This policy will also establish a formal record of memorial benches placed on Municipal lands for future reference by staff and others that may have interest in the memorial bench program.

Policy Statement:

Norfolk County receives requests from individuals and groups to purchase memorial benches or plaques in memory of a loved one to be placed on Municipal lands/Port Dover Pier and along Harbour Street to Main Street. Norfolk County is obligated to protecting all parkland, natural heritage features, trails, Port Dover pier and cemeteries, while providing opportunities for families/organizations to honour loved ones. The Memorial Bench Program establishes options for residents for memorial benches while coordinating the operations of installation and purchase with staff.

Scope:

1. While paying tribute to individuals is important and may enhance one's experience in a park, open spaces, trails, Port Dover Pier, along Harbour Street to Main Street or cemeteries, these areas are extremely important to all users and therefore memorial benches should take into consideration the primary use of the space.
2. While many applicants may wish to install memorial benches in highly visible locations, or locations of significant importance, it should be noted that Norfolk County may be required to consider limitations or a moratorium of memorial bench installations in a particular location or alter the product available.
3. Maintenance should remain a primary concern with a thought to the future. In all cases, the County shall have control over the materials used to ensure suitable durability.

4. Once a memorial bench is installed, it shall become the property of the County.
5. The County reserves the right to re-locate a memorial bench. In the event that a relocation is deemed necessary, the County will use its best efforts to contact the donor for consultation prior to the move.
6. Memorial benches will not be permitted for any pets or animals.
7. Norfolk County reserves the right to refuse an application.

Memorial Options:

The following memorial options will be permitted to be installed on property owned by Norfolk County as well Port Dover Pier as well as along Harbour Street to Main Street:

1. Memorial Benches
2. Memorial Bench Plaques for current benches
 - i. 10.5" x 3", 4 lines, 28 characters

Implementation Procedure:

The Norfolk County Memorial Bench Policy will be administered, through the Operations Divisions Parks Department. All inquiries regarding this policy and the placement of memorial benches, should be directed to ServiceNorfolk at (519) 426-5870 Ext 0, or askus@norfolkcounty.ca.

The Operations Divisions, Parks Department will receive applications through ServiceNorfolk for memorial options throughout the calendar year.

Installation will occur in Spring and Fall in accordance with the following:

1. Those wishing to purchase a memorial bench shall be required to complete the application in the form as attached to policy number OPS-01, and to submit it for approval.
2. Payment in full is due with submission of form.
3. Once the application has been submitted, staff will confirm with the applicant whether their application has been approved and update them on approximate date of installation.
4. The dedication plaque will be in the form as set out in the application. No other types of plaques will be permitted.
5. An application will not be deemed approved until the location and the wording of the memorial has been approved and payment has been processed in full.

6. Once an application is approved and payment has been processed no further changes to the wording of the memorial will be permitted.
7. Applications that are received and approved prior to April 1st in any calendar year will be installed no later than June 30th. (Note: last day of installation may be delayed due to inclement weather).
8. Applications that are received and approved prior to August 1st in any calendar year will be installed no later than the October 31st (note: last day of installation may be delayed due to inclement weather).
9. Any application received and approved after the dates set out in section 7 and 8 will be automatically moved to the next installation period.
10. This policy will be reviewed and updated as required.

Bench Maintenance:

Inspect all benches placed with in Norfolk County parks, open spaces, trails, Port Dover Pier, along Harbour Street to Main Street and cemeteries on a quarterly year time frame. Each supervisor will inspect all benches they are responsible for in their perspective area.

Fee Schedule - Memorial Benches/Plaques:

Prices include the purchase, plaque, placement and administration costs associated with the memorial bench on a per bench basis. The style of bench is determined by Norfolk County from the supplier and is subject to change on depending on availability.

Bench Category	Fee
A - New bench and plaque	As per user fee bylaw
B - Plaque for existing bench	
i. 10.5" x 3", 4 lines, 28 characters	As per user fee bylaw

Term of Memorial Benches/Plaques

After initial 10 years useful life expectancy is completed, benches will remain in place unless deemed to be a safety issue or in a state of disrepair.

Any new bench/plaque installed by Norfolk County will be replaced within the first two years (24 months) if damaged by vandalism or act of God. After two years (24 months) will be replaced at the cost of the applicant or permanently removed by Norfolk County.