

POLICY BANFF BENCH PROGRAM



Policy C5002

Adopted by Council:	2016.05.09	Administrative Responsibility:	Operations
Council Resolution #:	COU16-128	Last Review Date:	2016.05
Modified by Resolution #:		Next Review Date:	2020.05
Replaces:	C072		

1.0 POLICY

The Town of Banff provides the opportunity for individuals or groups to make donations towards enhancing Town owned Public Places through the Banff Bench Program. The Town desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. Donations to the Banff Bench Program may be acknowledged by a dedication plaque. A bench dedication plaque is symbolic of the donation and does not entitle the donor to ownership of the bench or dedication plaque.

2.0 PURPOSE

This policy establishes guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of bench donations and dedications in Town owned Public Places.

3.0 DEFINITIONS

- 3.1 **Donor** means the person who signed the original application form or their designate.
- 3.2 **Public Place means** lands under the Town's management and control including:
- land developed as a public park, sports or athletic field, playground or recreational area;
 - land acquired as Municipal Reserve or Environmental Reserve;
 - land developed as a parking lot;
 - land developed as a pathway or trail;
 - land developed for public utilities.

4.0 SCOPE

This policy applies to donations for bench dedications that have not been made at the time this policy comes into force.

5.0 RESPONSIBILITIES

- 5.1 Council is responsible to review and approve any revisions to this policy.
- 5.2 The Town Manager is responsible for ensuring appropriate administrative policies and procedures are developed, approved, implemented, and monitored.
- 5.3 The Manager of Operations is responsible for implementing, monitoring and evaluating this policy.

6.0 STANDARDS

6.1 Fees

- a) The Banff Bench Program is intended to be operated on a full cost recovery basis.
- b) Program fees are reviewed annually by Council and are subject to change.
- c) The dedication fee listed in the fee schedule is required to cover the purchase, installation, maintenance and administrative costs of approved bench and plaques, whether new or existing. The dedication fee is to be based on the average cost for purchase, installation and maintenance by Town resources of a standard trail bench for a ten year period.
- d) Maintenance funding is placed into a perpetual care reserve account for the purpose of supporting the bench program.

6.2 Term

- a) The dedication term for a bench is 10 years from the date of installation of the bench plaque.
- b) Within this time, the dedicated bench will be maintained by the Town in its original location, or in an area near its original location.
- c) After ten years, a renewal of the bench dedication term will be offered, in writing to the original donor for an extension of a 10-year term.
- d) Should the donor desire, they may donate and pay for in advance, up to two consecutive “terms”, each term being 10 years, for a possible “total term” of 20 years.
- e) If the original donor opts not to renew within 120 days of contact by the Town, the plaque may be removed and the bench re-dedicated at any time.
- f) Where possible, the plaque will be returned to the original donor. The donor has the responsibility to update the Town on any change of address so that such a contact can be made.

6.3 Locations

- a) Town of Banff staff will approve, identify and maintain a list of approved benches and approved sites that are available for bench donation.
- b) Not all benches located in the town site may be considered for dedication.
- c) Locations on Public Lands outside of the listed approved sites may be considered on a case by case basis, subject to review by the Town Manager or their designate. If approved, any extraneous costs will be the responsibility of the applicant.
- d) Locations on private property may be considered on a case by case basis, subject to review by the Town Manger or their designate. Permission for bench placement from property owners must be provided in writing. Completion of a placement agreement will be required prior to placement of the bench. If approved, any extraneous costs will be the responsibility of the applicant.

6.4 Benches and Dedication Plaques

- a) Style
 - Bench model(s) will be determined by the town and will be of the style approved for its location, as determined by the Town.

- b) Purchase and Installation:
 - The Town will be responsible for the purchase and installation of all benches. Benches purchased and installed will be of high quality related to the style, appearance, durability and ease of maintenance.
- c) Bench Dedication Plaques
 - The Town will purchase and install a metal plaque for dedication purposes. The term of the plaque is ten years from the date of installation.
 - Dedications may be to commemorate one or more persons for his/her past or present contribution to the community, to a service club project, in memoriam as well as for other special events.
 - A maximum of two plaques per bench are permitted. Costs associated with the production/installation of a second plaque will be the responsibility of the applicant.
 - The plaque size, font, and design specifications will be determined by the Town. Text is subject to approval of the Town.
- d) Maintenance
 - Benches and dedication plaques are the property of the Town.
 - The Town is responsible to maintain benches and plaques in Town Public Places or pre-approved and documented donated benches on private lands for the duration of the dedication term.
 - Within the term, the Town will replace, at no cost to the donor, a bench dedication plaque if it is damaged stolen.
 - If a bench is damaged, defaced or destroyed to an extent that, in the opinion of the Program Manager, replacement is required, this will be done at no cost to the donor.
- e) Relocation
 - The Town reserves the right to re-locate a bench or plaque, in the eventuality that such a move is necessary (i.e. bench is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades etc.). The Town will attempt to contact the donor for consultation prior to re-location.

6.5 Special Requests

There may be other donations possible, other than those expressly listed or contained within this policy, or a special request that may not meet the provided criteria and presents a unique circumstance. The Town may accept those donations subject to a review and approval of the Town Manager or their designate.

6.6 Application Procedures

- a) Donors wishing to participate in the Banff Bench Program may do so by completing an application form.
- b) The donor will select a location based on the list of approved benches and approved sites that are available for bench donation. Location selection will be on a first come, first-served basis.
- c) Applications will be accepted throughout the year and shall be reviewed and approved by the Program Manager.

- d) Donations for bench dedications are accepted provided that:
 - There is an approved bench or an approved site for a bench available as determined by the Town; and
 - the payment in full of the dedication fee is received.
- e) In the event the Banff Bench Program inventory is fully subscribed, a waiting list will be maintained on a first come, first served basis for all locations.
- f) Donations for bench dedications are tax deductible and official receipt will be issued to the donor by the Town.

6.7 **General Regulations**

- a) Any private dedication ceremony is the responsibility of the donor. As benches are located in a Public Place, exclusive use of the area surrounding benches is not available for private dedications.
- b) The placement of any mementos (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the bench is not permitted.

7.0 **RELATED DOCUMENTS**

8.0 **ATTACHMENTS**

- 8.1 Appendix 1: Fee Schedule

This policy shall be in effect on the date it is approved by resolution of Council.

2016.05
Karen Sorensen
Mayor

2016.05
Robert Earl
Town Manager

BANFF BENCH PROGRAM FEES & CHARGES

		Cascade Bench (Bow River)	Rundle Bench (Parks & Inland Trails)
i)	New Dedication – Approved Site	\$4,000	\$2,700
ii)	New Dedication – Phase 1 Bench	\$3,400	\$2,100
iii)	Dedication Renewal	\$3,000	\$1,700
iv)	Second Dedication Plaque	\$250	\$250

- ❖ Phase 1 Bench means benches that were made available for dedication prior to the adoption of Policy C5002.
- ❖ Dedication fee includes one dedication plaque.
- ❖ Dedications in locations outside of approved sites may be considered. If approved, any extraneous costs will be the responsibility of the applicant.