

Municipality of Callander's Bench Program

1. General Regulations

The Municipality operates a Bench Program, which allows members of the public to purchase a bench in someone's name. Two types of requests are possible:

- Requesting an existing memorial bench to have a plaque installed.
- Requesting a new memorial bench that has not yet been installed.

It is important to note that the location of new memorial benches are to be consistent with the Bench Plan in the Municipality's Parks and Recreation Master Plan.

Sponsor should be aware that:

- The benches remain in municipal ownership,
- They do not have any right to priority use of the bench,
- Maintenance of the bench is subject to the Municipality's maintenance schedules and will not be given priority over other park maintenance, and
- The view from the bench could change over the lifespan of the bench.

A Memorandum of Understanding will be signed by both the Sponsor and the Municipality to this effect (Schedule A), subject to modifications as deemed necessary.

The Sponsor must acknowledge that outdoor furniture has a limited lifespan and sponsors are advised that their donation will be commemorated for the anticipated lifespan of the furniture (the commemorative period). At the end of the commemorative period, sponsors will have the option of having the plaque returned to the sponsor, displayed at a designated location within the Municipality, or attached to another bench purchase. The general estimation of lifespan of the bench is approximately 10 years.

2. Installing Commemorative Plaques

The conditions for installing commemorative plaques on new or existing furniture are outlined below:

- Plaques on commemorative furniture shall be ordered through the Municipality and shall be 9" X 3" cast bronze plaques, which can usually accommodate a maximum of 5 lines of text, with approx. 40 characters per line (including spaces, punctuation, etc.). Wording on the Plaques must be approved by the Municipality.
- The Operations Department shall attach the plaque.

3. Costs

All costs associated with the donation or sponsorship shall be borne by the applicant or sponsor. The cost will depend on the current price of benches. In addition, installation costs associated with the use of staff time will be determined by the Finance Department on a cost recovery basis. The total cost will be stipulated in the User Fees for that given year.

4. Responsibilities

The Senior Municipal Director, or designate, is responsible for the administration and approval of applications under the Bench Program.

Schedule A

Memorandum of Understanding

Bench Program

This Memorandum of Understanding summarizes the agreement between the Municipality of Callander and _____ (*the Sponsor*) for the donation, procurement and installation of furniture and plaque donations to the Municipality of Callander.

We the undersigned confirm that the responsibilities and commitment related to this agreement are:

The Sponsor agrees:

- 1) The Municipality has provided me with a copy of the Bench Program, and I have familiarized myself with the content of the Program.
- 2) I agree to cover all the costs associated with the donation or sponsorship as per Appendix A.
- 3) I agree to pay the invoice from the Municipality in full upon receipt, prior to the installation of the donated furniture.
- 4) Delivery of the donated object is subject to availability. Installation of the donated object is subject to seasonal conditions.
- 5) I have confirmed that the location, costs, and wording to be engraved on the plaque accompanying my donation as shown in Appendix A to this document are correct, and I have initialed each section.

The Municipality agrees:

- 6) The Municipality shall place the order with the supplier and handle all the logistics related to delivery and installation.
- 7) The Municipality shall maintain the donated furniture in accordance with the Commemorative Naming Policy, a copy of which has been provided to the Sponsor.

Sponsor's signature

Sponsor's name

Date

On behalf of the Municipality of Callander

Appendix A to Memorandum of Understanding

Bench Program

The cost and commemorative period of your specific donation:

a) Terraza bench, 6' (10-year lifespan) <i>(includes shipping)</i>	\$1,400
Bronze plaque, 9"x3" (10-year lifespan) <i>(includes engraving)</i>	\$ 250
Platform for bench <i>(10-year lifespan)</i>	\$ 315
Non-refundable portion of HST	\$ 35
Total cost	\$2,000

Sponsor's
Initials

- b) Text on bronze plaque (see above for price and size).
Maximum 5 lines of text, with approx. 40 characters/line (including
spaces, punctuation, etc.)

Sponsor's
Initials

- c) Description or map of commemorative donation location:

Sponsor's
Initials